



OVERVIEW

We are on a mission for a just Georgia. Will you join us? Through a special program, our foundation opens its doors to those who dedicate their lives to advocating, organizing, engaging, and opening doors for others. Mini-sabbaticals for advocates-in-residence take place at the Musgrove Retreat & Conference Center, an inspiring and intimate space on St. Simons Island, GA that helps us advance our mission: *"We are on a mission for a just Georgia, through partnerships and solutions that increase environmental protection, social prosperity, and civic power."*

Georgia's advocates are too valuable and valued not to regularly rest, recharge, reflect, restore, rejuvenate, relationship-build, and then reengage. Thus, the primary purpose of each mini-sabbatical is unstructured time without work, because we wholeheartedly believe:

- **The professional work and personal lives of advocates are precious, important, and inextricably linked.** As a foundation partner – not only a funder – we care about the people who work to make a more just Georgia.
- **Burnout is real** – physically, emotionally, mentally, spiritually, individually, and institutionally – especially for those who pursue constantly demanding work in our non-stop, post-COVID world.
- **Historically, some of the world's greatest advancements were born from the minds of well-rested leaders,** who experienced “ah-ha” moments and groundbreaking ideas while taking long walks, breaking bread during lively dinner conversations, and pausing to read or write.
- **We envision time at Musgrove as the catalytic start – not a onetime break – for much-needed individual and institutional culture changes** that will create positive-feedback-loops: advocates regularly rest, recharge, and then sustainably reengage at work, in their communities, and with their family and friends and employers reduce turnover, maintain talent and institutional memory, enhance employees’ satisfaction, and advance missions and work cultures.
- **We will all live in a more just Georgia – with greater environmental protections, social prosperity, and civic power – when advocates have more sustainable energy and joy,** leading initiatives, learning and applying new ideas, mentoring the next generation, building relationships and teams, feeling worthy and respected, and serving Georgians for decades to come.

INSTRUCTIONS & ELIGIBILITY

Application Form: After reviewing this Purpose Document, please complete the Application Form [HERE](#). Please email the completed Application Form as a Word Document to info@sapelofoundation.org. Title both the subject line of the email and the attachment: “Mini-Sabbatical - [Lead Organization Name].”

Deadline: September 15, 2022 @ 5pm EST.

Eligibility:

- **Lead Organization:** The “Lead Organization” that submits the Application Form must represent a direct or indirect grantee/investee partner from the last 5 years. See current eligibility list [HERE](#). Direct grantee/investee partners are 501(c)(3) nonprofit organizations that signed a grant or loan award letter from us. Indirect grantee partners are 501(c)(3) nonprofit organizations that received passthrough regrants from a direct grantee partner.
- **First Advocate-in-Residence:** The “Lead Organization” that submits the Application Form must also demonstrate that a staff/board member from the Lead Organization represents at least the first advocate-in-residence participating in the mini-sabbatical.
- **Additional Advocates-in-Residence:** Additional advocates-in-residence (up to the remaining 6 of 7) who participate in a mini-sabbatical do NOT need to be affiliated with the Lead Organization or any other 501(c)(3) nonprofit.
- **Consecutive Years:** All advocates-in-residence are eligible, even if they participated in previous year(s).
- **No Family:** This is not vacation time for family members (e.g., spouses, children, etc.), but rather time for professionals. So, unless family members work together, family members cannot attend.



OBJECTIVE

Provide an inspiring and intimate space for retreats or gatherings on St. Simons Island, GA. Specifically, our foundation will host mini-sabbaticals (4 to 7 nights each) for advocates-in-residence (1 to 7 individuals), who are dedicated to a more just Georgia and who want to rest, recharge, reflect, restore, rejuvenate, relationship-build, and then reengage. Burnout is real, and coming out of the COVID-19 pandemic, it could not be more real. Therefore, by opening our doors to those who dedicate their lives to advocating, organizing, engaging, and opening doors for others, we hope advocates-in-residence will feel refueled and ready for more great work for years to come.

OUTCOMES DESIRED

Advance our mission and desired outcomes for our other grant portfolios – Environmental Justice & Protection, Social Justice, and McIntosh County – while serving those who serve Georgians.

Our mission statement: *"We are on a mission for a just Georgia, through partnerships and solutions that increase environmental protection, social prosperity, and civic power."*

OPEN & ANNUAL PROCESS

Advocate(s)-in-Residence: Advocates-in-residence (1 to 7 individuals) are those who participate in mini-sabbaticals at Musgrove. Once selected, an advocate-in-residence should only cancel (or be replaced by a different advocate-in-residence) in the case of an unforeseen situation, and an advocate-in-residence can only be added if Musgrove has availability (buildings for use).

- **Minimum:** 1 advocate.
- **Maximum:** 7 advocates.

