



Nonprofit Leadership Alliance Career Development Award Student Application Instructions

About the Alliance Career Development Award

The Nonprofit Leadership Alliance Career Development Award program is designed to eliminate the barrier of an unpaid internship (in-person or virtual) and increase diversity of the nonprofit workforce by providing \$2,000 internship stipends for students completing their Certified Nonprofit Professional (CNP) credential. **The scholarship is provided in two checks to the student, one at the beginning of the internship, and one at the completion of the internship.**

The Career Development stipend is awarded through a competitive process. The application requires:

- ❖ Notation of student volunteer and leadership activity
- ❖ 750 word essay on the topic provided
- ❖ Two complete recommendation forms
- ❖ Separate evaluation form from the applicant's Alliance Program Campus Director

Requirements from Applicant

- ❖ Complete a 120 hour internship at a nonprofit organization by December 31, 2022
- ❖ Share your experience with the Alliance network by:
 - ❖ Contributing a short blog post about your [internship](#).
 - ❖ Showcasing your passion for nonprofit work on the [Student Spotlight](#).
- ❖ Attend virtual orientation in January 2022
- ❖ Attend virtual celebration in December 2022

Important deadlines:

- ❖ Open Application Deadline: September 2021 - November 1, 2021
- ❖ Award Notices: December 1, 2021
- ❖ Internships must be completed by: December 31, 2022

Application Links

[Student Application](#)

[Campus Director Evaluation](#)

[Recommendation Forms](#)

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Student Eligibility Requirements

In order to be eligible for the Alliance Career Development Award, you must:

- ❖ Be enrolled at an actively affiliated Nonprofit Leadership Alliance legacy campus program.
- ❖ Have an active CNP Central Profile.
- ❖ **Be a junior, senior, post-baccalaureate, or graduate student.**
- ❖ Have completed or scheduled to complete nonprofit specific coursework, including introductory nonprofit sector coursework prior to beginning the internship.
- ❖ **Complete an internship during calendar year 2022** that meets the requirements of both the Certified Nonprofit Professional credential and those of your individual campus program.
 - *Note: Only students completing their internship in calendar year 2022 are eligible for the Career Development Award.**
 - **Please see Internship Site Eligibility below for information regarding acceptable internship locations.
- ❖ Be committed to finishing all CNP credential requirements and earning your CNP immediately upon graduation with your Bachelor's degree or completion of graduate-level requirements.

Internship Site Eligibility Requirements

Internship sites that are utilized for the Alliance Career Development Award must:

- ❖ Be classified as a tax-exempt organization, if you have questions about your potential internship site, please contact the programs manager Ariel Kaylor at ariel@nla1.org.
- ❖ Not be a part of the student's college or university. Organizations that are affiliated with the campus may be acceptable, as long as they **do not** share the same tax ID as the campus itself.

Completing the Career Development Award Application

Your Student Application, Two Recommendation Forms, and Campus Director Referral are submitted online. Please note that you **WILL NOT** be able to save your work and come back to it later in the online application. We highly advise you to complete your responses beforehand and copy/paste them into the application. **It is the applying student's responsibility to make sure the Campus Director Evaluation and two Recommendation Forms are submitted by October 11, 2021.** The following information describes in detail the sections within the [Student Application](#).

Section 1: General Information: This section requests general contact information:

- ❖ Name
- ❖ Address
- ❖ Phone number
- ❖ Email

Section 2: Student Eligibility: Applicants must currently be attending an Alliance campus partner institution and have an active student profile within the CNP program. This section includes information directly related to the eligibility of the applicant including:

- ❖ College or university
- ❖ Academic level
- ❖ Completion or scheduled completion of nonprofit specific coursework, including introductory nonprofit sector course
- ❖ Anticipated graduation date
- ❖ Anticipated CNP completion date
- ❖ Indication of an active Alliance student profile
- ❖ Indication of understanding that if you do not complete an internship, the full stipend will not be awarded and that you may be required to pay back any stipend funds received.
- ❖ Attendance at a national conference status
- ❖ Status of Internship (Do you have an internship in mind or are you searching for one?)

