#### Harvard Club of Victoria (HCV) Non-Profit Fellowship Program 2019



#### Application for Fellowship to attend Strategic Perspectives in Nonprofit Management programat Harvard Business School (14–20 July 2019)

This is a three-part application form, in three separate files.

Please complete all three parts of this form and submit them by email to Mandy Croker (mandy@harvardclubofvictoria.org.au) by 5.00 pm on Sunday 10 February 2019, along with a copy of your organisation’s annual report for 2017–18.

The first part of this application form (see next page) sets out the eligibility criteria that an applicant must meet in order to be considered for an HCV Non-Profit Fellowship. **We are unable to make any exceptions to the eligibility criteria, including DGR status and annual revenue.**

The second part is the Harvard Business School Social Enterprise Programs application form. Please do not forward completed documentation directly to Harvard Business School. Once we have confirmed our shortlist for the HCV Non-Profit Fellowships, we submit our shortlisted candidates’ application materials to the HBS Social Enterprise Programs Admissions Committee.

The third part contains supplementary questions specifically relevant to the HCV Non-Profit Fellowships. When responding to the questions in this section, please restrict your answers to the word limits provided.

Please note that applications will be read, in confidence, by a selection committee that includes former HCV Fellows.

Invitations to interview will be made by email in the week of 11 March 2019, and interviews will be held on Saturday 30 March 2019, in Melbourne.

**Part 1: Eligibility**

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of applicant’s organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criteria to be met by all applicants and their organisation:**

|  |  |
| --- | --- |
| **Your organisation:** | **YES/NO** |
| Is a community service sector organisation with a primary service focus in one or more of the following areas:[[1]](#footnote-1)  |  |
| * Alcohol and drug dependency
 |  |
| * Children, youth and families
 |  |
| * Disability
 |  |
| * Family violence
 |  |
| * Housing and homelessness
 |  |
| * Indigenous services
 |  |
| * Mental health
 |  |
| * Refugee resettlement
 |  |
| * Other community service area. Please identify:
 |  |
| Is a non-profit organisation and has DGR status.  |  |
| *Please insert your organisation’s DGR number here:* |  |
| Is headquartered in Victoria. |  |
| Has an annual revenue of at least A$3 million.  |  |
| Has been fully operational (with full-time staff) for at least one year. |  |
| Has a board of directors. |  |
| Is audited and produces an annual report *(please submit an electronic version of your latest annual report with this application)*. |  |
| Personal: |  |
| You are the full-time CEO (or equivalent) of your organisation, and are responsible for shaping its direction, mission, policies and major programs. |  |
| You have been CEO (or equivalent) of your organisation for more than twelve months. |  |
| You are committed to attending this year’s Strategic Perspectives in Nonprofit Management (SPNM) program (full-time) at Harvard Business School; to arriving in Cambridge, Massachusetts, no later than Friday 12 July 2019 (SPNM runs Sunday 14 July to Saturday 20 July); and to residing on the Harvard campus for the duration of the SPNM program. |  |
| **If you are unable to answer YES to all of the above criteria, please stop here. We cannot make any exceptions.** |  |
| If you have not previously attended SPNM, or any similar Social Enterprise Program at Harvard, please respond *Have not attended* in the box opposite. |  |

1. **Please note: CEOs of management support organisations and of consulting firms are not eligible for admission to the Strategic Perspectives in Nonprofit Management (SPNM) program at Harvard Business School, and are thus ineligible for the HCV Non-Profit Fellowships.** [↑](#footnote-ref-1)