



Application Form

Postmark deadline: April 8, 2003

Mr./Ms. Name _____

Title _____

Organization _____

Work address _____

City _____ State _____ Zip _____

Work Phone _____ Work Fax _____

E-mail _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

Projected sabbatical dates _____

Organizational request for Professional Development Fund (dollar amount) _____

Annual Operating Budget _____ Number of Staff: Full Time _____ Part Time _____

If you are a program director, what is your program's budget? _____

Are you responsible for fundraising? _____

Does organization have an endowment? Yes _____ No _____

If yes, what is the size of the endowment? _____

Annual Vacation Policy _____

Annual Salary _____ Total Household Income _____

Do you derive income from any source other than your salary? If so, please describe _____

Number of dependents, if any _____

Do you have any extenuating financial circumstances of which the Foundation should be aware?

If so, please describe _____

Please attach a letter of no more than three pages that addresses the following questions:

1. Why are you engaged in your current field of work?
2. What significant lessons have you learned along the way?
3. What do you see yourself doing five years from now?
4. What is the the projected length of your sabbatical? How would you like to use your time?
5. Why have you chosen this year to apply for a sabbatical?

2003

ORGANIZATIONAL
INFORMATION

PERSONAL
INFORMATION

(OVER)

Application Form *(CONTINUED)*

SABBATICAL BUDGET:

For _____ months

Salary and Benefits

(Monthly salary) x (Number of sabbatical months) \$ _____

(Monthly benefits) x (Number of sabbatical months) \$ _____

Sub-Total Salary and Benefits \$ _____

Approximate Expenses

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL PRELIMINARY BUDGET* \$ _____

(not to exceed \$30,000)

*Finalists will be asked to prepare a more detailed budget

In addition to the letter and application form, please attach:

- ◆ a brief, **one-page** description of your organization and its services
- ◆ a resumé that covers, at minimum, the past ten years
- ◆ a list of three Los Angeles-area references with contact information
- ◆ a brief letter of endorsement, signed by the organization's board chair, that includes a plan for organizational management during the candidate's absence and upon his/her return, as well as a guarantee of maintenance of regular health or other benefits during sabbatical period
- ◆ if desired, a brief plan from the organization to establish a permanent, revolving professional development fund and leave policy for its staff in the future
- ◆ if the professional development funds are not being requested, please state why

All supplemental materials should be printed or copied on standard 8 1/2 x 11 paper.

Please DO NOT use staples or paper clips. Materials must be postmarked by April **8, 2003** to:

The Durfee Foundation, 1453 Third Street, Suite 312, Santa Monica, CA 90401

Finalists will be contacted to schedule a visit to their work place by one or more members of the selection committee in May or June, **2003**. Finalists will also be requested to participate in an **interview** with the selection committee on **June 24 or 25, 2003**.