

Application for the 2024 Bunting Neighborhood Leadership Program

Online Applications are **due by 11:59 pm EST on Monday, December 4, 2023**

Dear Emerging Community Leaders in Baltimore,

We are excited to invite you to be a part of the Bunting Neighborhood Leadership Program fellowship 2024 cohort starting in February 2024. According to our 2023 fellows, BNLP's mission is to develop best practices to create change through a collaborative community of empowered leaders focused on equitable opportunities. We use high impact, globally-minded transformational programming to develop our leaders, so they can create a positive, healthy, and thriving Baltimore.

BNLP is a program of the Johns Hopkins Urban Health Institute and was founded in 2016 with funding from the Bunting Family Foundation, and Johns Hopkins University. We identify and train neighborhood-level and community-based organization leaders in Baltimore to make a greater impact on addressing social determinants of health and enhancing the health of its residents. We recognize that Baltimore neighborhoods have a wealth of community members with passion, leadership, and vision, who know their communities and are best positioned to address community health concerns. It is an intensive program with 1 full-day of training every other week, and assignments in between those weeks. If you have the unique perspective and expertise needed to create sustainable change, and you have the commitment to devote to the intensity of this training, then it is our hope to build with you the knowledge, skills, supports and network to accomplish that vision. Please refer to our [website](#) for detailed information on the program and evaluation report.

PROGRAM BENEFITS. The program benefits include:

- Training by expert core instructors representing academia and non-academia
- Mentoring to build leadership capacity
- Technical assistance from BNLP staff, instructors, and mentors
- Field trips
- Books and other reading materials
- Expansion of social networks that include politicians, activists, philanthropists, educators, business leaders etc.
- Dedicated, protected time to develop your leadership skills (honorarium or salary support)

Application & Selection Process: The application includes short forms, short answers, essays, video presentation, a resume, employer support form and signed rules and expectations. Only complete applications will be considered. All applications will be reviewed by at least two reviewers. The reviewers represent diverse stakeholders including BNLP fellows, community leaders, academicians, advocates, and funders.

Information Sessions: The Urban Health Institute will also host 3 zoom information sessions on the application and the program, and all interested applicants are encouraged to attend and ask questions. The information sessions will be held on Wednesday, October 11 from 4:30-5:30 pm, Saturday, November 11 from 1-2 pm, and Wednesday, November 29 from 4:30-5:30 pm. See our [website](#) for more information. Questions may also be submitted via email to urbanhealth@jhu.edu.

Compensation: If you are employed, you must have employer approval to participate and allow release time to work on this leadership program for which your employer will be reimbursed at up to \$10,000. We will require employer approval form attached to this application to be submitted with your application. Please note this is NOT a supplement to your salary; you are getting release time from your job to participate in BNLP one day a week and we will provide the reimbursement to your employer for that time (check will be made directly to your employer) plus fringe benefits. The Employer Approval forms is included in this document for your reference. If self-employed, you would need your board chair to co-sign the Rules and Expectations. You will receive an honorarium of \$1,000 per month totaling \$10,000 for the duration of the fellowship year.

Best wishes, and we welcome your interest, questions, and applications.

Please note, this PDF is for your reference and preparation for submitting your application. We will only accept applications submitted through the survey posted on our [website](#).

Eligibility Requirements

Please check the boxes to show that you meet the eligibility criteria.

- ☐ Over the age of 18
- ☐ A minimum of 3 years work experience is required in East Baltimore (preferably McElderry Park, Middle East, Oliver, Ellwood Park/Madison, and Milton/Montford) or West Baltimore (preferably Edmondson Village, Sandtown-Winchester, and Franklinton), as these target communities are backed by data analysis
- ☐ Have a job, either full or part-time and have your employer's approval

Employment Status

Please check off one of the circles indicating your employment status and additional form you will submit with the application.

- ☐ **Employed and have the approval of your supervisor to apply**
If chosen as a Fellow, the Bunting Neighborhood Leadership Program will provide up to \$10,000 for your time for approximately 30-weeks, 8 hours bi-weekly in training from 9:30 am to 4:30 pm in accordance with the schedule structure of the program. In addition, there will be up to 4 hours of time commitment to completing assignments in between sessions. The payment will NOT be a supplement to your salary; it will cover the time which is devoted to the Bunting Neighborhood Leadership Program. Your employer will continue to pay you as per your employment agreement and will invoice the UHI BNLP monthly. You'll be required to submit an **Employer Approval Form** as part of your application.
- ☐ **Self-employed or using my personal time to attend the program (if employed)**
If chosen as a Fellow, the Bunting Neighborhood Leadership Program will provide up to \$10,000 for your participation in the program for approximately 30-weeks, 8 hours bi-weekly training from 9:30am to 4:30pm in accordance with the schedule structure of the program. In addition, there will be up to 4 hours of time commitment to complete assignments in between sessions.

Applicant Information

Full name:

Pronouns:
Date of Birth:
Age at the start of the new cohort (Feb. 2024):
Phone:
Email:
Street Address:
City:
State:
Zip Code:
Name of the neighborhood where you reside:
Name of the neighborhood where you work:
How did you learn about the Bunting Neighborhood Leadership Program?

BNLP sessions will be held bi-weekly on Fridays from February until Memorial Day, and then on Wednesdays until Labor Day, and revert to Wednesdays until December 2024.

Education, Experience, and Focus

Which of the listed target community(s) have you worked in?
How long have you worked in this (these) target community(s)?
Briefly describe your work in this (these) target community(s) (1-2 sentences)
Highest level of education:

- ☐ High School Diploma
- ☐ Associates Degree
- ☐ Bachelors Degree
- ☐ Masters Degree
- ☐ Doctorate Degree

Are you currently employed?

- ☐ Yes
- ☐ No (Please note: employment is required to participate)

If yes, where:

This fellowship program focuses on promoting health equity. If you had to select one community health priority issue to work on from the following, which one would you choose?

- ☐ Cancer
- ☐ Heart Disease
- ☐ Maternal and Child Health
- ☐ Obesity
- ☐ Sexual and Reproductive Health
- ☐ Substance Use and Abuse
- ☐ Violence and Community-level Trauma/Stress
- ☐ Other:

Would you be interested in a community internship in the health field?

- ☐ Yes
- ☐ No, I'm already working on health issues in the community

What is your ideal future career, and why? (in 300 words or less)

Please provide a brief bio and share a little more about yourself (in 350 words or less)

Background materials: Attach any media or written information on you and your work.

References

Please list the name, institution/organization, and contact information for two references. One of your references should include a current or past employer, who can speak to your professional or volunteer experience and skills. The other should be someone from a community organization who can speak to your level of engagement in any one of the target communities listed on the first page.

Reference #1 | Current Supervisor

Full Name:

Institution/Organization:

Phone:

Email (if possible):

Reference #2 (optional) | Past Supervisor

Full Name:

Institution/Organization:

Phone:

Email (if possible):

Reference #3 | Community Reference (from one of the target communities that can substantiate your leadership role in the community)

Full Name:

Institution/Organization:

Phone:

Email (if possible):

Short Answers

Please answer the following questions. Responses should be 300 words or less per question.

1. How do you define leadership?
2. How would you describe your past community service and leadership experiences in Baltimore City?
3. What is your personal goal for this leadership program?
4. Have you attended or completed any other leadership programs/fellowships and if so, why are you applying for BNLP? What do you expect to gain from BNLP that you did not receive from the other leadership program?
5. How do you see your engagement in BNLP preparing you to meet your career goals and contributing to the health and health equity of Baltimore?

Essay Questions

Please answer the following questions in a typed document and upload it where indicated in the online forms. The file name should include your last name. Each response should be one page or less. They will be rated based on content, quality of writing, and clarity of responses.

1. Describe someone who you know is a leader. It can be either a personal connection or a public figure.
 - a. What makes them a good leader? What is it that you admire about them?
 - b. If they could help guide you to be a leader in your community, what skills would you want them to teach you, and why?
2. Describe your experiences working in teams over an extended period. Include how you functioned in such teams, how you handle differences in opinions and different personalities, and how you addressed challenges.

Video Questions

Please answer the following two questions in a YouTube video submission and upload the video link where indicated in the online forms. The video should be no more than 4 minutes long. It will be rated based on the quality of the responses, clarity of the video, presentation style, and clear and audible voice.

