



FREQUENTLY ASKED QUESTIONS

WHEN IS THE APPLICATION DUE AND WHEN WILL I BE NOTIFIED ABOUT ADMISSION TO THE PROGRAM (BOTH HYBRID & VIRTUAL COHORTS)?

- The deadline to apply via ([THIS](#)) Google Form is Friday, August 9th, 2024, at 5:00 pm Pacific. Applicants will be notified of admissions decisions by Thursday, August 22, 2024.

WHAT IS THE COST OF ATTENDING THE PROGRAM (BOTH HYBRID & VIRTUAL COHORTS)?

- Tuition for the program is \$4,250. OneJustice offers a limited number of partial scholarships (50% of the tuition fee). Please see the section on Scholarships below. Full payment of tuition is due by September 6, 2024. Please note that, because we are unable to enroll additional Fellows after September 10, 2024, there are no tuition refunds after this date.

WHO IS THE EXECUTIVE FELLOWSHIP INTENDED TO BENEFIT?

- Ultimately, the Executive Fellowship benefits the community your organization seeks to serve. The Fellowship delivers graduate-level nonprofit management content with a focus on learning that is both multi-modal and peer-based, with classmates from similar organizational backgrounds. The skills learned during the 10-month intensive program expand the capacity of nonprofit legal organizations' ability and capacity to serve their clients by supporting a diverse class of executive directors and emerging leaders in core leadership and management skills. Similarly, Fellows expand their leadership and nonprofit organizational management skills.

WHAT IS THE DIFFERENCE BETWEEN THE HYBRID AND VIRTUAL COHORTS? HOW WILL I KNOW WHICH IS BEST FOR MY NEEDS?

- The hybrid cohort includes two in-person sessions (the introductory and final sessions). The remainder of the sessions will take place via Zoom. The hybrid cohort is best suited for participants who are interested in in-person networking opportunities. Many past Executive Fellowship Alumni have enjoyed this ability to connect in-person with their peers in the sector. Moreover, OneJustice often pairs in-person sessions with Alumni panels and networking opportunities to further connect participants to the nonprofit legal services sector and OneJustice's ongoing programming.
- The virtual cohort will be completely remote and take place via Zoom. This cohort is best suited for participants and organizations that may not have travel budgets or prefer to participate in programming remotely for ease and flexibility. The virtual and hybrid cohorts have the same curriculum and opportunities for peer learning as the hybrid cohort.
- It is up to individual applicants to decide which program is best for their personal and professional needs. If you like to attend in-person, network, and/or connect 1:1 with peers, the hybrid cohort may be better suited for your needs. If travel is challenging for you, you have a small travel budget, and/or have personal or professional duties or obligations that make in-person gatherings difficult then the virtual cohort may be best for you.



- **Applicants must continue with their selected or assigned cohort for the duration of the program, including applicants who were assigned cohorts because they selected the ‘either track based on availability’ option. Fellows cannot switch cohorts once their application has been accepted and the program has started.**

WHO CAN APPLY FOR THE PROGRAM?

- Enrollment is open to executive directors, senior managers, and managers at legal services and public interest nonprofit organizations.
- Both the hybrid and virtual cohorts accept applications from individuals based in ALL states in the U.S.

WHAT ARE THE REQUIREMENTS FOR JOINING THE PROGRAM?

- Before enrollment, accepted applicants are required to discuss their participation and time commitment in this 10-month program with their board chair (for executive directors) or their executive director (for directors, senior managers, and managers).
- In addition, accepted applicants must ensure that they or their organization submit tuition payment to OneJustice by the September 6, 2024 deadline.

IF I APPLIED PREVIOUSLY AND WAS NOT SELECTED, SHOULD I APPLY AGAIN?

- Absolutely! While we cannot guarantee a previous application will be accepted, we do encourage individuals to re-apply as each year’s potential cohort is unique.

WHAT IS THE CAPSTONE PROJECT?

