

## USF PILF 2016 SUMMER GRANT APPLICATION INFORMATION

### **I. Important Dates**

- April 4, 2016: Grant application is due at 5:00 pm. Late and incomplete applications will not be considered.
- April 18, 2016: Grant recipients will be notified on or before this date.
- April 19, 2016: Public Interest Law Ceremony at 5:00pm in the Terrace Room.
- Spring 2016: First Grantee meeting, date to be determined.
- August 26, 2016: Written statement about summer experience due.
- September 30, 2016: PILF Reunion Auction.
- Fall 2016: PILF Student Auction, date to be determined.

If you have questions about the application, requirements, selection process, or disbursement process, please contact PILF at [usfpilfchairs@gmail.com](mailto:usfpilfchairs@gmail.com) or [lawstudentaffairs@usfca.edu](mailto:lawstudentaffairs@usfca.edu).

### **II. Application**

#### **Application Summary**

The University of San Francisco (“USF”) School of Law Public Interest Law Foundation (“PILF”) Summer Grants provide funding to USF law students who work in public interest or public sector jobs during the summer.

The following must be submitted via hard copy to the Office of Career Planning by 5:00 pm on April 4, 2016:

1. Completed 2016 USF PILF Summer Grant Application Form, including short answer questions;
2. Initialed and signed 2016 USF PILF Summer Grant Agreement Form;
3. Current resume with applicant's name, current address, email, and phone number; and
4. Confirmation letter from a public interest employer on the employer’s letterhead for work during the summer of 2016.

#### **Eligibility Requirements**

At the time of application, an applicant must:

- be in good academic standing at the USF School of Law;
- have satisfied the 10 hour PILF Volunteer Participation Requirement;
- have secured Eligible Employment (see below);
- not be receiving other grant funds, work-study compensation, or a salary in excess of \$1,000 for their summer work (Exception: students who receive an Equal Justice Works

Summer Corps education award or a similar education award for approximately \$1000 may apply for a PILF Grant.); and

- not be receiving academic credit through their summer employment.

### **Eligible Employment**

PILF strives to support students working with a diverse group of employers. PILF considers all non-profit 501(c)(3) organizations, government agencies, international agencies that operate as non-profits, and policy groups (with the exception of lobbying organizations) to be eligible public interest employers. Clerkship or research attorney positions at a court do not qualify as eligible employment unless the position is with a court's *pro se* (i.e., self-help) department. Applicants must work full time (at least 35 hours per week) for at least 10 weeks during the summer to receive funding.

### **III. Selection**

#### **Availability and Funding of PILF Grants**

The total number of grants and amount for each grant is based on the total amount raised by USF PILF through PILF's annual auction fundraisers, matching funds donated by the School of Law Deans' Office, and other fundraising efforts. For summer 2016, 10 students will each receive a \$4000 grant.

#### **Selection Committee**

The USF PILF Summer Grant Selection Committee is comprised of two USF PILF Student Board members, one former grant recipient, one representative from the Office of Career Planning, one alumna of the law school, one representative from OneJustice (or its designee) and the Assistant Dean for Student Affairs.

#### **Selection Process**

The USF PILF Summer Grant Selection Committee will consider all timely submitted applications. The Selection Committee will determine whether the applicant has satisfied the eligibility requirements and evaluate the applicant's completed application, short answers, and resume using a scale of 1 to 5 (1 being the lowest score, and 5 being the highest).

Unforeseen exceptional situations will be handled by the Selection Committee in accordance with the policies of PILF and the USF School of Law.

### **IV. Grantees**

#### **Grantee Requirements**

Students who are awarded a 2016 Summer Grant must satisfy specific requirements throughout the spring, summer, and fall of 2016. Grantees are required to attend the Public Interest Law Ceremony on April 19, 2016, at which they will be honored. Grantees must also

volunteer to work at either the PILF Reunion Auction fundraiser scheduled for September 30, 2016 or the PILF Student Auction fundraiser, date TBA.

Grantees must also participate in the solicitation of auction items over the summer to raise money for future grants. Grantees will have guidance regarding item solicitations, but generally are expected to obtain donated items valued at a minimum of \$1,000 or demonstrate that at least 25 hours were spent soliciting donations. Progress is expected to be demonstrated by meeting certain deadlines set by the Auction Co-Chairs throughout the summer and beginning of the fall semester.

Finally, Grantees must submit to the Assistant Dean for Student Affairs a written statement of 500 words describing the public interest work to which the grant pertains by August 26, 2016.

Grantees may also be required to provide the place of their employment and additional information related to their grant to PILF or the USF School of Law to be used for the promotion of the PILF Summer Grant Program. Similarly, Grantees may be required to serve as PILF Summer Grant Ambassadors, which includes attending PILF meetings to speak about their summer experiences and serve on the Selection Committee for the USF PILF 2017 Summer Grant program if requested to do so by the PILF Co-Chairs.

