



1 Hotels Fellowship at E2 FAQ

Q: Is the Fellowship meant to be for an individual only, or can a team/group apply?

A: The Fellowship is an individual award; funds are intended as an award while you work on the project.

Q: Do the funds have to be put towards the project?

A: No, the funds are intended as an award and are for the Fellow to use at their discretion.

Q: Are Fellows required to travel?

A: Awarded fellows may be required to travel to one or more events organized by E2 and 1 Hotels during the program. Flights and hotel expenses will be covered.

Q: I have a couple of really good ideas – do I put them all into one application?

A: There is no limit to the number of project ideas you can submit; just make sure they are completely separate projects. (Hint: If you find that you have difficulty keeping multiple projects separate from each other, it may be that, with a bit more thinking, you might find that you have just one really great project.

Q: What if I and/or my organization already have a really great project going – can we apply for the Fellowship and put the funds toward the project?

A: The Fellowship is intended for new projects only. Initiatives or projects which already have funding and resources behind them will not be eligible.

Q: I have a really great project, but I'd need to sell it to my manager – what can you offer the company to help me get buy-in or additional resources/take some time away from the office for my project?

A: E2 would be happy to put your company's name on press releases and our website if you are awarded a Fellowship.

Q: The portal looks like a job application – can I see the questions before I have to submit an application?

A: Absolutely - here are the questions along with some additional information to consider when completing your application

<p>Project Description</p> <p>Provide a compelling, one-sentence description of your proposed project, including the environmental/clean energy policy issue you are planning to address and the geographic location if applicable.</p>	<ul style="list-style-type: none"> ➤ Make sure you include the policy issue(s) you are addressing and exactly what part of the country you would be working in.
<p>Executive Summary</p> <p>Briefly summarize the overarching need/needs you are proposing to address with your project; the strategies you intend to employ; and how your project will help advance policies and perspectives that are good for the economy and good for the environment.</p>	<ul style="list-style-type: none"> ➤ What do you want to accomplish? What are your goals? ➤ What strategies will you use? ➤ How will your project aid in moving both environmental and economic policies/perspectives forward?



<p>Statement of Need</p>	
<p>Describe the intended impact of your proposed project, including why this work is necessary now, what areas or people will be affected and the size and nature of the project.</p>	<ul style="list-style-type: none"> ➤ Clearly show how the identified need(s) informs your goal(s). ➤ Describe who or what will receive the benefit of your project. ➤ Why is this a good time (for your target location and/or group) for this project? ➤ What is the scope of the project? (how many, how far, how long?)
<p>Activities to meet the need and anticipated outcomes</p>	
<p>Describe how you plan to meet the objectives and needs above, including a brief statement of the specific goals of your project and the impact it will have and awareness it will raise beyond the fellowship term. Provide a timeline, in three month increments, of the major accomplishments you plan to achieve over the course of the one-year fellowship.</p> <ol style="list-style-type: none"> a. Specific Goals: b. Ongoing impact: c. Anticipated costs: a. Major milestones/timeline: <ol style="list-style-type: none"> 1. Months 1-3 2. Months 3-6 3. Months 6-9 4. Months 9-12 	<ul style="list-style-type: none"> ➤ What are the specific strategies and tactics to achieve your goals? ➤ Provide a timeline in 3-month increments w/ milestones; ➤ What are your estimated costs? ➤ How will you report on your progress? ➤ How will your work provide an impact and raise awareness beyond the project term?
<p>Collaboration</p>	
<p>Describe how you plan and expect to work with E2 staff and members as well as other ally groups and members to increase the impact of your project.</p>	<ul style="list-style-type: none"> ➤ How will you work with E2 to advance your project? ➤ Will you work with other groups to advance your project? If so, how? ➤ How will this collaboration amplify your project's effects?
<p>Personal Statement</p>	
<p>Briefly describe, in the first person, what is driving your desire to do this project. Describe how your personal background, experiences, and/or unique qualifications best suit you for this fellowship project. Consider providing examples of personal, business or societal issues that you've experienced first-hand in the past that are related to this project, and how that has impacted your decision to pursue this Fellowship and project.</p>	<ul style="list-style-type: none"> ➤ Where does your passion for this project come from? ➤ What informs your vision for this project?
<p>Skills and experience</p>	
<p>Describe your professional career, your volunteer/public interest work, your education and other relevant experience that have provided you with the expertise, knowledge and project management skills to complete this project.</p>	<ul style="list-style-type: none"> ➤ What are the specific aspects of your education, professional or volunteer career(s) that are relevant for this project? ➤ What networks do you have/can you collaborate with that will help?