2020 Digital Inclusion Fellowship Application Questions

This application is for preparation only. You must put your answers into the forms at [**https://www.nten.org/major-initiatives/dif/apply/**](https://www.nten.org/major-initiatives/dif/apply/). You will also need to upload your resume.

# For Fellow

In what city are you applying for a sponsored Fellowship?

How many people does your organization serve each year?

Where did you learn about the Digital Inclusion Fellowship?

**Please answer each question below in 900 characters or less.**

Why are you passionate about digital inclusion and digital literacy?

Please describe the people and communities your organization currently serves.

What is the digital inclusion landscape in your community? What are the service gaps that you see? What community partners do you think you could engage in a digital inclusion project?

What is your experience working with systemically underserved communities?

Have you thought about what your digital inclusion project for the fellowship might look like? If so, please describe your ideas for your project. If not, tell us how participating in the fellowship would help your organization advance in the digital inclusion space.

How are you uniquely positioned in your organization to do this work? How will your other duties be complemented by this work? Will you need to be excused from other duties?

## Acknowledgement of Obligations

* I understand that this is a year-long professional development fellowship.
* I understand that I will be required to participate in orientation, which will require a commitment of 4 days (if in person) or 30-40 hours (if online). (Should the orientation be feasible in person, travel, lodging, and related expenses are covered by NTEN.)
* I understand that I will be required to craft a year-long project plan that must be approved by the supervisor, and that includes goals agreed upon by the organization and NTEN for serving a specific number of unique participants, instruction hours, trained volunteers, or other related service areas. These goals will be tracked by the fellow and reported to NTEN on a monthly basis. Should the fellow leave the organization, another staff member will report program outcomes on a monthly basis. Fellows are expected to serve at least 200 unique participants. (While 200 is a baseline for the program, NTEN will work together with the fellow and supervisor to make sure the goals are feasible for each organization.)
* I understand I will be required to participate in monthly online trainings. The time commitment for these trainings will range from 1 to 2.5 hours per month, depending on the format of the training.
* I understand I will be required to participate in monthly cohort calls with all the other Fellows. These calls will require 1 hour per month. I also commit to being an active participant in the cohort message board.
* I agree to participate in a monthly 1-on-1 check-in with Digital Inclusion Fellowship staff to discuss plans, progress, challenges, etc. These calls may be 15 to 60 minutes long.

# For Supervisor

Briefly describe the work your organization has done to bridge the digital divide. What is your vision for how the fellow's project will contribute to that work?

How will you ensure that organization staff are engaged in supporting the digital inclusion work led by the fellow?

What resources will your organization have available to support success of the project? What additional resources may be needed, and how will you secure them?

Is digital inclusion currently a part of your strategic plan? If so, how will the fellow's project fit in? If not, how will the fellow's work help build a digital inclusion movement in your organization?

What about the applicant makes them the best person from your organization to do this work?

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* I understand the fellow will be required to craft a year-long project plan that must be approved by the supervisor, and that includes goals agreed upon by the organization and NTEN for serving a specific number of unique participants, instruction hours, trained volunteers, newly staffed lab hours, or other related service areas. These goals will be tracked by the fellow and reported to NTEN on a monthly basis. Should the fellow leave the organization, another staff member will report program outcomes on a monthly basis. Fellows are expected to serve at least 200 unique participants. (While 200 is a baseline for the program, NTEN will work together with the fellow and supervisor to make sure the goals are feasible for each organization.)
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* I understand the fellow will be required to participate in monthly cohort calls with all the other fellows. These calls will require one hour per month. The fellow also commits to being an active participant in the cohort message board.
* I understand the fellow will participate in a monthly 1-on-1 check-in with Digital Inclusion Fellowship staff to discuss plans, progress, challenges, etc. These calls may be 15 to 60 minutes long. The supervisor may occasionally be asked to join the check-in.