#### Harvard Club of Victoria (HCV) Non-Profit Fellowship Program 2017

#### Application for Fellowship to attend Strategic Perspectives in Nonprofit Management program at Harvard Business School (16–22 July 2017)

Please complete this application form in full, and email to Mandy Croker ([mandy@harvardclubofvictoria.org.au](mailto:mandy@harvardclubofvictoria.org.au)) by Sunday 5th February 2017 along with a copy of your Annual Report; applications will be accepted until 5.00 pm on that date.

In responding to the questions on pages 6 and 7, please restrict your answers to word limits provided.

All applications under consideration for shortlisting will be submitted to the Harvard Business School Admissions Committee.

Please note that the applications will be read in confidence by a selection committee that includes former fellows.

**We are unable to make any exceptions to the eligibility criteria including DGR status and annual turnover.**

Invitations to interview will be made by email in the week on the 6th of March and interviews will be held on Saturday 25 March 2017.

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

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

**Criteria to be met by all applicants:**

|  |  |
| --- | --- |
| **Organisational**  **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:   *(continues on next page)* |  |
| Is a non-profit organisation and has DGR status. **Please insert your organisation’s DGR number here:** |  |
| Is headquartered in Victoria |  |
| Your organisation 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 attach a copy of your latest annual report to 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 14 July 2017 (SPNM runs Sunday 16 July – Saturday 22 July); and to living on the Harvard campus for the duration of the SPNM program. |  |
|  |  |
| If you have not previously attended SPNM, or any similar social enterprise program at Harvard, please respond *Have not attended* in the box opposite. |  |

Peak bodies of which your organisation is a member

|  |
| --- |
|  |

### GENERAL INFORMATION

NAME Last (family) First Middle initial Prefix (Mr, Ms, Dr)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NICKNAME / FAMILIAR NAME (FOR NAME BADGE) \_ MALE \_ FEMALE

COUNTRY OF CITIZENSHIP DATE OF BIRTH (Month/Day/Year)

TITLE OR POSITION

NAME OF ORGANISATION OF WHICH YOU ARE CEO

BUSINESS ADDRESS Street

City State/Country Postcode

BUSINESS TELEPHONE NO.

BUSINESS FAX NO. BUSINESS EMAIL ADDRESS

ORGANISATION’S WEBSITE

NAME OF NATIONAL/PARENT ORGANISATION (if applicable)

APPLICANT’S HOME ADDRESS Street

City State/Country Postcode

HOME TELEPHONE NO. MOBILE PHONE / CELL PHONE NO.

PREFERRED MAILING ADDRESS: \_ BUSINESS ADDRESS \_ HOME ADDRESS

NAME OF BOARD CHAIR[[2]](#footnote-2)

MAILING ADDRESS Street

City State/Country Postcode

TELEPHONE NO. EMAIL ADDRESS

### ORGANISATION

Are you the founder? \_ Yes \_ No

|  |  |  |
| --- | --- | --- |
|  | **Your organiSation** | **national/Parent organiSation *(if applicable)*** |
| Founding date: |  |  |
| Organisation’s annual  budget *(****in U.S. dollars****):* | **$\_ \_ \_ , \_ \_ \_ , \_ \_ \_ , \_ \_ \_ .** | **$\_ \_ \_ , \_ \_ \_ , \_ \_ \_ , \_ \_ \_ .** |
| Organisation’s annual  budget *(****in Australian dollars****):* | **$\_ \_ \_ , \_ \_ \_ , \_ \_ \_ , \_ \_ \_ .** | **$\_ \_ \_ , \_ \_ \_ , \_ \_ \_ , \_ \_ \_ .** |
| Number of paid full-time employees: |  |  |
| Approximate number  of volunteer employees: |  |  |
| Total annual beneficiaries *(if applicable):* |  |  |
| Total membership *(if applicable):* |  |  |
| Size of board: |  |  |
| Size of Executive Committee  *(or similar):* |  |  |
| Employees reporting to you: |  |  |
| Number of affiliates/chapters  *(if applicable):* |  |  |

Please indicate the approximate percentage of your organisation’s funding from the following sources

(if you represent an affiliate or chapter, please provide your affiliate or chapter information):

\_\_\_\_\_\_\_\_\_\_% Individual donors \_\_\_\_\_\_\_\_\_\_% Fees for services/products \_\_\_\_\_\_\_\_\_\_% Private foundations

\_\_\_\_\_\_\_\_\_\_% Government (all levels) \_\_\_\_\_\_\_\_\_\_% Corporate funding \_\_\_\_\_\_\_\_\_\_% Endowment income

\_\_\_\_\_\_\_\_\_\_% Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate your organization’s subsector (check one only):

\_ Arts, culture, humanities \_ Healthcare

\_ Civic/advocacy \_ Housing and urban development

\_ Community / economic development \_ Human and social services

\_ Education \_ International development and relief

\_ Environmental conservation \_ Religion

\_ Foundation/grantmaking \_ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What function best describes your position? (check one only):

\_ Accounting/control \_ Information services

\_ Finance \_ Marketing

\_ Fundraising/development \_ Operations/program

\_ General management \_ Planning

\_ Governance \_ Public relations

\_ Human resources \_ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please describe your organisation. (Please limit your answers to the word count provided)**

**Mission: (up to 50 words)**

**Services/programs/other activities: (up to 150 words)**

**Organisational objectives for the next 3 to 5 years: (up to 150 words)**

**Organisational structure, including your responsibilities, an outline of key departments and reporting relationships: (up to 250 words of text, may also include a chart)**

The Admissions Committee at Harvard Business School pays particular attention to your responses to the following short essay questions.

