

Estimate of External Time Commitments for Challenge Grant Fellows

Fellows hold a unique position within the Challenge Grant cohort as connectors between jurisdictions, community partners, and the Partnership for the Bay's Future. The bulk of fellows' work is done at the local level and it is expected that the majority of fellows' time will be spent advancing their jurisdiction's policy priorities in collaboration with their site supervisor and community partner, as set out in the fellows' workplans. The workplans are developed by the fellow and their site supervisor and should position the team to deliver on the goals of their Challenge Grant project.

In addition to their jurisdictional role, fellows also help advance the collaborative work of the Partnership as a whole through their commitments to the San Francisco Foundation (as the host institution for the Policy Fund) and to PolicyLink (as the fellowship administrator). In an effort to maintain focus on local work, commitments to PolicyLink and the San Francisco Foundation are carefully selected to be of value to the individual jurisdictions and the cohort as a whole.

We've heard the request for greater transparency and coordination around the various asks of the fellows from outside the jurisdiction. The fellows' time commitments to PolicyLink and SFF are estimated to require an average of 4-5 hours per week. These commitments generally include:

- Two blog posts of at least 500 words per year for the Partnership website, with submission of additional communications content (such as social media posts) encouraged
- Helping to plan and attending the Quarterly Convenings
- Monthly internal progress reports as part of fellowship reporting and coordination
- Contributing to grant reporting as needed (for example, sharing a story or article that would be of interest to Policy Fund funders)
- Monthly touch points with PolicyLink:
 - 30 minute individual check ins with PolicyLink supervisor (PolicyLink is happy to provide additional time for check in, coaching, and supervisory support at the request of the fellows or their site supervisor)
 - 60 minute group check ins with all fellows to share learnings, identify collective needs, and support cross-site coordination where appropriate
 - 90 minute professional development sessions
 - Periodic participation in PolicyLink staff meetings related to HR policies
- Potentially quarterly day long professional development opportunities
- Two quarterly meetings with Informing Change, the Challenge Grant evaluator
- Periodic meetings with the SFF team as needed or requested (for example, to discuss how to access TA support funds)

These commitments can be adjusted or customized based on jurisdictional needs. If you have questions or feedback about this, please reach out to Evita Chávez at echavez@sff.org.