**Jane’s Fellowship Program Class 10**

**APPLICATION INSTRUCTIONS**

**October 5:** A completed application and letter(s) of support must be postmarked or delivered by this date. All applicants will receive confirmation of receipt of their application.

**November 2-10:** 22-26 applicants will be invited to participate in an interview. The interview will be one-hour, via Zoom with the selection committee. Interview questions will be shared in advance. Applicants who have not been invited to participate in the interview process will be notified.

**November 29-30**: Finalists are selected and notified. Interviewees who have not been invited to join Class 10 will also be notified.

**December 8 or December 13**: Orientation session for new Class 10 Fellows.

**January-December 2023:** The twelve-month program runs. Please see below for key program dates.

**HOW TO APPLY**

1. ACCESS the application in the format you prefer.

* You can download a Word template at [www.trff.org/janes-fellowship](http://www.trff.org/janes-fellowship), OR
* Contact 253.857.1664 or [jfp.app@trff.org](mailto:jfp.app@trff.org) to request a printed copy.

1. ANSWER.

* Fill out the information requested on page one of the application, including contact details for your references. Hit “tab” on your keyboard to move through the application or use your mouse to click on the empty response fields.
* Answer the open-response questions on page two and three. The response fields will expand to fit your response.
* If you prefer to complete the application by hand, please number your responses.

1. ASK.

* Ask someone familiar with your community involvement (not a family member) to write a letter of support for you to submit along with your application.
* The letter should include your name, comments about why you are a good candidate for JFP, and anything else the writer wants us to know about you.
* At least one letter is required; no more than three letters will be reviewed.
* All letters must accompany your application.

1. SEND.

* Email your completed application and support letter(s) to [jfp.app@trff.org](mailto:jfp.app@trff.org), OR
* Mail completed application and support letter(s) to this address:

The Russell Family Foundation/JFP

P.O. Box 2567

Gig Harbor, WA 98335

Please contact us with any questions or support you need to apply: 253.857.1664 or [jfp.app@trff.org](mailto:jfp.app@trff.org)

*“What distinguishes grassroots groups from traditional non-profit organizations is a structure that allows people who are bound together by their common experience of and interest in ‘place’ to move their shared agenda forward in a way that depends on their collective commitment, energy, passion and skills.”* **Grassroots Grantmakers**

**Jane’s Fellowship Program**

**Class 10**

**Key Program Dates**

Participation is key to success of the program. Though we recognize that unforeseen events or scheduling conflicts will come up during the year, we hope applicants will assess their ability to participate fully in the program before applying. If you have questions about the participation expectations or specific dates, please contact us. Most events take place in Tacoma.

Fellows commit to engage in the following:

* Orientation (1.5 hours, December 8 from 4:30-6pm or December 13 from 4:30-6pm)
* Welcome and Kick-off Dinner (2 hours, January 5, 2023)
* Monthly cohort gatherings (January-November 2023): second Saturday of the month (full day, ending by 5pm) and fourth Thursday of the month (evening)
* Two, three day/two night overnight retreats (January 13-15, 2023 and November 10-12, 2023. Retreats replace Saturday sessions in January and November) ​
* Two 90-minute conversations to reflect on your program experience​, at the mid-point and end of program.
* One 90-minute meeting to discuss results from a communication style assessment.

* Occasional required readings and independent work​
* Optional social and family gatherings and peer-initiated events​
* One-to-one meetings with JFP staff as requested​
* Graduation Celebration (3 hours, December 2, 2023 in the evening)

Jane’s Fellowship Program operates on the land of the Coast Salish Sea Peoples known as the [Puyallup Tribe.](http://www.puyallup-tribe.com/)