# **2022 Nonprofit Sabbatical Program**

# **Organizational Interim Leadership Plan Template for Application**

The Organizational Interim Leadership Plan should outline how organizational management will be handled during the executive director candidate's absence and upon their return, as well as a guarantee of maintenance of regular health or other benefits during the sabbatical period. The Foundation strongly recommends that the plan provide internal leadership opportunities for existing staff rather than rely on support from volunteers or anticipate hiring new staff or consultants. There are up to $10,000 of support available for these needs.

Applicant name:

Organization:

Provide brief descriptions for the following questions:

1. What are your goals for the Interim Leadership Plan and how have you approached designing it?
2. How, if at all, has your board/trustees been engaged in design of this plan?
3. Who will serve as primary interim leadership during the sabbatical period? Please include the name(s) and title(s) of your staff who will serve in any key roles during the sabbatical, as well as brief descriptions of their interim leadership responsibilities.
4. How would this Interim Leadership Plan build and strengthen your internal staff leadership bench?
5. If awarded, how do you intend to continue engaging both your staff and board in planning for the transition?
6. Please share any additional comments: