

Rowland Fellowship Application Instructions

All Vermont middle and secondary grades teachers are warmly invited to submit a proposal for a [Rowland Fellowship](#). To be eligible, applicants must currently be teaching in a Vermont school and work directly with students on a daily basis. The Rowland Foundation's selection process does not discriminate on the basis of race, ethnicity, sexual orientation, gender identification, language, religion, (dis)ability, or national origin.

INSTRUCTIONS

Please review these instructions carefully. All applications must contain the following materials in order to be considered complete:

☐ **[School Information Sheet](#)** (2 pages)

Make your own copy of our Google form and complete all fields. If applying as a team, each team member should fill out their own form.

☐ **Cover Letter** (1 page, single-spaced, 12-point font)

Explain why you are seeking a Rowland Fellowship and share anything about your teaching practice that might not be evident from your resume. Cover letters may be addressed to the Rowland Foundation Board of Trustees.

☐ **Written Proposal** (3 single-sided pages, double-spaced, 12-point font)

Please describe your proposed Fellowship project as follows:

- 1) *School Climate*: Tell us about the current climate of your school and any transformation efforts already underway.
- 2) *Project Description*: Rowland Fellowships are schoolwide. With this in mind, what new school structures and practices do you hope to develop? Who in your school will help you? When will this design work take place?
- 3) *Benefit to the School and Students*: How will students' daily school experience improve if your proposal is successful? Please provide specific examples of how your school's climate will have changed.
- 4) *First Steps*: During the first year of the Fellowship you will be released from your teaching duties as a teacher on a special assignment. Describe your initial ideas for the research, school visits, and professional learning you will do with colleagues and students.

☐ **Creative Digital Artifact**

Please submit a digital artifact that demonstrates or visualizes the relationship between your teaching practice and the vision outlined in your proposal. This artifact may be original

video, a slide deck, a podcast, a blog post, an infographic, photography, artwork, music, or any other media, as long as it takes no more than 5–7 minutes to review in full. Please provide a tiny url or QR code to access this material on your School Information Sheet.

☐ **Preliminary Budget**

Make your own copy of our budget template and fill in anticipated expenses related to your project. Refer to instructions within the template for more information.

☐ **Three Letters of Support**

Solicit strong letters of support from the following members of your school community and submit them with your application package. (If applying as a team, these letters should speak to the strengths of both applicants.) The letters should come from:

- 1) Your principal or head of school, demonstrating their endorsement of your proposal. This support is critical to the success of your application.
- 2) Your department chair, immediate supervisor, or another senior colleague.
- 3) A person of your choice, such as a fellow teacher, a member of support staff, a student, school board member, or other member of your school community.

☐ **Superintendent Approval Form**

Make your own copy of our Google form and obtain your superintendent's signature in order to demonstrate support for your proposal from your school district.

☐ **Current Resume**

If applying as a team, please provide a resume for each team member.

Formatting tips:

To make your application easier to process in our office and disseminate to our Board of Trustees:

- Please use a 12-point font and 1-inch margins wherever possible.
- Please print single-sided.
- Please do not staple pages together. Paper clips are okay.

Application Window: The Rowland Foundation will accept applications for the 2026 Cohort of Fellows from November 1 to December 31, 2025. Please mail one copy of your complete application to our offices at: The Rowland Foundation, 47 Maple Street, Suite #200, Burlington, Vermont 05401. Applications must be postmarked on or before December 31, 2025.

Questions? Our Rowland Senior Associates are available each fall to provide feedback on proposals-in-progress and other guidance to prospective applicants. Please reach out to our office by phone (802-230-7879) or email (info@therowlandfoundation.org) for more information.

Thank you! We will contact you in early January 2026 about the status of your application.