

### What is the Restuccia Fellowship?

The Restuccia Health Justice Fellowship is a new endeavor that honors the legacy and vision of Community Catalyst's founding and longtime Executive Director, Rob Restuccia. The Fellowship will provide intensive coaching and funding for select local, state, and national health advocacy organizations of color for nine months. Unlike other fellowship programs that recruit individual leaders, the Fellowship will recruit teams from within organizations who will participate, with two other teams, in all programming.

### What are the goals of the Restuccia Fellowship?

To build organizational leadership capacity, inspire transformational leadership, improve each team member's ability to engage effectively with a broad spectrum of stakeholders at the intersection of policy, politics, and health care, and help organizations become more influential in shaping health care policy and the health care system while advancing core principles of reform.

### How long is the program?

The Fellowship will include pre-programming orientation for the first few months followed by nine months of intensive coaching and training. Organizations should expect to dedicate approximately 12 months of their time, which will begin as soon as organizations are notified of their selection in August 2021. The inaugural Fellows class of 2021 will graduate in August 2022.

### What topics will be covered during the Fellowship?

The Fellowship's framework concentrates on four main competency areas that will be addressed throughout the Fellowship. They are as follows:

- **Organizational Transformation:** As part of their application, Fellowship teams will identify an organizational transformation goal they want to achieve (or initiate) during the Fellowship. Teams will be matched with an organizational development coach who will support them in assessing their organization's overall strengths and weaknesses, racial justice strategies and practices, and help them to develop a plan for their transformation
- **Leadership Development and Teamwork:** Individual leadership practices that strengthen leaders' effectiveness and make their work more purposeful, fulfilling, and less stressful; training and best practices to build more effective teams that can tackle big organizational imperatives and take their organization's work to the next level
- **Powerful and Unusual Partnership:** Fellowship teams will be asked to step outside of their current advocacy work and will be challenged to think bigger about what kinds of partnerships are required to achieve structural change
- **Leadership through a Health Equity and Racial Justice Lens:** Fellowship teams will be asked how their internal operational procedures (human resources, budgeting, and benefits administration) and programmatic strategy (coalition building, policy development, advocacy, and organizing, external communications) need to shift to better tackle structural racism and advance racial justice.

## **What are examples of organizational transformations?**

Examples of an organizational transformation include, but are not limited to, fundraising planning, growing the internal capacity to launch a capital campaign, mission development or change, strategic planning, recruiting and retaining a more diverse staff team, and board development.

## **What does transformational leadership mean?**

Transformational leadership is a theory of leadership where a leader works with a team to identify needed organizational and/or personal change, creates a vision to guide the change through inspiration and planning, and executes the change in collaboration with committed members of a group.

## **How will training and workshops be facilitated?**

The majority of the sessions will be held via Zoom, except for the in-person visits conducted by your coach and the two in-person retreats, both to be held in 2022. Please note that making sure everyone feels comfortable and safe is Community Catalyst's number one priority. We are committed to staying abreast of any COVID-19 safety requirements as each state transitions into various integration stages. This section will be continually updated.

## **Who is part of the Restuccia Health Justice Team?**

The Restuccia Health Justice Team will consist of one facilitator, three coaches, a Fellowship program manager, and a host of faculty and experts in specific areas.

## **What are the benefits of participating in the Restuccia Fellowship?**

### **Benefits of participating include:**

- General operating grant to your home organization to be used over nine months to defray costs of participation and/or to fund organizational transformation activity
- Organizational development coaching and support valued at least \$15,000
- An organizational assessment supported by your coach and tied to organizational transformation and racial justice
- Training and learning with top experts in organizational management, fundraising, health systems, advocacy, racial justice, and leadership development
- Membership in a peer cohort with other outstanding health advocacy leaders
- Increased organizational and personal public profile

## **What is the maximum amount of funding can organizational teams can receive?**

\$50,000

## **If we are awarded funding, can we issue a press release?**

Yes, Community Catalyst will provide you with a media kit (template materials) that you can use as part of our comprehensive communications plan.

## **Will I receive a calendar or syllabus/curriculum?**

Yes, Fellowship Teams will receive a welcome kit, a program outline (curriculum), and a calendar of meetings to plan accordingly.

## **How will organizational teams stay engaged after the program?**

Fellows will forever be part of the Community Catalyst family. Some of the post-fellowship engagement efforts will include:

- Selected Fellowship teams/members will be asked to participate in the interview process for the second Fellowship class
- On-going follow-ups, communications, check-ins, and alumnae activities, and engagement opportunities will continue – we want to stay connected with you!
- Opportunities to participate in future workshops, trainings, and events with Community Catalyst staff, advocates, and Board
- As part of this journey, the inaugural Fellows Class of 2021 are encouraged to participate in annual workshops, alumnus activities, speaking engagements, and other events

## **Application Related Questions**

### **When is the deadline to apply?**

Organizational teams have to submit their application by **5 PM EDT on May 26, 2021**.

### **Can we submit a proposal after the deadline?**

No, applications received after the deadline will not be reviewed.