Mini-Sabbatical: Each advocate-in-residence is expected to participate in each day of the mini-sabbatical (4 to 7 nights, pending availability). The Application Form requests a list of 3 to 5 date options, ranked in order of preference. It also notes blackout dates for the given year. If awarded, a final date will be approved by our foundation, staff at Musgrove, and the given lead advocate-in-residence. Once selected, dates cannot be changed.

- **Minimum:** 4 nights.
- **Maximum:** 7 nights.

Institutional Honorarium: In addition to providing event insurance and the use of the grounds and facilities, our foundation further offsets the costs of mini-sabbaticals with honorariums. The Lead Organization can use the honorarium at their discretion and for purposes that may include travel costs, meals, contributions to the given organization(s), etc. Funds are exclusively meant to be dispersed to the institution(s) that sponsor the individuals who participate as advocates-in-residence but are not meant to be dispersed to the individuals themselves. The lead organization has discretion on how to use funds which could include further distribution to additional organizations that send advocates-in-residence for the shared mini-sabbatical. No other funds or receipt-based reimbursement will be provided.

- **First Advocate (staff or board of Lead Organization that submits Application Form):** \$2,000 honorarium.
- **Additional Advocates:** \$500 added for each additional advocate-in-residence (max: 7).
- **Note:** If more than 1 organization has staff or board members participating as advocates-in-residence, the total honorarium is meant to be split evenly and/or in a way that all organizations/advocates-in-residence agree upon (e.g., more funds may go to the organization that sends the most people, pays for the rental car and meals, etc.).

Buildings & Grounds: Musgrove includes 600 acres and a compound of many buildings. Enjoy hammocks, swimming pool, jacuzzi, sauna, fire pit, walking trail, dock, picnic benches, and more. Building access will depend upon the number of advocates for a given mini-sabbatical.

- **Nursery:** It includes a kitchen, living room, 3 bedrooms (total of 4 beds), and 2 bathrooms.
- **Carriage House:** It includes 2 separate suites (1 bed each), and each suite has 1 bedroom and 1 bathroom.
- **Cabin:** It includes 2 separate suites (1 bed each), and each suite has 1 bedroom and 1 bathroom.

Welcome Packet & Onsite Coordinator: Selected advocates-in-residence will receive a Welcome Packet (map, photos, security information, instructions, etc.) and contact information for the onsite coordinator, who helps with arrival, departure, and questions.



SUMMARY

Mini-Sabbatical Type	Number of Advocates-in-Residence	Honorarium Amount	Building Access
Individual	1	\$2,000	Nursery only.
Small Group	2-3	\$2,500-\$3,000	Nursery only.
Medium Group	4-5	\$3,500-\$4,000	Nursery and Carriage House.
Large Group	6-7	\$4,500-\$5,000	Nursery, Carriage House, and Cabin. Pending need and availability, access to Grove House or Boat House may be approved for daytime use only.

ANNUAL TIMELINE

July 15, 2022	Application Form launches.
Sept. 15, 2022	Application Forms are due.
Fall 2022	Finalists may or may not be asked for additional information or clarification.
Dec. 1, 2022	Awardees are notified. Dates are finalized for the mini-sabbaticals. Award letters are signed.
2023	Within 1 month of a mini-sabbatical, we will reconfirm logistics, request/receive individual release forms, and then mail honorarium check.
2023	Within 2 weeks of departing Musgrove, the Evaluation & Feedback Form is submitted.

RESPONSIBILITIES & CRITERIA

Lead Organization: Each mini-sabbatical will have a lead organization, a 501(c)(3) nonprofit organization that will submit the Application Form on behalf of 1 to 7 advocate(s)-in-residence and agree to the responsibilities and meet the criteria provided (see Application Form and list below). The first advocate-in-residence must serve on the staff or board of this lead organization. If additional advocates-in-residence participate, those individuals do not need to serve on the staff or board of this lead organization or any 501(c)(3) nonprofit.