1. What is the neighborhood health and well-being issue that concerns you the most or that you are most passionate about addressing and why?
2. How do you think this leadership program will help you address that community issue?

Resume/CV

Please upload your resume/CV where indicated in the online forms.

Application Checklist

- Online Application, including:
 - Essay Question Document Upload
 - Video Questions YouTube Link
 - Resume/CV Document Upload
- Employer Approval Form (if applicable)
- Signed Expectations/Rules of Engagement

Employer Approval Form

Please review the full application along with the Expectations/Rules of Engagement with the applicant prior to signing.

Participation in the program will be during the work week (one eight-hour session bi-weekly) from February to December for 30 weeks. If chosen as a Bunting Fellow, the Johns Hopkins Urban Health Institute (UHI) will provide to the Organization listed below 10% of the Bunting Fellow's salary and fringe up to \$10,000 as salary support for the time the employee will be spending in the program. The Organization employing the Bunting Fellow will continue to pay Bunting Fellow's full salary and will invoice the UHI monthly for this support.

Name of Prospective Fellow:

Institutional Authorized Signer Name:

Organization:

Supervisor- Full Name:

Supervisor- Email Address:

Supervisor- Phone Number:

Prospective Bunting Fellow's Salary effective February 1st, 2024:

Organization's Fringe Benefits Rate:

Organization's Billing Address:

Is the Organization already set up as a vendor in the JHU PaymentWorks?

Organization's JHU PaymentWorks vendor number (if applicable and known):

By signing below, I hereby certify that the Prospect Bunting Fellow listed above has received my approval to participate in the 2023 Bunting Neighborhood Leadership Program.

Signature of Institutional Authorized Signer

Date

WHAT TO EXPECT FROM THE BNLP

BUILD KNOWLEDGE AND SKILLS

Quality training by exceptional instructors with a balance on theoretical, practical, and experiential learning

MENTORING

One-on-one mentoring by BNLP graduates, BNLP instructors, JHU Carey School of Business, and other professionals and organizations specific to your area of needs and interests.

NETWORKING AND PEER BONDING

Opportunities to network in scheduled quarterly networking sessions with BNLP fellows across the cohorts, or network with peers from your cohort and develop comradery and explore partnerships to advance professional and personal interest.

AN AWAKENING

Thought provoking experience that brings enlightenment, confidence, and commitment.

BUILDING CONFIDENCE

Acquired knowledge, tools, resources, and networks builds confidence.

OVERALL ENRICHMENT

Exposure to challenges and best practices impacts the way you view Baltimore and the work of community leaders.



I HAVE BEEN ABLE TO CLEARLY ARTICULATE MY PASSION AND INTERESTS AND BE CONNECTED WITH THE TOOLS, KNOWLEDGE, AND CONNECTIONS TO BUILD A STRONGER AND MORE COMPASSIONATE BALTIMORE WITH INSPIRATIONAL LEADERS WHO SHARE A SIMILAR VISION.



I HAVE A MORE HOLISTIC VIEW OF COMMUNITY LEADERSHIP AND PERCEIVE MYSELF AS MORE DURABLE BECAUSE OF THE TRAINING I'VE RECEIVED IN BNLP. THIS IS TOUGH WORK AND I HAVE GAINED SO MUCH TO HELP ME AS I MOVE FORWARD IN MY PROFESSIONAL JOURNEY.



JOHNS HOPKINS
URBAN HEALTH INSTITUTE

Bunting Neighborhood
Leadership Program

2024 Expectations/Rules of Engagement

- Attend all bi-weekly full day sessions, meetings, field trips, and 1 or 2 overnight retreats that may be 1-2 days long (with 6 weeks advance notice)
- Arrive on time, abide by time and attendance requirements outlined on the following pages and remain engaged for the duration of each session
- Commit 2-4 hours to completing BNLP assignments in between sessions
- Be committed to developing a relationship with a mutually agreed upon mentor for a specified length of time
- Be open-minded, learn about new perspectives, and practice constructive conflict resolution
- Accept that pictures and videos of fellows and their guests will be captured and used on the UHI/program promotional materials and social marketing sites managed by the UHI and by fellows
- Work well with all fellows, instructors, the UHI staff, and community members
- Value and respect differences in opinions and personalities, and respect the group process
- Understand and agree that the payment for your participation in the Bunting Neighborhood Leadership Program will be delayed for incomplete or late deliverables
- Agree to procedures for probation, expulsion, background checks, and prohibited conduct as outlined in the following pages
- Provide notification of change of employment in writing, including contact information for new employer (or Chairman of the Board/equivalent if self-employed) to the BNLP Director
- You and your employer, or board chair if self-employed, Sign Rules of Engagement when submitting an application for BNLP, and then again upon acceptance to the Bunting Neighborhood Leadership Program and abide by these rules

