



STEVENSON CENTER

FOR COMMUNITY AND ECONOMIC DEVELOPMENT

Illinois State University

Host Organization Application

Peace Corps/ACED Fellow Professional Practice Placement

11 months at 35 hours/week

Campus Box 4200
Normal, IL 61790-4200
Telephone (309) 438-7090, E-mail StevensonCenter@ilstu.edu
www.StevensonCenter.org

Introduction

Please complete this Host Organization Application if you wish to host a Peace Corps Fellow/Applied Community and Economic Development Fellow for 11 months, serving 35 hours per week. Non-profit agencies, non-governmental organizations, economic development groups, educational institutions, rural communities, governments or departments/agencies and private companies with a clear Community Development lens may apply. For more information about the Peace Corps Fellows Program or Applied Community and Economic Development Fellows Program, please contact the Stevenson Center. Graduate students in these programs are completing the Applied Community and Economic Development sequence in the master's degree Programs of the Departments of Economics, Kinesiology & Recreation, Politics & Government, Sociology, and Anthropology. Our Fellows come from a wide variety of backgrounds and have diverse identities, experiences, and perspectives. Diversity is one of the Stevenson Center's core values and we seek to place Fellows in environments where they feel not only safe, but able to thrive and live authentically. For your reference, we have included a sample contract as Appendix A and a copy of the Stevenson Center's Learning Goals as Appendix B.

Selection Process

This is a **competitive** process. It is possible that not all organizations that apply will receive a Fellow. Host Organization Applications will be evaluated on the following criteria:

- Capacity of host organization to support and work with the Fellow,
- Defined projects for the Fellow and,
- Cohesion between Fellows' academic/professional goals and host organization's ability to provide enriching opportunities,
- A plan for continuing development projects after the Fellow's assignment ends, and
- **A financial commitment of \$33,120.00 to support the student.** Note: Of this amount, the student earns a scholarship through the University. The student remains classified as a full-time graduate student at Illinois State University and is therefore eligible for student health insurance. The student also receives a full tuition waiver for the professional practice (internship) credits.

Application Deadlines and Contact Information

Applications are due by FEBRUARY 2, 2026 for Fellows beginning their 11-month internships during the summer of 2026. Please contact the Stevenson Center Program Coordinator as early as possible to discuss your plans to apply to be a Host Organization. Completed applications should be sent to:

Breana Brown, Program Coordinator
Stevenson Center for Community and Economic Development
Illinois State University
Campus Box 4200
Normal, IL 61790-4200
E-mail: bnbrow2@ilstu.edu
Phone: (309) 438-5945

Host Organization Information:

Organization:

Address:

Contact Person/Title:

Phone:

E-mail:

Prospective Supervisor/Title (if different):

Phone:

E-mail:

Organization Website:

Please answer the following questions.

1. Briefly describe your organization. What are your primary programs and services, and how do they impact your community or target audience?

2. Explain how your organization would provide a meaningful learning experience to a Fellow. What would a graduate student learn while working with you?

3. Strategic or Development Plan

A. Does your organization have a strategic plan or development plan? If yes, briefly describe how and when the plan was created.

B. List the top five goals of the plan, in priority order.

1.

2.

3.

4.

5.

B. If you would like, please attach a copy of your strategic plan or any other supplemental documentation that will help us better get to know your organization.

4. Possible Projects for a Fellow

Briefly describe up to three potential projects for a Fellow, indicating:

- 1) how your organization would work with the Fellow to complete the projects, and
- 2) how these actions are consistent with your plan.

5. Budget for the Fellows Program

Unless you explicitly state otherwise, by completing this section, **you are confirming that sufficient resources to host a student are available/committed for this purpose.** Sharing your organization's application with Fellows and arranging interviews are formal precursors to hosting a Fellow, should the opportunity arise. **Funding must be secure.**

Host Organization's Financial Commitment: **\$33,120.00**

(paid to Illinois State Graduate School for Fellow's scholarship and program expenses)

Source:

Is this financial commitment dependent upon grant funding and/or Board approval? Yes ☐ No ☐

Are the funds/approval currently secure? Yes ☐ No ☐

If funds and/or approval not secure currently, by when will you know whether they are secure?

Which of the following resources will you provide for a Fellow?

Yes No N/A

Travel (mileage reimbursement @ .__ /mile)

Computer

Work Station

Telephone

Office Supplies

Printing

Professional Development

Other:

Budget Notes:

6. Evidence of Community Support (APPLICABLE ONLY FOR TWO OR MORE HOST ORGANIZATIONS APPLYING TOGETHER)

If applicable, please attach any letters of support from local government, educational institutions, local development organizations and non-profit agencies, Chambers of Commerce, business associations, service organizations, and other local groups. The organizations should show evidence of their commitment—including staff, financial and other resources—to help make the partnership with the Stevenson Center and the student's Professional Practice a success.

7. On-Site Supervision

Please describe your organization's plan for on-site supervision of the Fellow. Consider describing things like the supervisor's leadership style and the anticipated frequency of contact.

8. Maintaining Momentum

Please explain how your organization will continue with development projects, including those listed above, after the Fellow's assignment ends. If you see an opportunity for the Fellow to continue their work with you following their placement, please note that here.

9. Diversity, Equity, and Inclusion (DEI)

Please describe (and/or attach) strategies and policies your organization uses to promote a diverse, equitable, and inclusive work environment for all its employees (HR policies, Diversity Statements, Strategic Planning documents, etc.).