



APPLICATION CHECKLIST

# APPLYING FOR THE CHANGE NETWORK

HERE'S WHAT YOU NEED TO KNOW.



We're so glad you're interested in applying to join the Change Network. We want to make the process clear and easy for you, so we created this checklist to help you prepare.

**Ready to get started?  
Let's do this!**



CHANGE NETWORK  
APPLICATION CHECKLIST

# Here's What You'll Need to Apply.

## A Team

- You'll need a team of 3-8 change-motivated people from different levels and areas of your organization. Your team should be reasonably tech-savvy and able to communicate in English.

Learn more about [Building a Strong Team](#).

- You'll need a Team Champion: A passionate person who is ready to coordinate and guide the team's work.

## Executive Support

- You'll need to get endorsement from your CEO, or from your board president if the CEO is on the team.
- You'll need to get endorsement from the team champion's supervisor.

## Funding

- Your program fee is dependent on organizational budget size, with discounts available for BIPOC-led organizations.

See the current pricing [here](#).

## Time

- Your team champion will need to spend 3-6 hours per week on Change Network activities.
- Your team members will need to spend 1-2 hrs/week on Change Network activities.
- Your organization will need to commit to this work for a minimum of one year.

## A Short Statement

- You'll write 2-3 paragraphs about your why, connection to your mission, and existing or anticipated programmatic or strategic initiatives, including other equity, diversity, and inclusion task forces or institutional activities underway.



# We Are Accepting Rolling Applications

## BENEFITS OF APPLYING EARLY

### **Start building your dream team.**

The best teams involve people from different areas and levels of authority, and you might need time to identify and recruit them. Applying early will give you ample time to plan ahead, build this program into team members' work plans, and not feel rushed around getting your team ready to hit the ground running when you start the program.

### **Secure funding.**

You might be interested in applying for grants to fund your member fee and related change work. Some grants may require a commitment of participation or letter of agreement. When you apply and are accepted early, we can send you materials you may need to help you in securing outside funding.

### **Build energy and buy-in within your institution.**

Once you are accepted into the program, you'll have until the start of the next cohort to have conversations with colleagues, leaders, and volunteers to set the stage for your organization's change-making journey. Use that time to build energy and minimize resistance so you can dive in with confidence in April.

### **Choose the cohort that aligns best with your organization's internal planning.**

In 2022, we've expanded to offer THREE cohorts, which begin in March, June, and September. Cohorts will close two months prior to the cohort start. When you apply early, you will have more choices available to you to decide what program start date works best for your team and organization.



Have more questions? Don't hesitate to reach out. We can:

- answer any other questions you have about the program.
- help you assess your readiness and whether this program is a good fit for your organization at this time.
- discuss strategies to get support from your executive team or board.

We're here to help. Think of us as friendly guides on your change making journey. If you're committed to this work, let's get you pointed in the right direction.

Ready to apply? Submit your application at [www.ofbyforall.org/change-network-apply](http://www.ofbyforall.org/change-network-apply).

## QUESTIONS?

**SCHEDULE A 30-MINUTE MEETING  
TO TALK MORE, OR EMAIL US AT  
INFO@OFBYFORALL.ORG.**