Attendance Requirements

To remain in good standing, fellows are allowed 3 excused absences for the program. To receive an excused absence, a fellow must provide a minimum of 12 hours of notice of absence, via email, to the BNLP Director, Rebekha Atnafou-Boyer, MPH, and Lydia Hickey, the Program Administrator. The Director will approve excused absences at their discretion. In the case of an excused absence, the fellow is responsible for working with their cohort to cover missed session materials or lecture notes and is still responsible for timely completion of Course Plus deliverables.

While it is rare, sessions are subject to change. If we divert from the regularly scheduled sessions, we will provide at least 2 weeks' notice. If a fellow agrees to a rescheduled session, then they are responsible for attending and an excused absence will not be allowed.

Additionally, missing more than 30 minutes of a weekly session, or attending unprepared (without required pre-work) will result in a ½ absence, and may have an impact on your compensation. Fellows must communicate any anticipated lateness or early leave to the

Director and Program Associate via email. Doors open at 9am. Sessions start promptly at 9:30am. 9:40 is considered late. Doors close after 30 minutes at 10am.

No unexcused absences are allowed. The Director may retroactively approve an excused absence in emergency situations at their discretion. Fellows are not compensated for sessions they do not attend.

Probation and Expulsion

A fellow with 3 or more excused absences accrued, or 1 or more unexcused absence, will be placed on probation. A fellow on probation must agree to the following stipulations:

- No excused/unexcused lateness
- No unexcused absences
- 1 excused absence
 - To be approved in advance, only in cases of illness (must provide doctor's note) or death in family
- Sign probation notice within 48 hours of receipt

Additional stipulations may be added in special circumstances.

If a rule of engagement is broken, the fellow must agree to meet with a disciplinary committee. The disciplinary committee will determine the stipulations of the fellow's probation, including an intervention plan and timeline. The fellow must sign and return the probation notice within 48 hours of receipt.

Once a fellow is placed on probation, this status will remain in effect through the program's end. Failure to comply with any of the above requirements will result in immediate expulsion, including ending compensation.

The BNLP Advisory Committee can escalate to probation or expulsion measures at any time if they deem a fellow's behavior to require immediate intervention.

Background Check

To provide a safe learning and fellowship experience, fellows must agree to undergo a background check (for major offenses) prior to acceptance to the BNLP. The fellows are responsible for paying for the background check.

Process for reporting complaints

Present any complaints regarding sexual harassment or assault to OIE office (Office of Institutional Equity). We take your complaints very seriously and that is why we suggest you present the issue to the experts for assistance and resolution. Anyone can submit a complaint through the Johns Hopkins University Office of Institutional Equity's [Sexual Assault Response and Prevention Website Report Form](#), by calling (410) 516-8075, or by e-mailing oie@jhu.edu. The information provided in this form will be kept as confidential as is reasonably possible. If one wishes to remain anonymous, they can use a pseudonym or leave the name field blank. They can also create and/or add an anonymous e-mail address if they do not wish to provide their personal e-mail.

Individuals can also submit their concerns to the [Johns Hopkins Compliance Line](#), which can be reached by calling **1-844-SPEAK2US (1-844-773-2528)** or [submitting a report online](#). This compliance line fields reports of many kinds – including faculty and staff misconduct, policy violations, conflicts of interest, ethical concerns, etc. – and steers them to the appropriate Hopkins offices/representatives.

Applicant and employer or board chair, if self-employed, sign below agreeing to the Rules and Expectations

_____ I acknowledge that inability or unwillingness to comply with these expectations/Rules of Engagement will result in withholding of salary support and could lead to dismissal from the program.