



Kuehn Charitable Foundation

KUEHN FELLOWSHIP 2019-2021 HOST ORGANIZATION APPLICATION

Thank you for your interest in applying to be a host organization for a Kuehn Fellow.

Please read our Frequently Asked Questions (on the KCF website at www.kuehncharitable.org) before submitting this application as well as the qualifications described below.

[If you intend to apply, you must notify KCF of your intention no later than November 9, 2018.](#)

KCF will have a brief conference call session going over the program and application on November 8, 2018 at 3PM EST. Attendance is NOT mandatory; however, it will be a convenient way to get any questions answered. Questions about the Fellowship or this application may otherwise be submitted to Jennifer Gilbert at jgilbert@kuehncharitable.org no later than November 9, 2018. Responses will be emailed promptly to everyone who notifies KCF of their intention to apply.

[SUBMISSION DEADLINE: 5 PM EST ON NOVEMBER 20, 2018.](#)

KEY DATES

11/8/2018 – Open conference call for questions on program and application at 3 pm EST

Dial in #: 605-468-8003
Participant Access Code:
192860#

11/9/2018 – Notify KCF of intent to apply; Questions deadline to jgilbert@kuehncharitable.org

11/20/2018 – Applications due with all attachments by 5 pm EST to kuehnfellow2019@gmail.com with copy to jgilbert@kuehncharitable.org

We ask that you use this format to apply to be a Kuehn Fellow host organization. The entire Application Form and all attachments should be submitted electronically to kuehnfellow2019@gmail.com with a cc to Jennifer Gilbert, KCF Executive Director, at jgilbert@kuehncharitable.org.

1. Qualifications for Host Organizations. The host organization must:
 - Be a 501(c)(3) tax exempt organization located within the Greater Boston area working in the area of affordable housing. *Our Fellows typically do not own cars, and KCF will*

limit the 2019 Fellowship to organizations located to enable regular MBTA access (subway or regular city bus route, suburban commuter rail is not acceptable).

- Have at the time of application at least two and preferably more full-time staff devoted to real estate development and/or real estate finance. At least one staff member should have at least five years of post-graduate school experience in real estate development, preferably more.

2. Submission Requirements for Host Organizations. The host organizations should:

- Commit to providing the Fellow with in-depth experience working in a defined position within the real estate development or real estate finance department of the organization on projects and activities central to the mission of the organization. The Foundation seeks hosts which can offer Fellows a career-path job focused in real estate development and real estate finance. The Foundation welcomes exposure to and work within other important areas: asset management, property management, and supportive services. Hosts may certainly describe positions which offer as part of the work plan research, analysis or other projects in those subject areas. The Foundation's expectation would be that those projects would be not more than roughly 20% of a Fellow's overall workload, and the Fellow's supervisor would continue responsibility for the Fellow's overall workplan and work product.
- Commit to providing the Fellow with an experienced supervisor who will oversee and give advice on the Fellow's day-to-day work. The supervisor may not be changed without permission of the Foundation, except in case of the departure of the supervisor.
- Allow the Fellow flexibility to attend monthly Fellowship training events, which may need to be scheduled during work hours.
- Commit to provide and pay for customary benefits for the Fellow including health care, workers compensation, unemployment insurance, etc. comparable to those furnished to its employees serving in similar, full-time positions. (Via grant agreement, the Foundation will provide the annual stipend for the Fellows' pay to the organization in advance in monthly installments. The first-year stipend for pay will be \$68,000 and the second year \$69,500. Fellows are not eligible for bonuses. In addition, KCF will make available an additional \$2000 for each Fellow which may be utilized for professional training and development opportunities approved by the Fellow's supervisor and KCF.)
- Identify a mentor willing to meet at least bi-monthly with Fellow during the first year of the Fellowship. A mentor should not be a member of the staff of the organization. The mentor should be named as part of this application.

3. Application Process for Host Organizations

An organization wishing to participate should respond to the following questions in Section A below and submit the documents described in Section B. These questions are repeated in full on the final pages of this document as the Application Form. Please simply cut and paste the Application Form which includes all questions below, insert your responses and convert the questions and responses into a single PDF for submission. The file should be labeled Kuehn Responses by (insert name of your organization). The Kuehn Responses file should be submitted along with the documents described in Section B below via email. Deadline: 5 pm on November 20, 2018.

A. Questions for Response.

- 1 Please identify the principal contact within your organization for this application by name, position, email and phone number.
- 2 Please describe your interest in having a Kuehn Fellow. (word limit: 250)
- 3 Please provide a brief summary of your affordable housing and community development projects developed or acquired over the past five years and expected to be developed or acquired over the upcoming two years. (It is fine to limit these to projects in Massachusetts.) Please describe or provide a list of your full existing portfolio of affordable housing and community economic development projects. (word limit: 750 not including Project List)
- 4 Please provide a job description for the Fellow including job responsibilities. (word limit: 500)
- 5 Please provide a general work plan for the Fellow's first year, and the experiences and goals you intend for the Fellow during his or her first year. The work plan should additionally provide in as much detail as possible what specific projects the Fellow would work on within real estate and, if applicable, within other parts of the organization, to whom he or she would report overall and on specific projects, the timelines for the projects and what the outputs would be. In particular if you are anticipating project work within other departments, please provide detail on what those projects would be, who would be primarily responsible for overseeing the Fellow on those projects, and how they would collaborate/coordinate with the Fellow's primary supervisor. (The work plan will be a living document to which the organization and the Fellow may make mutually agreed changes.) (word limit: 750)
- 6 Please identify the person who will supervise the Fellow, including that person's experience and position in your organization. (word limit: 250)

- 7 Please identify the customary benefits the Fellow will receive.
- 8 Please identify a mentor who has agreed to serve in that role for your Fellow and include that person's background and contact information. The mentor must be designated now and should have agreed to serve in the role.

Please fill-out #9, the application summary, as well. These shortened versions of your application are critical for recruitment purposes and will be made available on the KCF website. They should be compelling to potential 2019 Fellowship applicants, informing them of the quality of the organizations and positions offered at the chosen hosts. Your full application will be made available to 2019 Fellows after they have been selected and ahead of the Matching Event.

B. Required Documents.

An organization wishing to participate in the Kuehn Fellows program should also furnish the following:

- Your most recent IRS 501(c)(3) tax exemption determination letter
- Your most recent corporate or other annual report describing your activities over the prior year
- Your most recent IRS Form 990

Your submitting this application will indicate that if chosen to host a Fellow, you will provide the Fellow with in-depth experience working in a defined position on projects and activities central to the mission of your organization under an experienced supervisor who will oversee and give advice on the Fellow's day-to-day work. If chosen you will also, in cooperation with the Fellow, consider revisions as appropriate to the general work plan.

APPLICATION FORM: QUESTIONS FOR RESPONSE – Kuehn Fellowship 2019-2021
Host Application

Please cut and paste the questions below, insert your responses and convert the questions and responses into a single PDF for submission along with the documents listed above in Section B. The file should be labeled Kuehn Responses by (insert name of your organization).

Name of Organization: _____

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9 Host/Position Summary

NAME OF ORGANIZATION:

WEBSITE:

DESCRIPTION OF FELLOWSHIP POSITION (250 WORDS OR LESS):

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