



The Next Wave Intern Program
Overview and Application Forms
Fall/Winter 2012-13

**The Next Wave Intern Program is coordinated by The Pipeline Project
with
funding support from the David Bohnett Foundation, The H. van
Ameringen Foundation, and an anonymous donor.**

**For more information: email nextwave@lgbtpipeline.org
or call Kathleen LaTosch at 248-812-9202.**

A. About the Next Wave Intern Program

Why the focus on People of Color within the LGBT Movement?

- ❖ As of 2008, only 4% of executive directors of LGBT organizations were People of Color—one third less than in non-profits in general
- ❖ Leadership of LGBT organizations is less diverse today than it was even a decade ago
- ❖ LGBT organizations often have limited resources for internships

Though one might not initially consider an intern program's impact on "leadership," we firmly believe that well-considered and constructed intern opportunities can drive future leaders into organizations, sectors and movements – developing the "Next Wave" of leaders.

Given this context, The Pipeline Project has designed The Next Wave Intern Program as one element of The Pipeline Project's comprehensive long-term strategy to a) increase the number of people of color working with and within the nation's LGBT organizations; and b) ultimately increase the level of diversity in the leadership of the LGBT movement.

The Next Wave Intern Program provides support for key internship opportunities for LGBT students of color currently pursuing a degree at accredited colleges and universities.* The program also provides support for LGBT organizations which wish to provide such opportunities.

The program is managed by The Pipeline Project, and supported by the David Bohnett Foundation, the H. van Ameringen Foundation, and an anonymous donor. For the 2012-13 cycle, we anticipate selecting candidates for up to 10 internship opportunities in the fall 2012 and winter 2013 academic terms.

** - because the internships will be running concurrent with academic terms, it is unlikely that placements will be made for interns and/or organizations that are not within the same region/area.*

The program's primary goals are three-fold:

1. For Interns

Providing real-life, paid workplace experience for LGBT students of color within the LGBT Movement context.

Creating an opportunity to become familiarized with the LGBT Movement and its organizations prior to the start of their professional lives.

Offering individual support for interns from staff, as well as networking opportunities for interns with each other and more veteran people of color who participate in or are otherwise associated with Pipeline Project programming.

2. For Organizations

Offering a materially-supported opportunity to begin and/or advance a meaningful project with intern support.

Creating an opportunity to increase organizational performance around diversity and inclusion by introducing talented people of color to Movement organizations prior to the starts of their professional careers.

3. Movement Goals

The program will strengthen the LGBT movement in the short-term by enabling talented, young people of color to create relationships with Movement Organizations, see Movement work as a potential viable career path, and perhaps pursue that path once they begin their careers. Even short of interns "working" within the Movement, the program can open the door for young people of color engagement with the Movement as volunteers, Board members or other forms of involvement and interest.

B. Overview of the Program

The program will run in two phases, from September – December 2012, and from January – May 2013. Intern and Host Organization Applicants **must** indicate whether or not they will be applying for the Fall Term, Winter Term, or both. Our preference is for candidates and opportunities that will span both Fall and Winter Terms. Following are timelines for both Interns and Hosting Organizations. The 2012 schedule is directly below, and the 2013 follows on the next page:

2012			
	Fall-Only Interns	Winter-Only Interns	Fall/Winter Interns
☼ Deadline: Submission of Internship Applications	May 31, 2012		May 31, 2012
☼ Deadline: Submission of Organizational Proposals	June 15, 2012		June 15, 2012
☼ Acceptance Notification: to Interns & Organizational Hosts	June 30, 2012		June 30, 2012
☼ <u>Conference Call:</u> Fall Intern Cohort	August 2012		August 2012
☼ <u>Conference Call:</u> Fall Organizational Hosts	August 2012		August 2012
☼ Start of Fall Internships	September 2012		September 2012
☼ Deadline: Submission of Internship Applications		October 15, 2012	
☼ <u>Check-in/Review Call:</u> Fall Interns	October 2012		October 2012
☼ <u>Check-in/Review Call:</u> Fall Organizational Hosts	October 2012		October 2012
☼ Deadline: Submission of Organizational Proposals		November 15, 2012	
☼ <u>Check-in/Review Call:</u> Fall Interns	November 2012		November 2012
☼ <u>Check-in/Review Call:</u> Fall Organizational Hosts	November 2012		November 2012
☼ Acceptance Notification: to Interns & Organizational Hosts		December 15, 2012	
☼ <u>Check-in/Review Call:</u> Fall Interns – FINAL	December 2012		
☼ <u>Check-in/Review Call:</u> Fall Organizational Hosts – FINAL	December 2012		

