



## **Hurford Youth Fellows Program**

*- Building Young Activists' Leadership Skills -*

# **INFORMATION BOOKLET AND APPLICATION GUIDELINES**

## **Fellowship Terms**

August – December, 2017

February – June, 2018

**Application Deadline: 17 April, 2017**

## ABOUT the HOST AND SPONSOR ORGANIZATIONS

### **NATIONAL ENDOWMENT FOR DEMOCRACY**

The National Endowment for Democracy (NED) is a private, nonprofit organization created in 1983 to strengthen democratic institutions around the world through nongovernmental efforts. NED is governed by an independent, nonpartisan board of directors. With its annual congressional appropriation, it makes hundreds of grants each year to support pro-democracy groups in Africa, Asia, Eurasia, Latin America, and the Middle East.

### **INTERNATIONAL FORUM FOR DEMOCRATIC STUDIES**

NED established the International Forum for Democratic Studies (the Forum) in 1994 in response to the need for sustained and serious analysis of democracy's problems and prospects throughout the world. Since then, the Forum has become the preeminent center for the study of the theoretical and practical aspects of democratic development worldwide. Through its fellowship programs, its publication of the quarterly *Journal of Democracy*, and its public seminars and symposia, the Forum enhances efforts to foster and improve democracy while also making important contributions to the field of comparative democratic studies.

### **WORLD MOVEMENT FOR DEMOCRACY & WORLD YOUTH MOVEMENT FOR DEMOCRACY**

The World Movement for Democracy is a global network that brings together democracy activists, practitioners, academics, policy makers, and funders. NED initiated this nongovernmental effort in February 1999 at a global Assembly in New Delhi, India, to strengthen democracy where it is weak, to reform and invigorate democracy even where it is longstanding, and to bolster pro-democracy groups in countries that have not yet entered into a process of democratic transition.

At the Third Assembly of the World Movement for Democracy in South Africa in 2004, a group of young democracy and human rights activists from around the world came together to found the World Youth Movement for Democracy to support each other, build solidarity, and develop sustainable democratic and human rights movements by empowering a younger generation.

Today, the Youth Movement serves as a platform for young democracy activists. It provides a space for young activists to build relationships with each other, to collaborate across borders, to deepen their knowledge on key issues by sharing information, and to develop practical skills. Like the World Movement, the Youth Movement supports youth participation in efforts to strengthen democracy in their countries.

### **THE HURFORD FOUNDATION**

The Hurford Foundation was established to honor the late John B. Hurford (1938 – 2000), an internationalist and philanthropist who played an important role in helping to conceptualize and realize the World Movement for Democracy. For many years, the Hurford Foundation has been an important supporter of the World Movement for Democracy and the World Youth Movement for Democracy. The Hurford Foundation generously supports the Hurford Youth Fellows Program.

# ABOUT THE PROGRAM

## HURFORD YOUTH FELLOWS PROGRAM

The Hurford Program seeks to build the leadership skills, enhance the organizational talents, and harness the potential of emerging democracy leaders from around the world. Through the Hurford program, two young activists spend four months per year at NED, during which time they expand their global network, learn lessons from activists from democracy movements around the world, and contribute to the development of the World Movement for Democracy and the World Youth Movement for Democracy. A project developing online discussion to generate active engagement among youth activists around the world will be central to each fellowship. Hurford Youth Fellows will engage in strategic meetings; conduct research; and organize and lead presentations, online discussions and information-sharing sessions on key democracy issues that they will identify in consultation with the World Movement Secretariat. Fellows will identify, compile, present, and creatively share discussion materials and results.

Specifically, each fellow will engage in the following activities:

- Conduct research on topics such as civic education, the role of youth in policy development, and youth activities against corruption;
- Develop online resources, such as a collection of related publications and training materials;
- Facilitate online discussions;
- Contribute to the World Movement/World Youth Movement social media posts
- Take part in planning and implementing other activities of the World Movement/World Youth Movement; and
- Participate in relevant events and discussions in Washington, D.C., to deepen understanding of issues and build working relationships.

Each fellow will also make at least one formal presentation of their work during their fellowship. Presentations may be open to the public or geared to a more select audience and will typically focus on the fellow's research topic.

Upon the successful completion of each fellowship at NED, the fellow will serve as a regional/country focal point, working with the Hurford Youth Fellowship Alumni Network to remain involved and take the lead in World Youth Movement activities.

**Eligibility:** Applicants interested in the Hurford Youth Fellows Program must be no older than 30 years of age. They must demonstrate strong interest in democratic activism and in the advancement of democracy in their respective communities, as well as worldwide. Youth affiliated with civil society organizations are especially encouraged to apply.

*Please Note: The Hurford Youth Fellows Program is open to applicants from any country. It does not provide scholarship funds or any other type of financial aid to university or graduate students, nor is it designed to support postdoctoral research. The program is not an educational program offering academic courses leading toward a degree. In addition, it does not provide financial support to those seeking to complete professional training programs, attend conferences, or pursue internships at other organizations.*

**English Language Requirement:** A working knowledge of English is an important prerequisite for participation in the program for general communication purposes. All application materials must be submitted in English.

**Selection Process:** Fellows will be selected by the World Movement Secretariat staff, NED regional program staff, the World Youth Movement's Leadership Board, and the Hurford Youth Fellowship Alumni Network following an application process. Selection will be based on a set of criteria including demonstrated activism or interest in the advancement of democracy, a desire to network with others, and a clear explanation of how the fellowship will benefit their own efforts for advancing democracy.

**Residency Requirements:** Fellows are expected to work full-time on their fellowship projects at the NED office in Washington, D.C. Fellows may not hold any other fellowships or be otherwise employed during the fellowship period without the express permission of World Movement Secretariat staff. Additional fellowships or work opportunities that coincide with the fellowship period must be brought to the attention of World Movement Secretariat staff prior to the candidate's acceptance of a Hurford Fellowship. Failure to do so may result in the revocation of the fellowship.

Hurford Youth fellowships are not designed to support extensive fieldwork outside the Washington, D.C., area. The program recognizes the importance of establishing ties with counterparts elsewhere in the United States and abroad and understands that professional obligations may sometimes necessitate domestic or international travel. However, no funds will be available to support fellows' professional travel. Fellows are expected to be in residence at the NED for the entirety of the fellowship period in order to take full advantage of the professional resources available in D.C.

**Fellowship Support and Services:** Each fellow will receive a monthly stipend for living expenses, plus basic health insurance and roundtrip travel to and from Washington, D.C. Stipends take into account the cost of living in Washington, D.C. Fellows are provided with a fully equipped office, including internet and email access, and a limited budget for fellowship-related long-distance phone calls.

The World Movement Secretariat staff plays a vital role in helping fellows realize their fellowship objectives by collaborating with them on their fellowship projects and engaging them in ongoing discussions about their work.

NED houses a Democracy Resource Center (DRC), which includes a library with some 20,000 works, including books, journals, grantee reports, and other publications on democracy. The DRC's expert staff members assist fellows with their research interests. Fellows may enjoy access to other local libraries as needed.

**Cost of Living and Dependents:** Applicants should bear in mind that the cost of living (housing, furniture, food, and other essential living expenses) in the Washington metropolitan area is very high and that fellowship stipends are *not* calculated to cover the financial needs of a family. *Fellows who wish to bring family members with them to Washington, D.C. will be expected to cover the costs of their dependents' roundtrip travel and stay within the United States.* The program does *not* ordinarily cover costs associated with dependents' health insurance. Please note that all dependents traveling to the United States on a J-2 dependent visa will be required to have basic health insurance coverage for the full period of their stay.

**Visa Issues:** Prior to their arrival in the United States, prospective fellows who are neither citizens nor permanent residents of the United States must secure a J-1 exchange visitor visa. The International Forum for Democratic Studies assists fellows with the documentation needed to obtain visas.

**Office Location and Contact Information:** The National Endowment for Democracy is based in downtown Washington, D.C., at 1025 F Street, N.W., Washington, D.C., 20004. Centrally located near the White House, the U.S. Congress, the National Mall, and the Smithsonian Institution, our office building sits above Metro Center, one of the major subway stations of the Washington metropolitan area.

For further information, please contact:

World Movement for Democracy Secretariat  
National Endowment for Democracy  
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Washington, DC 20004  
USA

Tel.: +1-202-378-9700

E-mail: [youthfellows@ned.org](mailto:youthfellows@ned.org)

Website : [www.movedemocracy.org](http://www.movedemocracy.org)

## **PART II: APPLICATION GUIDELINES**

### **Application Terms**

August –December, 2016 | February – June, 2017

**APPLICATION DEADLINE:** All application materials must be submitted by **17 April, 2017**.

**SUBMITTING YOUR APPLICATION:** Applicants are asked to submit the following:

- ✓ Applicant Form;
- ✓ C.V./Resume; and
- ✓ Two Letters of Recommendation

All application materials should be uploaded in the [application portal](#)

**PREPARING YOUR APPLICATION MATERIALS:** The Applicant Form has four sections: (1) Personal Information; (2) Project Proposal; (3) Curriculum Vitae/Résumé; and (4) Two Letters of Recommendation. Each applicant must complete the entire Form. Please note that incomplete application forms will not be reviewed.

**Project Proposal:** Your project proposal is the most important part of your fellowship application. It should be clear, concise, and comprehensible to individuals outside your own field or concentration. Your proposal, in no more than 1200 words, should describe steps you will take to organize and complete your fellowship projects (online discussions, research, strategic meetings). In your proposal, please ensure that you respond to the following specific questions:

1. What is your proposed theme for your fellowship project?
2. What are three specific online discussion topics or questions under your theme?
3. How would you conduct research and develop information materials that could be used for broader dissemination and/or online discussions?
4. How would you contribute to the further development of the World Youth Movement for Democracy?
5. How would you benefit professionally from your time in Washington and what will that mean for your organization?

Strong proposals will exhibit the following characteristics:

- A clear focus and rationale, with practical relevance for strengthening the participation of youth in democracies.
- The outline of a well-defined theme, with tangible benefits to colleagues and counterparts in your field.

**Curriculum Vitae/Résumé:** Please prepare a curriculum vitae or résumé and attach it as a separate document.

## **INSTRUCTIONS FOR REFEREES**

Thank you for agreeing to write a letter of recommendation for an applicant to the Hurford Youth Fellows Program at the National Endowment for Democracy (NED). Your frank appraisal of the applicant and his or her fellowship project proposal will greatly help us in our selection process. For more information on the Hurford Youth Fellows Program, please go to [www.movedemocracy.org](http://www.movedemocracy.org)

### ***Letter of Recommendation Guidelines***

We would greatly appreciate your candid comments on the following:

- The length of time and context in which you have known the applicant
- Your opinion of his or her background, qualifications, accomplishments, and experiences
- Your appraisal of the proposed project and the applicant's ability to complete it on time
- Your views on the suitability of the applicant and his/her project to the Hurford Youth Fellows Program
- Any other information you feel is important to share concerning the candidate

### **Submit your letter of recommendation:**

Once the applicant identifies their referees and provides their email addresses within the application portal, an automated email will be sent to the referee's email address. The automated email will give the referees login credentials to access the application portal in order to upload the letters of recommendation. Letters of recommendation must be submitted in English or accompanied by an English translation. Please format your letter as a MS Word Document (.doc) or Adobe PDF (.pdf). Please note that letters of recommendation should not be shared with applicants.

**Deadline:** The deadline to submit your letter of recommendation is **17 April, 2017**.

For any technical problems, please email [youthfellows@ned.org](mailto:youthfellows@ned.org)

*For questions or further information, please contact:*

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