

John T. Gorman Fellowship: Application Instructions

Please ensure you have thoroughly reviewed these instructions and the [Fellowship Guidelines](#) before you begin your application.

Timeline

The 2022 John T. Gorman Fellowship will begin accepting applications on Thursday, June 24th, 2021. Completed applications must be received via our online application portal by 11:59 pm EST on Wednesday, September 8th, 2021. The Foundation will extend interviews to prospective candidates in mid-October, with final selection and notification taking place in mid-December. The 2022 cohort will be publicly announced in January.

Applying via the Online Application Portal

1. When you first enter the [Foundation application portal](#) you will be asked if you have an account. If you have applied for a John T. Gorman Foundation grant *via our online portal* within the past five years, you may use your established JTGF account email address and password. Otherwise, please sign in as a new applicant.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- First time applicants, please use the "New Applicant" link found below.

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

New applicants are prompted to enter an email address and to choose a password. Passwords must be at least 5 characters long and include both letters and numbers. At this point you will receive an email containing your password and a link to [your applicant account](#). **Your applicant account is where you access your in-process and submitted applications. Please be sure to bookmark it for future use.**

New Applicant?

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

[Return to login](#)

3. Once you have created an applicant account, you will be asked to enter your organization's federal Tax ID number. If you do not work for a 501(c)3 organization, you may enter "n/a" and click "ok" twice to be admitted into the application.

4. The John T. Gorman Fellowship application form requests information using a tabbed navigation bar at the top of the application, as indicated below:



Clicking on each tab will bring you to a corresponding page for each section of the application.

The **Before You Begin** page shares a brief overview of the Fellowship application timeline and links to these instructions.

The **Contact Information** page requests your home and work contact information, as well as the contact information for your Executive Director, Board Chair or other Lead Contact.

The **Organization Information** page collects the following information regarding your organization:

1. Legal Name
2. Contact info: Mailing and Physical Address, Telephone, Website URL

3. Total Operating Budget (for the current fiscal year)
4. Geographic Area Served by all your Organization's Programs
5. Associated John T. Gorman Foundation Priority Results Area

The **Applicant Narrative** page requests narrative answers of **no more than 500 words** to the following seven questions:

1. **Results Orientation:** Describe your employing organization, its mission, the population(s) it serves, the results it seeks to achieve *and* your role and contribution in achieving those results.
2. **Results Accountability:** Describe the ways that you use data to:
 - Inform strategic and tactical decisions in your organization and/or programs intended to improve client outcomes;
 - Understand disparities and needs related to specific populations and/or geographic regions; and,
 - Track progress and hold yourself and others accountable for the results you are trying to achieve.
3. **Collaborating to Achieve Results:** Describe a collaborative effort that you participated in to improve outcomes for Maine people. What result did the collaboration aspire to, how effective was the effort, what was your role and what did you learn?
4. **Vision and Values:** The Fellowship is designed for professionals who have a deep sense of values around the common good and who assume and/or aspire to positions of authority in which they can influence and leverage policies, funding streams, and system implementation to ensure better futures for Maine people. What is your vision for improved outcomes for the populations you serve? In the next several years, how do you envision yourself being able to make the most difference and why?
5. **Reflective Practice:** Describe a work-related failure in which you played a role. In your response, please address the following questions:
 - What were you trying to accomplish?
 - Who else was involved?
 - What was your role?
 - What did you learn from this experience?
6. **Supporting Results:** As described in the Program Purpose and Description section of the Guidelines, fellows will be asked to commit to making a measurable improvement

on specific results related to their current work during their time in the Fellowship, which they will advance by working with their colleagues, leadership and board. With this in mind, please identify one or two substantive results for Maine people that you would like to focus on during the Fellowship. Please include the following in your response:

- What are some potential challenges you can identify that might inhibit your ability to achieve these results?
 - What tools, resources and relationships might you need to achieve each of these results?
7. **Learning Interests:** While the Fellowship will cover core topics, there is also flexibility built in. What are some of the things you hope to learn in the Fellowship that will support your work improving results for Maine people?

The **Documentation and Signature** page requires the following documents to be uploaded as attachments to your request:

1. **Resume:** An attachment of your resume or curriculum vita that includes the following:
 - Post-secondary education including the institution, degree and dates;
 - Professional employment history including title, employer and dates;
 - Community or civic involvement;
 - Membership and offices held in professional, civic, political and other organizations;
 - Honors, awards or fellowships received with title, description and dates; and,
 - Special travel, study and professional development programs with names and dates.
2. **Executive Director / Board Chair Endorsement Form:** An attachment of your fully executed [Executive Director / Board Chair Endorsement Form](#).
3. **Example of Data:** An attachment of an example of data you use in your position in support of narrative question #2.
4. **Organizational Chart:** An attachment of your organizational chart, if applicable.

You will also be asked to sign your application, affirming that have read and accept the expectations and requirements of program participation and believe you fit the applicant profile as outlined in the Fellowship guidelines.

Finally, the **Review my Application** page will show you your finished application for your final review before submission. There is an opportunity to print the application and also to

email a draft to the person of your choice. Once you are satisfied with the contents of your request, click the submit button. A copy of your application will be emailed to you along with a confirmation message letting you know that your submission has been sent to the Foundation.

* * *

Helpful tips

- Please save your work often by clicking the “Save and Next” button at the bottom of each page. Web applications CAN and DO time out after a period of non-use.
- We encourage applicants to cut and paste their narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work isn’t lost should there be an internet connectivity glitch.
- Please ensure only numbers are entered into currency fields (no dollar signs or commas).
- Limit your use of bullets and other formatting.
- Bookmark your [account](#) to access both in-process and submitted applications.
- Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

Thank you for your interest in the 2022 John T. Gorman Fellowship. Again, please feel free to contact the Foundation at (207) 518-6784 should you have any questions during the application process.