2013			
Fall/Winter Interns	Fall/Winter Interns	Fall/Winter Interns	Fall/Winter Interns
☼ Conference Call: Winter Intern Cohort		January 2013	
☼ Conference Call: Winter Organizational Hosts		January 2013	
☼ Check-in/Review Call: Winter Interns			January 2013
☼ Check-in/Review Call: Winter Organizational Hosts			January 2013
☼ Creating Change Conference (Selected Interns)	January 2013		January 2013
☼ Start of Winter Internships		February 2013	February 2013
☼ Check-in/Review Call: Winter Interns		March 2013	
☼ Check-in/Review Call: Winter Organizational Hosts		March 2013	
☼ Check-in/Review Call: Winter Interns		April 2013	April 2013
☼ Check-in/Review Call: Winter Organizational Hosts		April 2013	April 2013
☼ Check-in/Review Call: Winter Interns – FINAL		May 2013	May 2013
☼ Check-in/Review Call: Winter Organizational Hosts – FINAL		May 2013	May 2013

C. Nomination and Application Process

❖ Which organizations can submit proposals to be Intern Hosts?

Organizations should submit proposals for internships if they are LGBT-focused have the capacity to provide a both a useful opportunity/project for an intern and a supervisory staff person in a management position to supervise the project and intern.

Preference will be given to organizations that fit the following criteria:

- They have at least one person of color in a management role;
- They are at least 5 years-old*
- Their operating budget is at least \$500,000*; and
- They have a staff of at least 5 FTE*.

**Note: If these additional criteria do not fit your organizational profile, please continue to apply. They are offered in the interest of considering organizational capacity and/or the broader goals of the Next Wave Intern Program and The Pipeline Project.*

❖ What are the criteria for Intern Candidates?

Eligible Intern Candidates are LGBT People of Color undergraduate or graduate students in good standing currently enrolled in an accredited college or university.

❖ How to Apply/Selection Process:

Prospective Intern Supervisors at applicant Organizations must complete and return Part A. Regardless of who completes the form, the Organization's Executive Director must sign it where indicated.

Intern Applicants must complete and return Part B.

If an intern candidate has an interest in or relationship with an LGBT organization in their area, or an LGBT organization has a relationship with potential intern candidates, potential candidates and host organizations should take that opportunity to collaborate and submit Parts A & B together with an indication that there is a preexisting interest in working together.

Copies of the application forms are included at the end of this document. They are also available as separate Word or PDF documents at www.lgbtpipeline.org, can be requested by email: nextwave@lgbtpipeline.org; those interested can also contact Kathleen LaTosch at 248-812-9202.

Applications are due to The Pipeline Project by the date indicated in the timeline on Page 3. Early submissions are encouraged and appreciated.

- ✿ Pipeline Project staff will follow up on all applications with both the organizational point person designated in Part A, and Intern Candidates.
- ✿ Pipeline Project staff may contact applicants and/or potential hosts for face-to-face and/or phone interviews as part of the selection process.
- ✿ Notifications will be made as per the timeline on Page 3.

D. Overview of The Pipeline Project

✿ About The Pipeline Project

The Pipeline Project is a recruitment, retention, and leadership advancement effort created to produce programs that together will represent a long-term effort to increase the number of people of color working within the nation's LGBT rights, service and advocacy sector and ultimately increase the level of diversity in the leadership of our movement. The Pipeline Project works to achieve significantly increased levels of diversity within LGBT advocacy and service organizations and in the leadership of those organizations with a program that focuses on:

- Recruitment and retention of diverse talent for LGBT organizations;
- Mechanisms, programs and strategies to advance people of color to leadership positions within LGBT organizations and programs; and
- Strategies to both prepare LGBT organizations for, and invest them in, significant levels of diversity and inclusion.

E. FAQs about the Next Wave Intern Program

Below we offer answers to some of the questions we anticipate from applicants.

❖ What will the cost be to hosting organizations?

No financial outlay will be required from the hosting organizations. However, where available, supplements such as local travel vouchers, etc. provided by Hosting Organizations have been useful for Interns.