### **Disbursement Standards**

Grants will be deposited in two installments through Grantees' USF student accounts.

1. To receive the first disbursement at the beginning of summer 2016, in the amount of \$3500, the Grantee must submit the following documentation to the Office of Student Affairs:
  - a. Proof of Eligible Employment for summer 2016; and
  - b. The name and contact information for a direct supervisor or human resources contact who can verify hours worked and employment status.
2. To receive the second disbursement in fall 2016, in the amount of \$500, the Grantee must submit the following documentation to the Office of Student Affairs:
  - a. A statement verifying that the Grantee is continuing his or her legal education at USF in fall 2016;
  - b. A signed acknowledgment by the approved employer that the Grantee has completed 10 weeks of full-time employment;
  - c. A signed acknowledgement by an Auction Co-Chair that the Grantee has completed the auction item solicitation requirement and has volunteered at one or more of the auction events; and
  - d. A timely written statement of 500 words describing the public interest work to which the grant pertains.



**2016 USF PILF SUMMER GRANT  
APPLICATION FORM**

Applicant's Full Name: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Employer Organization Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Name and Contact Information of Supervisor: \_\_\_\_\_

Have you applied for or secured additional funding for this summer? If so, please explain the source and amount, and whether that funding has been secured:

\_\_\_\_\_  
\_\_\_\_\_

Have you received a USF PILF Summer Grant in the past? \_\_\_\_\_

To your knowledge, have you satisfied the 10 hour PILF Volunteer Participation Requirement? This may have been through volunteering at the 2015 Reunion Auction or other USF PILF-related events, such as tabling or PILF-sponsored community service events. Please refer to the Personal Statement Instructions for more information about the activities that qualify for PILF hours.

*Please circle:*      Yes                  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_

### Short Answer Questions

In a separate document, please address the following five questions in short answer format. While you must respond to each question separately, the entire document should not exceed two pages. Responses should be submitted in 12 point font, double-spaced, and with one-inch margins.

The Selection Committee will use a scale of 1 to 5 (1 being the lowest, and 5 being the highest) to evaluate how well you respond to each of the questions. Spelling, grammar, thoroughness, and care in completion of the application will also be taken into account.

- 1) Explain and cite examples of your proven commitment to USF PILF, including your fulfillment of the 10 hour volunteer requirement for the 2015-2016 academic year, past contributions, etc. Please cite specific detailed examples (*e.g.*, instead of “volunteered at Auction,” please specify your role: “worked at registration table at the Auction for 2 hours,” or “helped set-up auction items and worked coat check for 1 ½ hours”).
- 2) Explain why you are interested in working with this particular employer and in this area of public interest.
- 3) Describe the public interest work you have done or are doing (do not include pre-undergraduate work), and how these experiences contribute to the public interest community and relate to your future goals.
- 4) Briefly describe your connection to the community with whom you will work this summer. Describe how your personal background, experiences, and unique qualifications will play a part in working with this community.
- 5) Explain how you would be a good ambassador of USF and PILF to your summer employer. How will your passion for PILF and public service extend into the community?



**2016 USF PILF SUMMER GRANT  
AGREEMENT FORM**

Please initial the lines below and sign at the bottom to indicate that you understand and agree to abide by the guidelines and criteria stated below and in the 2016 USF PILF Application Information document.

\_\_\_\_\_ I have read and understand the Eligibility Requirements and authorize the USF School of Law staff to verify my compliance with any of the stated requirements.

\_\_\_\_\_ I have read and understand the standards for Eligible Employment and certify that my summer employment is within the guidelines.

\_\_\_\_\_ If I am awarded a 2016 USF PILF Summer Grant, I agree to notify the Assistant Dean for Student Affairs immediately if I secure additional funding for this position and understand that if I do secure additional funding, I may not be eligible to receive the grant.

\_\_\_\_\_ If I am awarded a 2016 USF PILF Summer Grant, I authorize the Assistant Dean for Student Affairs to contact my place of employment midsummer to determine my status of employment. I waive any and all privacy or confidentiality prohibitions for obtaining this information.

\_\_\_\_\_ If I am awarded a 2016 USF PILF Summer Grant, I agree that the money will be spent on living, transportation, and personal expenses associated with my summer 2016 public interest work or to pay off any balance owed in my USF student account.

\_\_\_\_\_ If I am awarded a 2016 USF PILF Summer Grant, I understand and agree to satisfy the Grantee Requirements.

\_\_\_\_\_ If I am awarded a 2016 USF PILF Summer Grant, I understand that receiving the full amount of the Grant, including the second disbursement, is contingent upon my satisfying all of the Grantee Requirements and complying with the Disbursement Standards.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature