



Application Form **Postmark deadline: March 18, 2009**

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 five 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 three things would make your job more manageable and less stressful, and why?
5. What is the the projected length of your sabbatical? How would you like to use your time?
6. Why have you chosen this year to apply for a sabbatical?

2009

*ORGANIZATIONAL
INFORMATION*

*PERSONAL
INFORMATION*

(OVER)

Application Form *(CONTINUED)*

SABBATICAL BUDGET:

Salary and Benefits

Monthly Salary	\$ _____
Monthly Benefits	\$ _____
Number of Months _____	
Subtotal Salary and Benefits (Salary + Benefits) x (Months)	\$ _____

Approximate Expenses

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal Expenses	\$ _____

TOTAL PRELIMINARY BUDGET* (not to exceed \$35,000)	\$ _____
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*Finalists will be asked to prepare a more detailed budget

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

- ◆ a one-page description of your organization and its services
- ◆ a resumé that covers, at minimum, the past ten years, and reflects your involvement in your field, including board or commission appointments, awards, etc.
- ◆ a list of three Los Angeles-area references, with contact information, who can speak both about your organization and about your role as a leader in the sector
- ◆ a brief letter of endorsement, signed by the organization's board chair, that includes a plan for organizational management during your proposed absence and upon your return, as well as a guarantee of maintenance of regular health or other benefits during the sabbatical period
- ◆ a brief plan to establish a permanent, revolving professional development fund and leave policy for the organization's staff (up to \$7,500 of additional support is available; \$5,000 maximum in year one, \$2,500 maximum in year two)
- ◆ if the professional development funds are not being requested, please explain why

All supplemental materials should be printed on one side of standard 8 1/2 x 11 paper. Please **DO NOT** use staples. Materials must be postmarked by **March 18, 2009** 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 of 2009**. Finalists will also be requested to participate in an interview with the selection committee on **June 2 or 3, 2009**.