❖ How much do the internships pay?

The per Intern, per semester stipend is a maximum of \$2,400. Therefore, full academic year interns can receive up to \$4,800.

How much time will be required for participation in the program?

That is dependent upon the hosting organizations. However, both the organizations and interns should be certain that the project can be realistically be completed or advanced in the course of the internship – therefore, host organizations should take care to be as specific as possible about milestones when they complete Part A.

❖ Can organizations submit applications for more than one intern?

Yes.

If you have any questions or need further clarification, please contact Kathleen LaTosch, klatosch@lgbtpipeline.org or 248-812-9202.

F. Attachments – Application Forms

❖ **Part A: Host Organization Application Form:** to be completed by the Executive Director and/or point person of the potential Hosting Organization.

❖ **Part B: Intern Application form:** to be completed by the student who is applying to be considered for placement.



The Next Wave Internship Program

Part A: Host Organization Proposal

Prospective Intern Supervisors: Please complete the following application for your proposed Intern Project. Please answer each question as completely as possible, and ensure that the organization's Executive Director signs where indicated.

Note: save and rename this document to keep a copy of the completed form.

Organization Information	
Organization Name:	
Your Name:	Title:
Street Address:	City, State, ZIP:
Phone:	Email:
Back up phone (mobile):	FAX:
Organization annual budget:	Number of full time staff:
Top three institutional funders:	Age of organization:
Number of People of Color Managers:	Period of Proposed Internship (Fall, Winter, Academic Year):
Name/Title of Internship:	Anticipated Hours Per Week (minimum of 10 hrs per week):

About Your Internship

1. Please detail below, and in no more than two pages, your proposed Internship Project (if easier, you can use and attach a separate document to answer all questions).
2. How would an Intern benefit from working with your organization? (1/2 Page, max.)
3. If selected, what is your plan to support the Intern and insure that she/he receives the greatest impact from their experience? (1 Page, max.)
4. Who will be some of the key staff with whom the Intern may work? (1/2 Page, max.)
5. What will be some of the outcomes of your Intern Project, for your organization? (1 Page, max.)
6. Additional comments, key points (1 Page, max.)

About Your Organization

1. What is your organization's mission statement?
2. Please briefly and generally discuss your and your organization's commitment and activities with respect to staff leadership, skills development and mentoring.
3. Please also briefly and generally discuss you and your organization's commitment to and activities toward building and/or sustaining an inclusive organization.

Final Application Checklist

Please review all materials before submitting them to The Pipeline Project. Final applications should include:

- **All sections of the Part A completed, and all questions answered**
- **Any attachments**

Please send completed materials to nextwave@lgbtpipeline.org by May 31, 2012. Early submission before the deadline date is encouraged and appreciated.

Your signature: _____

Executive Director's signature (if different): _____

Received _____



The Next Wave Internship Program

Part B: Intern Application

Applicants: Please complete the following application to be considered for a Next Wave Internship.

Note: save and rename this document to keep a copy of the completed form

Personal Information

Name:	
College/University:	
Year:	Anticipated Graduation:
Street Address:	City, State, ZIP:
Degree:	
Major Field(s) of Study:	
Phone:	Email:
Back up phone (mobile):	FAX:
Gender Identity:	Age:
Race/Ethnicity:	Sexual Identity/Orientation:
Desired hours per week (minimum of 10 hrs per week):	Desired Period of Internship (Fall, Winter, Academic Year):
Campus/Community Organizations with which you've been involved:	

More About You

Below, and in no more than two pages, please discuss (if easier, you can use and attach a separate document to answer all questions):

1. Why you have a specific interest in an Internship for LGBT People of Color, and how that's different for you from other potential Internship opportunities.
2. Some of your specific interests/involvement with respect to the LGBT Movement?
3. What would you like to learn and accomplish during and internship?
4. How you anticipate managing Intern duties in addition to your academic and other commitments.
5. Some additional background and contextual information about yourself you might want us to know.

Final Application Checklist

Please review all materials before submitting them to The Pipeline Project. Final applications should include:

- **All sections of the Part B completed, and all questions answered**
- **Any additional materials you think are relevant (resume, letters of recommendation, etc.)**

Please send completed materials to nextwave@lgbtpipeline.org by May 31, 2012. Early submission before the deadline date is encouraged and appreciated.

Received _____