- **501(c)3 Status:** Is a 501(c)3 nonprofit organization in good standing with the IRS, where the lead advocate-in-residence serves as a staff member or board member. (Note: As shared above, additional advocates-in-residence residence may represent different nonprofit organizations, government agencies, corporations, institutions, etc.)
- **Georgia:** Has an office or staff permanently based in Georgia and/or demonstrates significant programmatic work focused on Georgia.
- **Fiscal Sponsor:** Acts as the fiscal sponsor for receiving the institutional honorarium. Funds are exclusively meant to be dispersed to the institution(s) that sponsor the individuals who participate as advocates-in-residence but are not meant to be dispersed to the individuals themselves. The lead organization has discretion on how to use funds which could include further distribution to additional organizations that send advocates-in-residence for the shared mini-sabbatical. (Note: As shared above, if more than 1 organization has staff or board members participating as advocates-in-residence, the total honorarium is meant to be split evenly and/or in a way that all organizations/advocates-in-residence agree upon, e.g., more funds may go to the organization that sends the most people, pays for the rental car and meals, etc.)
- **Documents:** Submits all documents (e.g., Application Form, Award Letter, Individual Release Forms, Evaluation Form, etc.).
- **Contact:** Serves as the primary point-of-contact.
- **Responsibility:** Takes responsibility for all advocates-in-residence who participate, regardless of whether they represent its own staff or board. This includes taking responsibility for any personal liability or property damages. (Note: Our foundation provides and pays for event insurance, separate from the honorarium.)
- **Participation & No Rescheduling:** Ensures all advocates-in-residence participate for the entire time allotted and understand that once dates are scheduled and confirmed, the mini-sabbatical cannot be rescheduled.
- **No PTO (Vacation/Personal Days):**
 - **During Mini-Sabbatical;** Ensures the mini-sabbatical will not count towards paid-time-off (PTO) for any advocate-in-residence. Rather, paid staff time should be used, so that all advocates-in-residence still have PTO saved for other times.
 - **Pre-Day:** Ensures that each advocate-in-residence will have 1 “pre-day” to pause and prepare for time away. Ensures that the “pre-day” will be paid staff-time. This will result in a more meaningful mini-sabbatical, and it will benefit each employer, employee, and the employee’s family.



- **Post-Day:** Ensures that each advocate-in-residence will have 1 “post-day” to pause and prepare for returning to work. Ensures that the “post-day” will be paid staff-time, too. This will result in a more effective return to work, and it will benefit each employer, employee, and the employee’s family.

Mission Alignment: Demonstrate how the day-to-day work of the advocate(s)-in-residence aligns with our foundation’s mission statement: *“We are on a mission for a just Georgia, through partnerships and solutions that increase environmental protection, social prosperity, and civic power.”*

Evaluation & Outcomes: The Lead Organization will submit the Evaluation Form within 2 weeks of departure from Musgrove.

- **Individuals:** Each advocate-in-residence will be asked to:
 - Share 1+ plan for long-term integration of resting and recharging.
 - Share feedback about the experience at Musgrove and what we can do to improve for next time.
 - Share feedback about how our foundation can better encourage individual and institutional culture change.
- **Institutions:** Each organization/institution that sends an advocate-in-residence will be asked to:
 - Share its current HR policies for PTO/vacation.
 - Have internal conversation or evaluation about the degree to which its current HR policies for PTO/vacation (or any other area of HR) reflect its desired values, goals, culture, mission, turnover rate, and employees’ needs, longevity, and satisfaction. To help give cover to employees and give tools to employers, our foundation will provide some best practices, data, and literature.

HISTORY & PURPOSE

Musgrove is nestled along the banks of historic Village Creek on St. Simons Island, Georgia. Overlooking a picturesque and state-protected salt marsh, this 600-acre estate is the part-time home of the descendants of Smith W. Bagley. When it is not utilized for family gatherings, it serves as a creative retreat for collaborative policymakers, influential thinkers, prolific writers, and progressive advocates, who hail from Georgia and around the world.

U.S. President Jimmy Carter convened his first pre-inaugural Cabinet meeting in the seclusion of Musgrove. Community organizers, environmental activists, journalists, kings, senators, ambassadors, and secretaries of state have all come to Musgrove. For generations, they have debated, reflected, rested, planned, renewed their spirits, and enjoyed each other’s company. From campaign finance reform to poultry workers’ organizing efforts, to international relations, to the launch of new electoral reform and youth organizations, Musgrove has served as the setting for just systemic change and relationship building. Conversations, laughter, and meals can be shared indoors, as well as around the fire pit, pool, hedge maze, hammocks, picnic tables, and trails.

Musgrove had its beginnings in 1938 when Nancy and Henry Bagley purchased the original tract of land along the banks of Village Creek. Committed to preserving the natural integrity of the estate, the Bagleys built a compound of cottages. Six separate houses accommodate family and guests at Musgrove. The largest building on the grounds, the Grove House, is a spacious, two-story recreation room. It serves as an ideal place for meetings, seminars, and gatherings. Musgrove is also available for private events such as weddings, retreats, and family reunions.

LEARN MORE

- [The Sapelo Foundation](#)
- [Musgrove Retreat & Conference Center](#)
- [History of the Partnership Between Musgrove & The Sapelo Foundation](#)
- History of Musgrove’s namesake, Mary Musgrove.
 - [Mary Musgrove, Colonial Go-Between](#), a short video from Georgia Public Broadcasting Education.
 - [Mary Musgrove](#), a short biography by National Women’s History Museum.
- Resources on Rest & Sabbaticals
 - [Creative Disruption: Sabbaticals for Capacity Building and Leadership Development](#).
 - [The Nonprofit Sabbatical as a Catalyst for Capacity Building: A 5-Year Evaluation Summary of the Fieldstone Leadership Network San Diego’s Clare Rose Sabbatical Program](#)

[APPLY HERE](#)

