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# The Professional Fellows Program on Inclusive Civic Engagement

# in Kenya, Tanzania, Uganda, and Ethiopia

# Fall 2022 Fellowship Exchange

# Host Application

Thank you for your interest in our Fellowship Program! You can use this online form to prepare and submit your application to serve as a Host for the Fall 2022 Exchange.

The Professional Fellows Program (PFP) on Inclusive Civic Engagement will support approximately 19 disability rights professionals (Fellows) from Kenya, Tanzania, Uganda, and Ethiopia to participate in a 5-week Fellowship in the United States.

This program is sponsored by the US Department of State and implemented by the Institute for Community Inclusion (ICI) at the University of Massachusetts Boston in partnership with Humanity & Inclusion (HI).

Please visit our [project website](http://www.pfpinclusion.org/) for more information about the program. We have put together some of the most [frequently asked questions](https://pfpinclusion.org/hosting/faq/) about the Host application and selection as well as the hosting process and experience. We hope the answers are helpful to you as you prepare your Host application.

We encourage individuals from diverse backgrounds, including individuals with disabilities, to apply.

The application form has three (3) sections:

1. Your Organization
2. Fellowship Placement Training
3. Fellowship Placement Logistics

If you have any questions or need an alternative format (e.g., Braille, electronic, large print) of the application form, please contact [PFPInclusion@umb.edu](mailto:PFPInclusion@umb.edu)

We wish you the very best in your application preparation and submission!

**Please submit your application by June 3, 2022.**

**SECTION A: Your Organization**

1. **Name of Organization**
2. **Name of Department / Division / Program (if applicable)**
3. **Mailing Address**

Street Name:

Building Number:

City:

State:

Postal Code

1. **Point of Contact for the Fellowship Program**

The point of contact will serve as the local administrator of the Fellowship. PFP Program staff will work closely with the point of contact on all aspects of the Fellowship, including logistics and cost reimbursement.

First Name:

Last Name:

Job Title:

Telephone (Work):

Telephone (Cell):

Email Address:

1. **Has your organization hosted a participant of any of the following US Department of State funded professional exchange programs in the past?**

☐ ADA International Fellowship Program

☐ Professional Fellows Program on Inclusive Disability Employment

☐ Fulbright Program

☐ Other – please specify:

☐ None of the above

☐ Do not know / Do not remember

1. **What motivated you and your organization to apply to host a Professional Fellow from Kenya, Tanzania, Uganda, or Ethiopia?**
2. **Are you able to host a Fellow for the entire period of October 1, 2022 through October 29, 2022?** (The call for Host applications for the Spring 2023 Fellowship Exchange will open in Fall 2022.)

☐ Yes

☐ No

**SECTION B: Fellowship Placement Training**

The next questions ask about the Fellowship placement training that Hosts will provide to their Fellows.

1. **Hosts are required to identify and designate a staff member to serve as a supervisor to the Fellow. The supervisor will be the point of contact for the Fellow and have responsibility for the implementation of the Fellowship training schedule.**

**Have you identified a potential supervisor?**

☐ Yes – Continue to 8a.

☐ No / Not yet – Skip to 9.

* 1. **Please provide the name and contact information for the supervisor.**

First Name:

Last Name:

Job Title:

Telephone (Work):

Telephone (Cell):

Email Address:

☐ Name and contact information are the same as the point of contact

1. **If selected as a Host, are you able to develop a Fellowship training schedule for the Fellow?**

Hosts are required to develop a daily schedule of activities for the full duration of the Fellowship. Most of the Fellow’s daily activities should be in-person activities.

The PFP Program will provide Hosts with a template schedule and an example of a high-quality Fellowship training schedule from a past Host.

