



Miller Fellowship Employer

Request for Proposals 2019-2020 Academic Year

This is the request for proposal from potential Miller Fellowship Employers for the 2019-2020 academic year. The Miller Fellowship Program, which is comprised of three parts Miller Fellowships, Encore Miller Fellowships and Miller Fellow Employers, is a program of the **Yellow Springs Community Foundation (YSCF)**, funded by the **Nolan J. and Richard D. Miller Endowment Fund**. Nolan Miller (d. 2006) was Associate Editor of *The Antioch Review*, a noted writing teacher and a beloved Antioch College professor. His brother, Richard (d. 2009), was a highly regarded artist working in many different media.

The purpose of this fund is to be used to support community service initiatives to benefit students at Antioch College who are willing and able to foster understanding, cooperation and mutual respect between the Village of Yellow Springs and Antioch College.

Instrumental to the Miller Fellowship Program is the Encore Miller Fellows. Their mission is to foster mutual respect between Antioch College and the Yellow Springs Village, by mentoring Miller Fellows, engaging seniors, facilitating collaboration, and building capacity among nonprofits. This year's Encore Miller Fellows are in their second year of the program.

Miller Fellowships will be awarded for Antioch College students who have demonstrated the capability to achieve educational and professional goals, the motivation to achieve these goals and the initiative to seek opportunities to further their progress through service to the community in which they live; Yellow Springs and Miami Township. While a measure of priority will be given to serving the needs of the elderly in Yellow Springs, other public service institutions will be supported as well.

Employer Application: The Yellow Springs Community Foundation (YSCF) will be accepting online applications, www.yscf.org/apply, from the Yellow Springs area nonprofits (501(c)(3) and governmental organizations that wish to place Miller Fellows in their organization. All applications will need to be completed online for consideration.

Employer Funding: This year organizations will be awarded a grant of "hours" (vs. dollars), the students will be employees of the YSCF with FICA being the

responsibility of the YSCF. Organizations will be responsible for managing the Miller Fellow and providing approved payroll hours to the Foundation on a semi-monthly basis. This change reduces the FICA expense from the awarded Organizations, permits smaller nonprofits without payroll capabilities to engage in the program which expands the program opportunities for Miller Fellows and provides flexibility to support group “project” related activities for the Miller Fellows and nonprofits.

Employer Grant Recording: Nonprofit awardees should recognize the awarded hours as a grant amount; both income (contributions) and grant expense (as paid for by the YSCF on their behalf); it is the YSCF recommendation for awarded nonprofits to speak to their financial auditor regarding proper recording.

Nonprofits applying must include the expected benefit to the Miller Fellow(s) and Yellow Springs and Miami Township.

Funding Parameters: In accordance with the 2019-2020 academic year, Miller Fellows will be available: part-time for up to 10 hours per week September through July. Organizations may request a co-op period: one 10-week period for up to 30 hours per week. New for 2020 organizations may request “special project” hours, which would include a small team of Miller Fellows for one-time events.

Miller Fellowship Options
1. Part-time: Approximately 10 hours weekly September – July based on academic calendar
2. Co-Op: 30 hours for a 10-week academic period (maximum of one)
3. Special Project: block of hours requested and number of Miller Fellows for a one-time event (i.e. 3 Miller Fellows for 3 hours for annual barn cleaning event support). Valid description of event and benefit to Miller Fellow and community must be provided. Encore Miller Team will coordinate group project effort.

Number of Miller Fellowships per Employer: Employers new to the program (did not participate in 2018-2019 season) may apply for one (1) Part-time or Special Project Miller Fellow. Returning organizations (participated in the program in 2018-2019) may apply for more than one (1+) Miller Fellow, a Co-op and/or a Special Project option.

Organizations choosing the part-time program may have a substitution of their Miller Fellow for one or more quarters during the school year.

Pay Rates: The YSCF will pay the Miller Fellows, through grants of hours related to the direct labor costs to the awarded nonprofits. The hourly rate for Miller Fellows is \$10/hour first years, \$12/hour returning participants. FICA costs and W2's will be the responsibility of the YSCF. Background checks, when necessary for employment at a nonprofit, will be paid for by the YSCF.

Required On-Boarding for First-Year Miller Fellows: First-year Miller Fellows will be required to participate in a paid on-boarding program provided by the YSCF conducted by the Encore Miller Fellows. During this time, first year Miller Fellows will be provided an overview of the Miller Fellowship program, nonprofit operations and our local nonprofits in alignment with the Nonprofit Leadership Institute (a program of the YSCF). Returning Miller Fellows are welcome to participate in the on-boarding program, however, not required.

Role of Encore Miller Fellows & YSCF Staff: Encores and YSCF Staff will review Miller Fellow nonprofit applications, on-board of Miller Fellows, and the Encores will act as the coordinator between students applying for fellowships and the awarded nonprofits.

Monthly Meetings with Encore Miller Fellows: Miller Fellows will be paid for up to 2 meetings (2 hours) per month with the Encore Miller Fellows or other YSCF staff. This time is in addition to any hours worked during the month with an awarded nonprofit. Any such meeting hours should be entered on the Miller Fellow's timesheet and verified by the EMF or other YSCF staff.

Proposal Process

- Proposal Open Date: July 24, 2019
- Due Date: August 17, 2019, 10 pm EST
- Applications must be completed online: <https://www.yscf.org/apply>
 - Online application will include:
 - Create an account within the YSCF Grants Portal
 - Executive Summary describing the opportunity
 - Proposed tasks or duties to be undertaken by the fellows
 - Educational goals of the tasks or duties
 - Benefit to Our Community
 - Benefit to the Miller Fellow(s)
 - Number of Miller Fellows requested and indicate whether the part-time, Co-op and/or special project is desired (requests are considered yet not guaranteed)
 - Statement of mission or charter of the organization
- Evaluation criteria (of equal importance):
 - Nonprofits should have the ability to supervise and evaluate the Miller Fellows during their placement

- Proposed tasks and duties of the Miller Fellows have educational content
- Proposed tasks and duties of the Miller Fellows have benefit to the Yellow Springs Community
- Proposed Tasks and duties reflect involvement in collaborative efforts
- Applications: **July 24 – August 17**; <https://www.yscf.org/apply>
- YSCF evaluation period: **August 18 – September 6, 2019**
- YSCF Board review and funding: **September 9 – 15, 2019**
- Anticipated announcement of awards: **September 16, 2019**
- Distribution of Grant hours:
 - Quarterly, beginning Fall, 2019
 - First year Miller Fellows will be required to attend the on-boarding program before joining an awarded nonprofit
 - Returning Miller Fellows may begin work with an awarded nonprofit as funding is released, application accepted and mutual timing between the Miller Fellow and the nonprofit

Antioch College Calendar 2019 - 2020

Antioch Academic Quarter	Begin date	End date
Fall	August 26	November 8
NOV – DEC (N-D) BLOCK	November 13	December 13
Winter	Jan 6	March 20
Spring	April 6	June 19
Graduation	10 am	June 20
JUL - AUG (J-A) BLOCK	July 6	July 31

Annual Job Fair & Nonprofit Directory of Employers

Job Fair will be announced by the Antioch College Co-Op office in coordination with the employer awards. The nonprofit directory, <https://www.yscf.org/nonprofits-directory/>, will be update with Miller Fellow Employers after the award date and made available for Miller Fellow applicants to review and prepare for meetings with potential employers at the Job Fair.