- The Capstone Project is a mandatory, final assignment that focuses on a question of current organizational importance and plays a vital role in maximizing the impact of the Fellowship, and in turn, maximizing the organization’s impact on the community it seeks to serve. It is a unique opportunity to synthesize Fellows’ learning during the course of the 10-month program, and to provide each Fellow with the time, mentorship, and support to focus on a question of current organizational importance.
- Through coaching and the completion of a capstone project, Fellows will leave the program with concrete action plans that provide an opportunity to apply the knowledge and skills gained in the program to a current challenge or opportunity at their organization.

HOW DOES THE CAPSTONE PROJECT WORK?

- Each Fellow will receive 1:1 coaching on their capstone project from a OneJustice staff member experienced in the Fellow’s capstone topic. OneJustice will help Fellows identify a suitable capstone topic and provide guidance and coaching support on the research, design, and implementation of the capstone project.
- From September 2024 through May 2025, Fellows should prepare to allocate roughly 2-3 hours per month (and up to 10 hours per month in April and May) outside of scheduled sessions to work on their Capstone Project. Fellows are expected to meet monthly deadlines for deliverables on their Capstone Project throughout the program, including writing a 3-5 page memo, a financial analysis, and an oral presentation of their findings.



WHAT IF I DON'T COMPLETE THE CAPSTONE PROJECT?

- The Capstone Project is mandatory. Fellows who fail to complete it (absent an extension from OneJustice) will be unable to graduate.

DO I NEED TO ALREADY HAVE A CAPSTONE PROJECT IDEA IN ORDER TO APPLY?

- No. Nonetheless, we encourage accepted applicants to begin considering a possible capstone project as early as possible. Oftentimes brainstorming with one's team can yield a number of potential capstone projects, and will help with staff engagement during implementation.

WHAT IF I MISS A SESSION?

- **Fellows are expected to attend all mandatory sessions.** The mandatory sessions are the September 19th-20th introductory sessions and the graduation on June 12, 2025. The hybrid cohort's September 19-20th sessions will be held in-person in Los Angeles (exact location to be determined) and the virtual cohort's September 19-20th sessions will be held via Zoom.
- For all other sessions, participants will be allowed **up to 2 absences with 24 hours advance notice**. That said, we strongly encourage Fellows to attend ALL sessions. Attendance will be taken at every session. It is imperative that prospective participants are able to make the time commitment to this fellowship to reap the full benefits of the OneJustice Executive Fellowship Program. For this reason, OneJustice requires accepted applicants discuss their participation and time commitment in this 10-month program with their board chair (for executive directors) or their executive director (for directors, senior managers, and managers).

DO EMPLOYERS OR INDIVIDUALS PAY THE TUITION?

- This varies from organization to organization; however, typically organizations cover some or all of the cost of tuition. We encourage you to speak with your direct supervisor (or Board Chair if you are an Executive Director) regarding whether tuition for the Fellowship fits within the organization's professional development budget.

ARE SCHOLARSHIPS AVAILABLE, IF SO, HOW MANY ARE OFFERED & WHAT IS THE CRITERIA?

- Each year, we are able to offer a limited number of partial tuition (50%) scholarships. Eligibility is based on available funds and OneJustice's assessment of the criteria, outlined below. OneJustice's goal in providing a limited number of partial scholarships is to expand access to the Executive Fellowship program, particularly to staff at organizations with smaller budget sizes and in geographically under-resourced locations. A committee of OneJustice staff will review scholarship applications and will make recommendations about the awards.
- Criteria:
 - Organizational budget size,
 - Geographic area served,
 - Primary communities served by the organization,



- The applicant's role at the organization, and
- The challenges and opportunities facing the organization as articulated in the application.

WHO CAN I CONTACT FOR MORE INFORMATION?

- For more information, contact the Executive Fellowship Program Manager, Jocelyn Ortiz at jortiz@one-justice.org.



INTERNAL FAQs

- **What happens if I am not able to complete the fellowship?**
 - All monies are forfeited. OneJustice does not issue refunds (including partial refunds) even if you fail to complete the fellowship. If your organization covered the costs of your tuition, then you should check in with your supervisor as to the implications of failing to complete the fellowship.
- **How many Executive Fellows do you expect in the 2024-2025 cohort?**
- **Do all Executive Fellows become or want to become Executive Directors? (or maybe instead, What has happened to past Executive Fellows after they have successfully completed the program?)**