For more information, please refer to our [Host FAQs.](https://pfpinclusion.org/hosting/faq/)

☐ Yes

☐ No

1. **If selected as a Host, are you able to identify or arrange a volunteering or community service activity for the Fellow?**

Each Fellow is required to pursue one volunteering or community service activity in the course of the Fellowship (lasting at least 1 hour). The activity can be related to the Fellow’s project, but it does not have to be.

For more information, please refer to the [Host FAQs.](https://pfpinclusion.org/hosting/faq/)

☐ Yes

☐ No

**SECTION C: Fellowship Placement Logistics**

The next questions address Fellowship placement logistics such as workspace, housing, local transportation, homestay/home hospitality, and other logistics.

1. **If selected as a Host, are you able to arrange a workspace with**

**computer and Internet access for the Fellow?**

☐ Yes

☐ No

1. **If selected as a Host, are you able to identify (but not pay for) housing for the**

**Fellow for the duration of the Fellowship?**

The PFP Program will directly reimburse Hosts/housing providers for Fellows’ housing costs.

For more information about housing for Fellows, please refer to the [Host FAQs.](https://pfpinclusion.org/hosting/faq/)

☐ Yes – Continue to 12a.

☐ No – Skip to 13.

* 1. **From the list of housing options below, please select the option that seems most feasible at this point.**

☐ Airbnb

☐ Business hotel

☐ Homestay

☐ University dormitory or guest house

☐ Combination of the above

☐ Other – please specify:

1. **If selected as a Host, would you (or the host family) be able to arrange (but**

**not pay for) local transportation for the Fellow?**

Fellows will receive a per diem stipend to pay for their own food, local transportation, and incidentals.

☐ Yes

☐ No

1. **If selected as a Host, are you able to arrange (but not pay for) a homestay for the Fellow?**

Each Fellow is required to do a homestay with a host family to learn about and experience American society and culture.

A homestay is an overnight stay at the home of a host family (broadly defined). The homestay should be safe and clean and should include a private bedroom. The PFP Program will directly reimburse host families for Fellows’ housing costs.

For more information about homestay for Fellows, please refer to the [Host FAQs.](https://pfpinclusion.org/hosting/faq/)

☐ Yes – Continue to 14a.

☐ No – Skip to 15.

1. **Briefly describe the homestay that you may be able to offer to the Fellow, including the expected duration of the homestay.**
2. **If you have already identified a homestay provider/host family, please provide their name and contact information.**

First Name:

Last Name:

Telephone (Home):

Telephone (Cell):

Email Address:

☐ Name and contact information are the same as the point of contact

☐ Name and contact information are the same as the supervisor

☐ We have not yet identified a potential homestay provider/host family.

1. **If selected as a Host, would you (or the host family) be able to support (but not pay for) a Fellow’s participation in local social and cultural events?**

In addition to the per diem stipend, Fellows will receive a one-time $200 cultural allowance to use toward books and to participate in social and cultural events (e.g., visiting a museum, attending a football game, touring historical sites).

☐ Yes

☐ No

1. **The PFP Program actively recruits Fellows with disabilities. We cover any costs associated with reasonable accommodations for Fellows.**

**In past PFP programming, we have found that some Hosts are well-resourced while others face challenges associated with specific accommodation needs.**

**Would your organization be particularly well-resourced or particularly challenged to meet accommodation needs of specific disability types? If so, please describe.**

Finally, we would like to ask you some questions about COVID-related regulations that may currently be in place at your institution.

1. **What COVID-19 and related restrictions are currently in place (if any) at your institution?**

☐ Mask mandate on campus

☐ Mandate to be/get tested

☐ Mandate to be fully vaccinated

☐ Mandate to be boosted

☐ Other – please specify:

☐ None of the above

1. **Does your institution require international trainees/visiting fellows to**

**receive any immunizations (other than COVID-19), or undergo any medical**

**testing (other than for COVID-19) before beginning the Fellowship training**

**at your site?**

☐ Yes – please explain:

☐ No

**19. Please share any other comments or suggestions.**

**Thank you for your application!**