

Instructions for Candidates

Candidates should contact their nominating institution if they have questions regarding eligibility, application procedures, or application status. Application materials include:

- Part A: Candidate Information, including contacts for letters of reference
- Part B: Application Questions
- Part C: Attachments

Materials should be completed/compiled by the candidate and submitted to their nominating institution following their submission instructions.

Formatting Notes

For **Parts A & B**, submit a PDF document, following these formatting instructions:

Page margins	1" margins on all sides
Font	Arial 10 pt
Header on each page:	<i>Must include:</i> 2024 Projects for Peace Alumni Award Nomination Candidate's full name Nominating institution's Name Page number

For **Part C**, compile your supporting documents. These should generally be in PDF format, except the Excel financial plan template.

Part A: Candidate Information

1. Candidate Contact Information

- Last Name
- First Name
- Permanent Address
- Mailing Address (*if different*)
- Phone Number
- Email
- Citizenship(s)

2. Nominating Institution Information

- Institution's Name
- Institution's Address

- Main Contact Person's Name (*This should be the person who will act as a central contact between the institution and Middlebury College for administering the Projects for Peace Alumni Award nomination process.*)
- Main Contact's Title/Job Function
- Main Contact's Phone Number
- Main Contact's Email

3. Original Projects for Peace Project Information

- Original Projects for Peace Grant Title
- Original Projects for Peace Grant Year

4. Letters of Reference

Provide the following information for two references, both of whom should be willing to provide a letter of reference on your behalf and who can speak to your peacebuilding efforts. For example, they may be project collaborators, course instructors, workplace supervisors, etc.

References should follow any letter submission instructions provided by your nominating institution.

For each reference, list the following information in your PDF Candidate Information document:

- Full Name
- Place of Work & Title
- Relationship to Candidate
- Current Phone Number
- Current Email

Part B: Application Questions

Please provide a narrative response to the questions below, keeping in mind this is an application for an award meant to recognize and enhance your efforts as a peacebuilder; this is not a proposal for a grant.

1. *Describing Your Peacebuilding Efforts*
 - a. Describe the path from your original Project for Peace grant to your peacebuilding efforts today. How has the type of work and/or your perspectives evolved? (300 words max)
 - b. Summarize the issues that are important to you, and the approaches you are using to address these issues. (300 words max)
 - c. How would you define conflict transformation in your particular field? You may explore resources about [conflict transformation on our website](#). (300 words max)

- d. How do you envision the role of conflict transformation in your ongoing efforts? (300 words max)

2. *Describing Your Award Plans*

- a. Describe how receiving this award would enhance your contributions to peacebuilding or similar efforts. E.g., would it further a particular project? Individual skill- or capacity-building? An organization or charity? Support new or existing operations? (500 words max)
- b. Narrative description of your financial plan for the award funds, as reflected in the excel spreadsheet of Part C (below). What are the kinds of expenses that this award would be offsetting? Why are they important for your efforts? (250 words max)

Part C: Attachments

1. *Financial Plan Spreadsheet*

Provide a simple numerical financial plan following [this template](#). See the Excel file for further instructions on using the template.

2. *Resume/Curriculum Vitae*

Provide a current resume or curriculum vitae. It should include work, education, volunteer history, and any notable awards or other achievements.

Links to any pertinent websites, blogs, portfolio, created resources, social media, and/or other materials that spotlight the candidate's work are welcome, and should be included on the resume.

3. *Original Projects for Peace Grant*

Provide your original Projects for Peace Proposal and Final Report. These may be available from the nominating institution, or may be downloaded from [the Projects for Peace website](#).

4. *Candidate Release & Signature*

In a separate document, copy the wording below; type your full name and date, and add your signature. Submit that document as a PDF.

By signing below, I affirm that the information I have provided in this application is a true and accurate description of my work. I understand that if I am selected as the institution's nominee, the information and materials I am providing will be forwarded to the Projects for Peace Alumni Award Review Committee at Middlebury College. The Review Committee may contact me directly for more information.

*Further, I **agree/do not agree** (select one) that Middlebury College can publish my name and nominating institution on their website and/or in publicity materials related to this award.*

- *Candidate's Full Name*
- *Date*
- *Candidate's Signature*

Note: agreeing to the publishing of your name is not a requirement to be nominated and considered for this award.

Submit your completed application materials to your nominating institution, following their instructions. No direct-apply or “at large” applications will be accepted.