# Guidelines for completing applications:

## Eligibility

Tony Elischer Foundation supports individuals who have already demonstrated they have a talent for fundraising and have the drive and ambition to become the next generation of leaders.

Although there is no specific requirement in terms of length of experience, it is expected that mentees will join the programme at a stage where they can demonstrate continuing success and achievement as a fundraiser. Based on previous cohorts it is likely that successful applicants will have more than four years' experience and many are at least in their first management roles.

This programme is most suited to those who want to build on existing success and knowledge to accelerate a career towards senior management and organisational leadership.

There are no geographical restrictions and support is provided free of fees for the programme participants.

Applicants must be committed to developing a career in fundraising.

## Selection Process

Applications can be made via the website at any time, with two cut off dates each year. Dates are advertised on our website. There will be a review and selection process immediately following each cut-off date. Applications will be reviewed by the Director and Trustee Board.

Applications will not be considered unless they are accompanied by a nominator form and short video as detailed in the application process. All must arrive by the deadline.

There are not a fixed number of places and we will assess individuals based upon their online form and video submission. The quality of the applications will determine the success of the applicant but we will aim to support a diverse group of individuals from a range of organisations, locations, gender and race.

Applicants will hear if they have been successfully shortlisted within four weeks of the closing date. A further interview (face to face or via skype) may be undertaken in order to determine the final successful individuals.

All applicants will be informed if they have been successful or not within four weeks of the closing date.

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## Nominator Forms and Referees

All applications must include a nomination from another person who can recommend why you would be an ideal candidate to benefit from our support. Applications will only be considered if a nomination is also received. This must be by completion of the nominator form. Please ensure your nominator sends the form in time to meet the deadline.

Your nominator must know you well and be able to explain why you have the potential to become a future leader in fundraising.

We do also ask for a referee when you reach the shortlisted stage. This must be your fundraising employer. We will only contact them after checking with you.

## Notes for nominators

We appreciate you supporting an individual in their application to benefit from our programme of support at Tony Elischer Foundation. We need to understand why they are suitable and how you think they would benefit and ask you to complete a short online nomination form. This asks you to provide your contact details and to write a short recommendation summarising the qualities which the individual has that suggest they will benefit from our support.

We will only use your details to contact you about the application it relates to. However if you would like to learn more about our work and how you can get involved, please indicate this on the contact form or email info@tonyelischerfoundation.org

## What we are looking for in your application

The application is designed to help us get to know you and understand your passion for fundraising. Please answer the questions in a way which is honest and conveys your beliefs, approach to your work, personality and achievements.

After reading your form and watching your video, we want to have a sense that we know you and understand what drives you to achieve success in your work. We are hoping to see energy, creativeness and individuals who are not afraid to innovate and challenge how things are done; improving them for a better future.

Don't be afraid to say what it is you want to learn and how you want to develop. Our way of working is very adaptable and individual to your needs so much better that you are self-aware and can articulate how you hope you can improve your approach and skills.

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## Video application

The topic which you need to address is

**"Why I am a fundraiser"**

The film should be a maximum of two minutes long and does not need any special effects or fancy editing. Let us see a snapshot of who you are.

It is entirely up to you what approach you take but the video must be uploaded into our designated Dropbox folder using the following instructions. This folder will only be available for view by Tony Elischer Foundation and is not in the public domain.

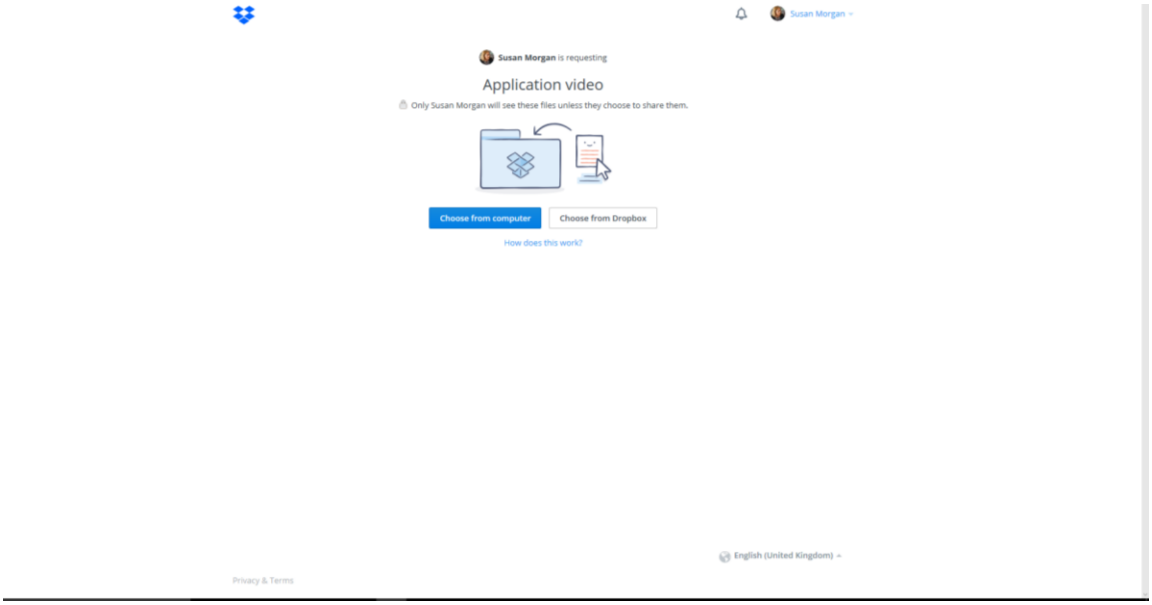
You do not need to have a DropBox account to upload this file.

**<u>Guide to uploading a video to DropBox.</u>**

1. Create your video and save it on your computer
2. Click on this link which requests you upload a file

https://www.dropbox.com/request/CNkRiSOsXsLG70HfV2jq

and you will see this page:

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3. **Choose from computer** or **Choose from Dropbox** to upload a file. Alternatively, you can drag and drop the file(s) you'd like to upload directly into your browser window.
4. Once you have all the files you want to upload, you may be prompted to enter your first name, last name, and email address so that the file collector can identify your files.
5. Click **Upload**.

   **Note**: You can add more files at any time by clicking the file request invitation for as long as the file request is open. You will not be able to access files that you already uploaded.
6. A green check mark means that you've successfully uploaded your files to the file request
7. Confirm the date which you uploaded your video within the online application form when you submit this.

If we have trouble accessing your video we will let you know.

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