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Princeton in Africa Fellowship Funding Structure

As an independent 501(c)(3) non-profit organization, Princeton in Africa (PiAf) is affiliated with Princeton University and grateful for donated office space and other support, but is not funded directly by the University. PiAf relies on the support of numerous individuals, corporations, and foundations to fulfill its mission. Our program also requires that host organizations contribute to the costs of hosting the Fellow(s). The PiAf fellowship program is committed to ensuring that all selected Fellows are able to participate in the program regardless of their financial status. Therefore, before approving any fellowship post, we must ensure that all essential costs will be fully covered. The contributions of our host organizations to ensuring the success of the fellowship program highlight their commitment to creating a generation of professionals who understand the complexities of the issues and opportunities throughout Africa.

Depending on the location a Fellow is based, the total cost of a fellowship is typically between \$15,000 - \$25,000 per year, with the intention that Fellows live frugally and will not profit financially from their year of service. Fellowships are also an investment on the part of the Fellows, who typically are expected to pay for their flights to/from Africa and any vaccinations or medications needed during their fellowship year.

PiAf is committed to maintaining a program that places Fellows with a diverse range of host organizations. In order to accommodate organizations of all sizes, PiAf has adopted a sliding scale financial model. While all fellowship organizations are required to cover the full costs in Section II (outlined on page 2), the costs outlined in Section I are at the following levels based on the organization's operating budget.

Scale for PiAf Fellowship Program Cost Contribution

Organization Budget Size	Percentage	Amount	Uncovered
Under \$500,000 USD	20%	\$1,400	\$5,600
\$500,000 to \$999,999 USD	40%	\$2,800	\$4,200
\$1 Million to \$4,999,999 USD	80%	\$5,600	\$1,400
\$5 Million USD and Over	100%	\$7,000	n/a

Details regarding the Fellowship Program Costs and Stipend and Benefits are provided on the following pages.

PiAf Annual Fellowship Costs	
Section I: PiAf Fellowship Program Costs	
A. Recruitment, Selection and Placement	\$1,200
B. Health, Safety & Security Monitoring	\$1,000
C. Pre-Departure Orientation & Preparation	\$950
D. Mid-Year Fellowship Retreat in Africa	\$850
E. Medical and Security Insurance	\$550
F. Personal/Professional Support During Fellowship	\$500
G. Resiliency Services During Fellowship	\$200
H. International/Local Travel for Staff to Meet with Fellowship Organizations	\$450
I. Program Coordination Cost	\$900
J. Emergency Financial Assistance*	\$200
K. Need-based Financial Assistance*	\$200
Total PiAf Fellowship Program Costs	\$7,000.00
Section II: Stipend & Benefits Provided to Fellow (Vary by Fellowship)	
Monthly stipend	Varies by location /organization
Housing and Utilities	Varies by location / organization
Visa and Permit	Varies by location / organization
Additional Benefits	Varies by location / organization
Total Fellowship Cost	Section I + Section II

*While these funds will only benefit specific Fellows each year, the Need-Based Financial Assistance and Emergency Financial Assistance programs are vital to the success of the total fellowship program.

Section I: PiAf Fellowship Program Costs

A. Recruitment/Selection and Placement

With a placement rate of approximately 10%, admission into the program is very competitive — Fellows who are accepted are extremely accomplished individuals who are eager for experience working in Africa, particularly in the humanitarian and development field.

Fellowship candidates are chosen by PiAf through a lengthy process to identify the applicants with the greatest chance at success. Applicants must submit a written application, due in November each year, which includes essays, professional or academic references, and an academic transcript. The process continues with in-person



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interviews for selected candidates in January and then further review by a selection committee. Following interviews, PiAf has one-on-one check-ins with candidates to gauge their interest in individual organizations before presenting the top candidates to organizations for their own internal review. The organization ultimately selects the candidate that best fits the fellowship role.

PiAf manages a recruiting budget each year to cover the cost of attending Career Fairs, advertising our program to hundreds of schools, and hosting in-person and online Information Sessions. Princeton in Africa uses a powerful form creation site (annual subscription of \$1,000 a year) to host the online application. The PiAf staff manage all incoming application materials and coordinate up to 60 reviewers each Fall and 30 interviewers in January. We utilize an online scheduler for the almost 200 interviews hosted. Between the initial review and the post-interview review, PiAf staff spend approximately 200 hours to determine the best candidates for each position.