### **Can we send our applications by e-mail, mail, or fax?**

No. Applications must be submitted via the application portal found [here](#). **If you have questions while using the application portal, please contact us at [RestucciaFellowship@CommunityCatalyst.org](mailto:RestucciaFellowship@CommunityCatalyst.org), and we will be able to assist you.**

### **How will the finalist be selected?**

The application and its subsequent phases will be reviewed using the selection criteria.

### **Will we be notified if we are not selected?**

Yes.

### **If my organization is not chosen, can we apply again during a future round?**

Absolutely! When we open applications next, we would be happy to review new applications from applicants who have advanced their work since the first round.

### **When will the next application cycle be open?**

We will post information on the website as soon as we have dates for our next application cycle

### **How many teams/individuals will be selected for the Fellowship?**

Three organizations of color will be selected and funded, and each should select a minimum of 3 individuals to attend.

## **Do the 5 FTE's need to be full-time employees of the organization?**

No. FTE's can consist of part-time, full-time, and or volunteer roles that equate to 5 full-time staff. If you can demonstrate that individuals can fully participate in the Fellowship, we encourage your team to apply. If you decide to list volunteers as Fellow applicants, additional information will need to be provided on the application. *Most importantly, we want organizations to be mindful of the time commitment and their capacity. Please consider your bandwidth when deciding who can or should participate.*

## **Can groups, co-founders, or pairs apply?**

Organizations are expected to send an organization-wide proposal. If selected, the persons attending will be determined by the organizations themselves.

## **Can organizations apply that were not invited?**

In the future, we will be opening the application to any relevant organizations/groups across the country. For this first year of the Fellowship, we are prioritizing organizations we have previously engaged with in some capacity.

## **Who are Community Catalyst Network (Partners)?**

Community Catalyst networks defined as organizations at the state, local, and/or national level that have received technical assistance (defined as receiving support from Community Catalyst on the [six advocacy capacities](#), organizational and leadership development, and/or health equity); and/or have been the recipient of a grant and/or subgrant or who has been invited to apply for a Community Catalyst grant in the last five years.

## **How long is the application process?**

The entire application timeline is approximately 12 weeks – the application submission process will be open for 4 weeks, from April 28 to May 26; then, finalists will be selected and interviewed over the next 3-5 weeks. Upon notification of selection, organizations will have one week to accept the Fellowship offer.

## **Does there need to be one specific applicant organization for this application, or can a coalition respond to the call for applications?**

There needs to be one specific applicant organization. See eligibility requirements.

## **Which members from an organization can apply?**

We hope to fund teams that consist of varying levels within an organization, such as representation from senior/leadership positions, mid-management positions, and a junior-level staff person to apply for the Fellowship.

## **Who reviews the applications and makes the final decision about which applications are selected?**

Community Catalyst has appointed a Selection Committee consisting of program staff and external advisors responsible for making the final applicant selections/decisions. The Selection Committee consists of the Community Catalyst Executive Director, The Fellowship Program Manager, two senior-level and one junior-level staff member, and two external reviewers.

## How many phases does the application process have?

The application process has four phases that will take place immediately after the April webinar recording. The applicant pool will be narrowed throughout each phase of the process. Applicants who do not make it through to the next phase will be notified as decisions are made. The following phases are:

- Phase One: Each organization will submit their online applications jointly with all three applying staff members and commit to participating in the Fellowship together as a team.
- Phase Two: Between eight and twelve organizations will be selected to submit a three-minute video (not needing to be professionally produced) answering the following question: If selected, what will achieving your identified organizational transformation goal mean to you?
- Phase Three: During this finalist phase, approximately five to seven organizational teams will be invited for virtual interviews and asked to submit additional information.
- Phase Four: Contracts and grants will be awarded to three selected organizational teams.

*We regret that we cannot fund every application and acknowledge that the application process itself will take time. Thank you in advance for your interest and willingness to participate in this process.*

## What are the timelines for the application process and the initial phase of the Fellowship?

- Restuccia Health Justice Fellowship Informational Webinar was on April 28, 2021, at 2:00 PM ET.
- Applications can be submitted between April 28 and May 26. Submissions will not be accepted after 5 PM EDT on 5/26/2021.
- The Selection Review Committee will review all applications during the first three weeks of June.
- Organizational Teams will be notified the last week of June if they will be moving to the next round of the process, consisting of submitting a video and additional documentation. Please see the application phase section of this document for more details.
- At the end of June, selected applicants will be notified if they are moving forward to participate in virtual interviews
- The final three Fellowship Teams will be selected and notified in August
- A comprehensive communications plan, developed in collaboration with the Fellowship Teams, will be in place for the public announcement.
- September – November, Fellows will participate in pre-programming orientation, and December – August 2022, the formal training and workshop sessions will take place

## Eligibility Requirements

### What eligibility requirements does the Fellowship have?

- The organization is primarily focused on improving the lives of the communities of the following identities: Black, Indigenous, Hispanic, Latino/a/e/X, Arab/Arab American, Middle Eastern, Northern African, Southeast Asian, Asian, Asian Pacific Islander, Native Hawaiian, Desi, and/or immigrant, and/or any other identities of color not listed and their families, and this is reflected in the organization's mission, goals, and program activities.
- A majority (75%) of Leadership (board members, executive director, and senior management as defined by your organization) identify as members of the above-listed communities

Please note external partners have assisted in the development of this definition. Community Catalyst is committed to learning and growing in this space and, therefore, continuously revisiting this definition. We welcome any comments, questions, or ideas you may have.