Section 3: Leadership and Engagement Experience: The student must demonstrate an overall commitment to improving their community by describing a leadership and service experience within the community or on campus (this may include your NLASA chapter). You must include the name of the activity, organization involved, your role and impact of the experience or project, and total hours dedicated to the activity.

Section 4: Essay

- ❖ Essay is scored based on content and organization of ideas, proper grammar, and spelling. You are encouraged to have someone proofread your essay before submission (750 word limit).
- ❖ In 750 or fewer words, describe your experience interacting with diverse groups of people and discuss the responsibility you have as a future professional to being committed to diversity, equity and inclusion in the nonprofit sector. Your essay is scored based on content and organization of ideas, proper grammar and spelling. You are encouraged to have someone proofread your essay before submission.

Section 5: Letters of Recommendation:

- ❖ Two completed Career Development [recommendation forms](#).
 - One recommendation should be from a campus leader (faculty, advisor, or administrator) **other than your campus director**.
 - The second recommendation can be from your employer (i.e., supervisor, manager), or community leader (i.e., official leaders, civic leader, religious leader).
- ❖ Recommendation must be filled, completed and submitted by October 11, 2021.
- ❖ Any questions can be sent to ariel@nla1.org.

Section 6: Financial Need:

- ❖ Describe the impact receiving this award would have on your ability to complete an internship. This includes your financial need. (If you would like to provide your FAFSA Estimated Family Contribution number (EFC), you may do so here.)

Section 7: Application Certification

- ❖ At the end of the application, please double-check that all information is correct. The online application form will ask you to verify the information contained in your application and your understanding of the terms of the award.

Section 8: Campus Director Evaluation Form

- ❖ Your Campus Director will provide an evaluation based on your progress in the CNP program and your likelihood of completing CNP requirements. A Campus Director Evaluation is required before the application will be forwarded to the Selection Committee. This form is due with the Student Application on Monday, October 11th, 2021 and can be found [here](#).

Selection Committee Review and Scoring Factors

Review of application by Alliance Career Development Selection Committee

- ❖ Eligible applications are forwarded to the Alliance Career Development Selection Committee for blind review. All identifying information is removed from the student application. This includes the student's name, campus affiliate, etc. The committee is composed of Nonprofit Leadership Alliance Campus Directors and faculty, CNPs, and National Board Members. Reviewers are expected to avoid any conflicts of interest and abstain from scoring an applicant with which there is (or appears to be) a conflict.

The Selection Committee scores each eligible application on five factors:

- ❖ Leadership and Engagement Experience: Applicants will demonstrate an overall commitment to improving their community by discussing a volunteer leadership and service experience. Judges will consider the impact of the applicant's role and the project.
- ❖ Essay: An essay prompt is listed asking applicants to discuss their experiences in diverse populations and contexts. The essay is critiqued on clarity and appropriateness of content and form. It is highly recommended that you have someone to proofread your essay before submission to avoid spelling and grammatical errors.
- ❖ Two Letters of Recommendation: At least one letter should be from the applicant's campus leader (faculty, advisor, or administrator) **other than the campus director**. The campus director will have an opportunity to complete a student evaluation. The second letter can come from the student's employer (i.e., supervisor, manager), or community leader (i.e., official leaders, civic leader, or religious leader). Both letters must be typed, dated, signed, and on official letterhead of the campus or organization.
- ❖ Campus Director Referral Form: The form asks campus directors to indicate the student's time in the CNP program, to rate the student on a scale of 1 to 10 in comparison to other students on campus, and to discuss the applicant's qualifications (such as academic standing, progress in nonprofit coursework, and likelihood of completing the CNP credential requirements).
- ❖ Financial Need: In order to help more students for whom an unpaid internship would be a barrier to CNP completion, students are able to describe their financial need and the impact of the award.

The Nonprofit Leadership Alliance reserves the right to change any component of the Alliance Career Development Award and application process at any time. This includes scoring criteria, terms, and conditions.

Dates and Deadlines

Application Deadline:	November 1, 2021
Award Notices:	December 1, 2021
Internships must be completed by:	December 31, 2022

Need help?

Please contact Ariel Kaylor, CNP at the Alliance national office with any questions about Alliance Career Development Award at ariel@nla1.org.