



## **1 Hotels Fellowship at E2 FAQ**

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

The Fellowship is an individual award.

**Do the funds have to be put towards the project?**

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

**How will I cover the costs of my project?**

We do have some discretionary funds built into the fellowship for project expenses (e.g., events or advocacy trips).

**Are Fellows required to travel?**

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.

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

That's great, we want to see them! 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 multiple projects that are just not staying separate from each other, it may be that with a bit more thinking, you might find that you have just one really awesome project.

**Can I participate in lobbying or electioneering activities as part of my project?**

No portion of the project may involve lobbying or electioneering activities at any level (i.e., city, state, federal).

**Do I own what I create under the Fellowship?**

Yes, you will retain the rights to any and all intellectual property created

**How will I be paid?**

Funds will be paid in quarterly installments, subject to a finalized project proposal and subsequent approval of quarterly reports. To receive payment, all written quarterly reports must be accompanied by an invoice.

**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?**

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

**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?**

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



**The portal looks like a job application – can I see the questions before I must submit an application?**

Sure! Here are the questions and some additional information to consider when completing your application.

<b>Give a 2-3 sentence overview of your project proposal.</b>	
Provide a description of your proposed project, including the environmental/clean energy policy issue you are planning to address.	➤ Consider this your elevator pitch
<b>Describe the project in detail.</b>	
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.	➤ 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? ➤ If applicable, where will your project be geographically focused?
<b>What are the anticipated milestones and timeline for the project?</b>	
Describe how you plan to meet the objectives and needs above, including a brief statement of the specific goals of the fellowship 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. <ol style="list-style-type: none"> <li>a. Specific Goals:</li> <li>b. Ongoing impact:</li> <li>c. Anticipated costs:</li> <li>d. Major milestones/timeline:             <ol style="list-style-type: none"> <li>1. Months 1-3</li> <li>2. Months 3-6</li> <li>3. Months 6-9</li> <li>4. Months 9-12</li> </ol> </li> </ol>	➤ 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 raise awareness beyond the project term?
<b>Why is this work necessary and who will benefit from it most?</b>	
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.	➤ 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?)



<b>E2's contributions focus on the intersection of the environment and the economy. How does your project exemplify "Good for the Economy, Good for the Environment"?</b>	
Describe how your project aligns with E2's mission.	➤ How does your project link the benefits of environmental policy with the economy?
<b>How do you see your project engaging businesses and/or the economy?</b>	
Describe how you plan and expect to engage with the local economy to increase the impact of your project.	➤ Will you work with other groups to advance your project? If so, how?
<b>What needed skills make you the right person to take on this project?</b>	
Describe your professional career, your volunteer/public interest work, your education and other relevant experience that have provided you with the skills, knowledge and project management skills to complete this project.	➤ 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?
<b>Why is this project important to you?</b>	
Briefly describe, in the first person, what is driving your desire to do this project. Consider providing examples of personal, business or societal issues that you've personally experienced in the past that are related to this project, and how that has impacted your decision to pursue this Fellowship and project.	➤ Where does your passion for this project come from? ➤ What informs your vision for this project?
<b>What is the ongoing impact that your project would provide?</b>	
What steps will you take to ensure that your project will have sustainable lasting impact in its areas of focus?	➤ Will any of the involved communities or businesses require training?