



Preparing your Ignite Louisville Application

To complete the Ignite Louisville application, you should be prepared to supply the information listed below.

- Contact information
- Previous Leadership Louisville Center program participation
- Years in Louisville
- Employment history (employer names, position titles and dates of employment for your last three employers)
- Education background (institution names, degrees earned and dates of enrollment for up to three schools)
- Community service participation (organization names, roles and dates of involvement for up to five organizations)
- Essay questions including:
 - What is the most important aspect of your work responsibilities, and how will this program improve your performance?
 - Describe the leadership skill you need to improve most.
 - What one leader, living or deceased, do you most admire? Why?
 - Describe why you feel community service is an important aspect of your life.
 - Participation in the Ignite Louisville program requires a commitment from you to attend the mandatory overnight retreat in October and each of the monthly sessions in their entirety. In addition, you will participate in small group projects (the Make Your Mark Challenge) to put your leadership learnings into practice. This level of commitment will require support from your employer, family and other obligations. The program is only successful when participants are committed to its completion. How are you prepared to ensure your commitment to this program?
- Persons who will submit your recommendations (names, titles and company names)

Once you begin your application online, it must be completed in one session. Only online applications will be accepted. Please be prepared with the time and information you need to complete the application in one sitting. The application will time out after approximately 60 minutes. We recommend that you prepare your answers to the essay questions in advance. You may compose your responses in Microsoft Word or another word processor and copy and paste your responses into the online application.

Photo Upload

You are encouraged to upload a photograph of yourself (JPEG format) as part of the application process. The image you upload must be a JPEG file. The maximum allowable file size is 200Kb.

If possible, please crop the photo to a headshot before uploading. Black and white photographs are preferred.

Scholarship Requests

If you are in need of financial assistance to participate in the Ignite Louisville program, please complete the scholarship application within the program application. Be prepared to provide the following information. **This information must be provided completely and accurately for your scholarship request to be considered.**

- Amount of scholarship requested*
- Reason you require financial assistance

Financial aid requests are considered only after the class selection process is complete and will not impact consideration of your Ignite Louisville application.

*The Leadership Louisville Center does not award full scholarships. Scholarships awarded are based on need.

Supporting documentation

Applications are not considered complete until we receive the following items:

- Two recommendations. Please instruct those submitting recommendations on your behalf to use our online Recommendation Form (available on the Leadership Louisville Center homepage). References may also submit written letters of recommendation addressed to the Ignite Louisville Selection Committee. These should be mailed to the Leadership Louisville Center, 732 West Main Street, Louisville, Kentucky, 40202.
- A photograph suitable for print and online use. If you do not upload your photo with your application, please email it to Staci Marshall at smarshall@leadershiplouisville.org.
- A completed supervisor commitment form (available for download at http://www.leadershiplouisville.org/files/ignite/il10_supervisor_commitment_form.pdf).
- \$25 non-refundable application fee payable at the end of the application.

No other documents will be considered. **All materials must be submitted to the Leadership Louisville Center no later than 5:00 p.m. on Monday, May 18.** Applicants will be notified of the selection decisions in July.

Only completed applications will be considered. It is each applicant's responsibility to submit the application and all supporting documentation to the Leadership Louisville Center by the May 18 deadline.