B. Health, Safety and Security Monitoring:

The safety and security of our Fellows is PiAf's top priority. PiAf is committed to ensuring that all Fellows stay safe and healthy throughout their time in Africa regularly checking in with each Fellow. PiAf staff has dealt with international crises in the past and continues to maintain standard practices as they monitor the status of current and future programs. In addition, staff remain in frequent contact with host organizations.

The staff monitors the advice provided by the Centers for Disease Control and Prevention, the U.S. Department of State, and the World Health Organization. Staff receive daily reports from International SOS, UnitedHealthcare Global and other risk monitoring organizations.

Staff spend time each week analyzing health and security reports and delivering important information to Fellows. In the event of a heightened-risk environment, PiAf staff will actively monitor the situation – political, health-related, natural, or otherwise – in conjunction with local resources. Staff maintain communication lines with our insurance company, the U.S. State Department, and on-the-ground resources. Staff have attended security monitoring trainings hosted by the Overseas Security Advisory Council. PiAf also contracts a hands-on training for its staff in crisis management and conducts yearly table-top exercises to ensure the staff are equipped to handle emergency situations.

Finally, PiAf staff report to the Health, Safety and Security Committee of our Board of Directors about each health or security incident that occurs during the year.

C. Pre-Departure Orientation & Preparation

Princeton in Africa hosts a 4-day pre-departure orientation. Attendance is mandatory for each Fellow. The pre-departure orientation prepares the Fellows for both their professional experience at their host organization and for the challenges and opportunities they will face moving to a new context.

Princeton in Africa hosts outside speakers to address:

- Health, Vaccinations and Medications
- Bolstering Resilience and Stress Management
- Personal Safety and Security
- Insurance Policy and Utilization



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Fellows also participate in community building activities and hear from an International Career Panel and a former Fellow Panel.

The PiAf Orientation budget includes the costs of contracted speakers, venue fees, housing and all meals for the 4-day event.

PiAf is also responsible for managing each Fellow's pre-departure paperwork and information. This includes organizing a medical release form, discussing each Fellow's terms and conditions with them, and gathering details about the Fellow's departure itinerary and work start date. PiAf staff manually enroll each Fellow in our insurance policy. Staff also set up a bank transfer link between each Fellow's bank account and Princeton in Africa's account as a precaution in case the Fellow is in need of emergency assistance.

D. Mid-Year Fellowship Retreat in Africa

PiAf organizes a 4-day mid-year Retreat in Africa each March. All Fellows are strongly encouraged to attend. The Retreat allows Fellows to discuss the lessons they've learned from working with their host organizations, the challenges they've faced through their work on the continent, and the opportunities they've encountered through their fellowship experiences. PiAf also uses the Retreat as an opportunity to speak with Fellows face to face about issues, to inform and draw on the experiential learning from the Fellows' placements and other Fellowship experiences, and to foster collegial exchange and shared learning opportunities among the Fellows. Fellows share best practices in their field, discuss the importance of keeping notes on office basics and handover documents for the next Fellow at their post, and generally provide support and encouragement for one another as they head into the second half of their fellowships.

The Retreat Budget covers housing for all Fellows, Staff, and Alumni Coordinators (PiAf Alumni who attend the Retreat to provide mentorship and support to the Fellows). It also includes venue costs, all meals, and transportation on the ground. PiAf provides each Fellow with a travel stipend to cover the majority of their costs to travel to the Retreat and covers all visa fees for attending the Retreat. The total Retreat budget is typically over \$40,000.

E. Medical and Security Insurance

Medical insurance, medical evacuation insurance, and security evacuation insurance is provided by PiAf for each Fellow. The policy covers emergency medical expenses in any healthcare setting. The policy also covers medical costs, emergency medical evacuation, and repatriation of remains. The security evacuation insurance covers the costs related to a Fellow's departure from their host country due to a security triggered evacuation. Princeton in Africa's policy is administered by Cultural Insurance Services International and the policy costs \$550 per Fellow for the 12-month fellowship year.

F. Personal/Professional Support During Fellowship

PiAf believes in the importance of investing in the Fellows and the staff act as a resource to provide counseling to them during the year. PiAf is dedicated to creating young leaders committed to Africa's advancement. The professional and personal support PiAf provides each Fellow enhances their ability to add value to their fellowship organization. Many of our Fellows are one or two years out of college and as such this experience brings many challenges. PiAf Staff speak with Fellows and help them problem solve, encouraging them to be flexible, humble, culturally aware and ready to add value to the team in any way they can.



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Fellows report feeling better prepared for a successful fellowship year, grateful for the access to individual support, and appreciative that PiAf is attentive and supportive to the needs of Fellows in what is undoubtedly an exciting time for these future humanitarian and development professionals and others who will go on to pursue other fields of work, but retain a lifetime commitment to Africa.

Staff spend time throughout the fellowship year sending check in emails to each Fellow, hosting Skype calls, and meeting with Fellows individually during Orientation, the Retreat, and site visits. Staff will at times connect current Fellows with PiAf alumni who experience similar challenges. Staff also provide career counseling to the Fellows and connect them to PiAf's alumni network which is 450 strong.

G. Resiliency Services During Fellowship

For many of the Fellows, the yearlong fellowship is their first job out of college. Due to the nature of the fellowship program, PiAf is aware of the challenges Fellows may face living and working in Africa for a year and is committed to providing appropriate resources to help Fellows cope with the potential challenges and remain resilient while working in challenging conditions.

Recognizing the need to support Fellows before, during and after their fellowship year, PiAf has joined with the The KonTerra Group to provide resiliency support. The KonTerra group provides PiAf will a list of counselors that each Fellow can reach out to confidentially. Since all KonTerra counselors are former humanitarian and development professionals themselves, Fellows are able to discuss their excitement, apprehensions and concerns with professionals who understand what it will be like to live and work in the field.

Princeton in Africa has a yearly contract with The KonTerra group to cover all costs for the Fellows to reach out to counselors when needed.

H. International/Local travel for PiAf Staff to Meet with Host Organization

PiAf staff travel to Africa each February/March to meet with host organizations, discuss any issues of concern and see firsthand the work and living environments of the Fellows. We strive to visit with each of our 30+ host organizations every 2-3 years.

These visits enhance the knowledge of the PiAf staff of each fellowship and allow staff to select candidates that match with the needs of the fellowship organizations. Costs related to this travel includes international airfare, regional airfare, other transportation, visas, lodging and meals.

I. Program Coordination Costs

Program coordination fees cover equipment, printing cost, software, as well as other office supplies directly related to fellowship management.

Princeton in Africa uses systems to coordinate the information related to Fellows, their fellowship location and organization, their emergency contact information, and other relevant information.



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J. Emergency Financial Assistance

PiAf offers funding for Fellows affected by short-term emergency situations. The emergency financial assistance is designed to help Fellows meet unanticipated expenses directly related to their fellowship. PiAf has limited funding available to assist Fellows who may experience unexpected short-term or emergency financial hardship. Assistance may take the form of a loan or grant, depending on the nature and severity of their need.

K. Need-based Financial Assistance

PiAf has a limited amount of financial assistance available for Fellows with clearly demonstrated need. For some Fellows, their flight to Africa – and participation in the fellowship program – would not be possible without the limited financial assistance provided by PiAf. The average grant awarded over the years has been approximately \$500. Fellows need to complete and submit a financial assistance form which is evaluated by the Financial Assistance Committee.

Section II: Stipend & Benefits Provided to Fellow

Monthly Stipend

The monthly stipend provided to each Fellows is meant to cover basic living needs, and should be sufficient for someone living on a frugal budget. The stipend should cover housing, utilities, food, local transportation, telephone and other incidentals.

PiAf requires that Fellows be paid in USD to provide a clear understanding to the Fellow of the amount of support they will receive during their fellowship year. We ask that organizations notify PiAf if the Fellow's stipend will be subjected to any taxes or fees so that this information can be presented in the Fellow's terms.

Housing and Utilities

PiAf requires that either Fellows be provided housing and utilities throughout their fellowship year or are provided with sufficient funds to arrange their own housing. We do ask that organizations provide support to Fellows in locating safe and secure accommodations. Fellows will need to locate a safe neighborhood that is affordable and a reasonable distance from their office.

Visa and Permits

Fellowship organizations are asked to provide Fellows with logistical and (if possible) financial assistance to obtain a visa to enter the host country and if necessary, a permit to work in the country.

Additional Benefits

Some fellowship organizations may choose to provide the Fellow with additional benefits such as a phone credit stipend, in-kind transportation, reimbursement for vaccinations, or airfare to and from the fellowship post. We understand each organization may have different benefits for the Fellows and we ask that these benefits are shared with the Princeton in Africa staff to ensure that our fellowship terms are accurate.