

# 2023 Sabbatical Award

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## *The Durfee Foundation*

### *Applicant Information*

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#### **Applicant Name\***

Please enter your name in the following format "First name Last Name - Sabbatical". EX: John Smith - Sabbatical

*Character Limit: 100*

#### **Pronouns**

Ex: she/her/hers, he/him/his, they/them/theirs, etc.

*Character Limit: 100*

#### **Organization Name\***

*Character Limit: 250*

#### **Title\***

If you are not CEO, Executive Director, or in a principal role, you will most likely not qualify for the Sabbatical. Please contact Durfee for further clarification.

*Character Limit: 250*

#### **Projected Sabbatical Dates\***

Awardees will not need to begin their Sabbatical until December 31, 2023.

*Character Limit: 100*

### *Budget & Finances*

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#### **Total Number of Staff\***

*Character Limit: 250*

#### **Number of full-time staff\***

*Character Limit: 250*

#### **Number of part-time staff\***

*Character Limit: 250*

#### **Annual Operating Budget\***

*Character Limit: 20*

**Does your organization have an endowment?\***

**Choices**

No

Yes

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

*Character Limit: 100*

**Does your organization have a cash reserve?\***

**Choices**

No

Yes

**If so, how much?**

*Character Limit: 100*

**Your Annual Salary\***

*Character Limit: 20*

**Annual Vacation Policy\***

*Character Limit: 100*

**Total Household Income\***

*Character Limit: 20*

**Number of dependents, if any**

*Character Limit: 100*

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

If so, please describe.

*Character Limit: 5000*

## *Application Questions*

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**Why are you engaged in your current field of work?\***

*Character Limit: 3500*

**What significant lessons have you learned along the way?\***

*Character Limit: 3500*

**What do you see yourself doing five years from now?\***

*Character Limit: 3500*

## What is the projected length of your sabbatical? How would you like to use your time?\*

*Character Limit: 3500*

## At this point in your work & life, why would the Sabbatical be beneficial to you & the organization?\*

*Character Limit: 3500*

## List of three Los Angeles area references who can speak to you and/or organization's leadership.\*

Please include their name, affiliation, email, and phone number. Please do not include board members or staff.

*Character Limit: 5000*

## *Supplemental Materials*

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### One-page description of your organization and its services\*

*File Size Limit: 2 MB*

### Resume that covers, at minimum, the past ten years\*

*File Size Limit: 2 MB*

### 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 their return, as well as a guarantee of maintenance of regular health or other benefits during sabbatical period

*File Size Limit: 2 MB*

### Sabbatical Budget\*

In order to better understand your proposed plans, please fill out this template to sketch a preliminary plan of your travel and activities. You will have the opportunity to revise and refine your plans if chosen for the award. [Click here to download the template.](#) Please fill it out and upload completed document below. If you are selected, there are ample opportunities to adjust this document.

*File Size Limit: 10 MB*