#### Harvard Club of Victoria Non-Profit Fellowship Program 2020



#### HCV Non-Profit Fellowship application form: Part 1

**Instructions for applicants**

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

Please complete all three parts of this form and submit them, together with your organisation’s annual report for 2018–19 (as a PDF), to Mandy Croker (mandy@harvardclubofvictoria.org.au) by 5.00 pm on Friday 7 February 2020. Only applications submitted via email will be accepted.

The first part of this form (see next page) sets out the eligibility criteria that an applicant must meet in order to be considered for a Harvard Club of Victoria Non-Profit Fellowship. We cannot make exceptions in respect of any of the eligibility criteria.

The second part of the form is the Harvard Business School Social Enterprise Programs application form. Please do not forward your completed document to Harvard Business School, as we submit our shortlisted candidates’ applications to HBS for consideration.

The third part of the form consists of supplementary questions specifically relevant to the HCV Non-Profit Fellowships. When responding to these questions, please keep to the word limits indicated.

Please note that applications will be read, in confidence, by a selection panel that includes one or more previous recipients of HCV Non-Profit Fellowships.

Invitations to interview will be made by email in the week of 9 March 2020, and interviews will be held on Saturday 28 March 2020, in Melbourne.

**Part 1: Eligibility**

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

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

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

|  |  |
| --- | --- |
| **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 services
 |  |
| * 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 your latest annual report (as a PDF) 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 10 July 2020 (SPNM runs Sunday 12 July to Saturday 18 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 industry associations (e.g. peak bodies), of management support organisations and of consulting firms are not eligible for admission to the Strategic Perspectives in Nonprofit Management program at Harvard Business School, and are therefore ineligible to apply for an HCV Non-Profit Fellowship.** [↑](#footnote-ref-1)