## **Additional requirements include:**

- Health advocacy is one of the organization's stated priorities
- U.S.-based, national, state, or local organization with a 501c (3) tax status

## **Do we need to be a 501(c)(3) organization to apply for/receive the Restuccia Fellowship?**

You do not need to be a currently registered 501(c)(3) organization at the time of application. However, the expectation is that we will fund only organizations with a 501(c)(3) status established when the Fellowship term begins.

## **Can we apply using a fiscal sponsor?**

You can apply with a fiscal sponsor with a 501(c)(3) tax status.

## **Do the Fellowship participants need to be U.S. citizens?**

No, U.S. citizenship is not a requirement, but the organization must be a 501(c)(3).

## **Is English proficiency required?**

Yes, Fellows must be fluent in spoken and written English as all programming will be conducted in English.

## **My organization has many great ideas on how we can change our community, but we haven't put them into action yet. Are we still eligible to apply?**

Yes! The Restuccia Fellowship seeks to lift the work of local and state health/health justice advocacy organizations that have already shown meaningful impact in their communities. If your organization is still in the process of developing your great idea or vision and hasn't yet put your ideas into action, or if your organization already has an idea but needs guidance, then this Fellowship would be a good fit for you.

## **Budget and Use of Funds Questions**

### **What budget information will we need to submit in our proposal?**

If invited to phase three, you will need to submit a complete line-item budget spreadsheet and accompanying narrative that explains the cost for your organizational transformation and/or how you intend to defray the cost of participating. This includes personnel salary and benefits, travel, supplies, and other expenses relevant to the proposed project.

### **What can we spend the grant funds on?**

Grant funds may be used for project staff salaries, meetings, supplies, organizational transformation-related activities and/or travel, communications, and other program-related expenses.

## **Do we need to have additional funds for this project?**

No. There is no requirement for 1:1 matching funds.

## **Fellowship Logistics**

### **What is the time commitment?**

The total time commitment is one year. Specifically, this means:

- Fellows will need to participate in the Fellowship's pre-programming orientation, which will begin before the December 1, 2021 training dates and include an introduction to the Restuccia Fellowship Team, material, and the shared platform Fellows and the Restuccia Team will be using.
- Attending two in-person retreats of three days each (plus two days of travel) beginning in 2022
- Video conferences and training (approximately 2-4 hours per month)
- An organizational assessment will be conducted by your coach, ideally in-person at your site on a visit of one or two days. If COVID-19 safety concerns require the assessment to be held virtually, it will be spread over a number of sessions over several days.
- Coaching sessions (approximately 2-3 hours per month)
- Homework (approximately 2-3 hours per month)
- Each member of the Fellowship Team must sign a commitment form agreeing to attend and participate in all aspects of the Fellowship program fully.

### **Are there dates/meetings or events that the Fellowship Teams must attend?**

Yes, applicant teams should confirm their availability to participate for the entirety of the nine months, with a commitment of roughly 10-15 hours per month and possibly two in-person meetings in 2022. Confirmed dates will be shared with applicants who are accepted into the third phase of the application process.

### **Do I need to move somewhere to be a Fellow?**

No. We want participants to implement the knowledge they gain in their organizations and within their communities, so you will not be expected to move.

### **Do I need to cover the costs of travel for the Fellowship gatherings?**

The Fellowship will reimburse up to \$500 per person per Fellowship retreat for travel and lodging.

## **Accommodations**

### **Are there special accommodations for COVID-19?**

We will continue to monitor the situation and keep applicants updated, but all conferences will be held virtually for the time being.

## **How does Community Catalyst plan to accommodate applicants and Fellows with disabilities?**

It is important to us that applicants with disabilities can fully participate in our process. The Restuccia Fellowship will provide reasonable accommodations deemed necessary for Fellows to participate in the selection process and the Fellowship. If you or someone within your organization team require reasonable accommodations to complete the application, please contact us at **Nell O'Connell at [GrantsProgram@CommunityCatalyst.org](mailto:GrantsProgram@CommunityCatalyst.org)**, and we will be able to assist you.

## **What are the reporting requirements?**

Because the 2022 Fellows will be the first cohort, Fellowship teams will be asked to provide feedback on training and workshops, overall evaluations, updates and progress on their transformation, and a testimonial video after the Fellowship. In six months to one year after the Fellowship ends, we will ask Fellowship teams to provide an update on their transformation work.

## **What if I have a question not answered on this document?**

You can send your questions to the [RestucciaFellowship@CommunityCatalyst.org](mailto:RestucciaFellowship@CommunityCatalyst.org) general e-mail box. Someone will either respond to your question directly and/or you will find your questions answered within this live FAQ document.