WHAT DO YOU CONSIDER TO BE THE MOST CRITICAL STRATEGIC ISSUE/S FACING YOUR ORGANISATION? (up to 550 words)  
(Please elaborate on the key strategic and operational challenges/opportunities.)

WHAT ARE YOUR OVERALL GOALS IN ATTENDING THE SPNM PROGRAM? (You may consider your organisation’s goals, your own professional development goals, and your goals in support of your organisation’s specific area of service provision within the community service sector in Victoria and Australia.) (up to 250 words)

Your responses to the following questions are for the use of the HCV Non-Profit Fellowship Selection Committee.

THE HCV ENCOURAGES RECIPIENTS OF ITS NON-PROFIT FELLOWSHIPS TO USE THEIR STAY   
IN NORTH AMERICA AS AN OPPORTUNITY TO VISIT OTHER NON-PROFIT ORGANISATIONS.   
PLEASE BRIEFLY OUTLINE THE VISITS YOU WOULD UNDERTAKE IF AWARDED A FELLOWSHIP.

(up to 250 words)

DURING YOUR CAREER HAVE YOU MADE POSITIVE CHANGES IN ORGANISATIONS WORKED FOR AND IN THE BROADER COMMUNITY SERVICE SECTOR? GIVE SEVERAL EXAMPLES. Please give several examples of positive changes you have brought about in the organisations where you have worked and/or the broader community sector. (up to 150 words)

HOW HAVE YOU PARTICIPATED IN SECTOR LEADERSHIP ACTIVITIES, THROUGH PEAK BODIES FOR EXAMPLE? (up to 150 words)

WHAT ARE THE IMPACTS YOUR ORGANISATION HAS HAD ON THE VICTORIAN COMMUNITY SERVICE SECTOR? (up to 150 words)

### WORK EXPERIENCE

Please list your roles in reverse chronological order, starting with your present position. If all positions are in the same organisation, please give the major sequence of promotions:

NAME OF ORGANISATION TITLE/POSITION DATES

Please estimate your total number of years of professional experience: \_\_\_\_\_\_

### NON-PROFIT BOARD MEMBERSHIPS

Please indicate any formal involvement (i.e. membership or office-bearing role) that you have had with non-profit boards; please include current roles:

ORGANISATION ROLE BUDGET (In U.S Dollars) DATES

### OTHER ACTIVITIES

Please indicate any other *major* current and past professional activities (e.g. leadership of professional organisations, etc.):

ACTIVITY DATES

### EDUCATION

LEVEL ATTAINED (check only highest level attained):

\_ High school \_ Two-year college \_ BS/BA \_ MS/MA \_ MBA \_ Harvard MBA \_ JD/Law \_ PhD \_ MD   
\_ Foreign diploma \_ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TERTIARY STUDY COMPLETED

UNIVERSITY DEGREE OBTAINED YEAR

Have you attended other Harvard Business School programs? \_ YES \_ NO

PROGRAM DATES

Please check those factors that made you aware of the SPNM program (check as many as apply):

Recommended by:

\_ A previous participant in a Harvard Business School Executive Education program

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program name:\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_ An MBA graduate of Harvard Business School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

\_ A Harvard Business School faculty member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

\_ A Board member of your organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

\_ Another senior colleague in your organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_

\_ Human Resource Department

\_ Advertisement (please specify publication): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

\_ Direct mail package

\_ Article in published material (please specify publication): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

\_ Harvard Business School website

\_ Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Please indicate the name and title of anyone from your organisation who has participated in any of the following Harvard Business School programs: Strategic Perspectives in Nonprofit Management (SPNM), Governing for Nonprofit Excellence (GNE), or Performance Measurement for Effective Management of Nonprofit Organizations (PMNO):

List anyone else from your organisation who is applying this year for a place in SPNM, GNE or PMNO, and specify which program:

### BOARD CHAIR’S SUPPORT FOR APPLICATION

The Chair of my organisation’s Board (contact details on page 3 of application form) supports my attendance at SPNM:

\_ Yes

\_ No

### Please submit a copy of your organisations latest annual report with your application

SIGNATURE OF APPLICANT (electronic):[[3]](#footnote-3) DATE:

I certify that all the information provided in connection with this application is authentic and accurate.

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 HCV Non-Profit Fellowships.**  [↑](#footnote-ref-1)
2. **If you are shortlisted, the HCV Non-Profit Fellowship Selection Committee will contact the Chair of your Board for a reference and to confirm their support.** [↑](#footnote-ref-2)
3. **For the purposes of this application, typing your name where indicated, and submitting this application form as an attachment to an email sent from your email address, constitutes the provision of an electronic signature.** [↑](#footnote-ref-3)