

USF PILF 2018 SUMMER GRANT APPLICATION INFORMATION

I. Important Dates

April 2, 2018	Grant applications and supporting materials are due at 5:00 pm to the Office of Student Affairs (Kendrick 328).
April 16, 2018	Grant recipients will be notified on or before this date.
Spring 2018	First mandatory Grantee meeting, date to be determined.
Week of May 14	Public Interest Law Celebration, date to be determined.
August 24, 2018	Written statement about summer experience due.
Fall 2018	Public Interest Community Fundraising Event, date to be determined.
Fall 2018	PILF Student Auction, date to be determined.

If you have questions about the application, requirements, selection process, or disbursement process, please contact PILF at pilf@usfca.edu or the Office of Student Affairs at lawstudentaffairs@usfca.edu.

II. About the Public Interest Law Foundation

The Public Interest Law Foundation (“PILF”) is a student-run organization that supports USF law students working in the public interest and public sector during law school and hoping to pursue public interest and public sector careers upon graduation. The mission of PILF is to:

- Foster a community of law students interested in public interest work.
- Educate students about job opportunities in the public interest sector and serve as a resource for job leads.
- Raise money to support unpaid summer work in the public interest.
- Encourage law students to volunteer in the community and help provide meaningful and appropriate opportunities to do so.
- Educate students about ways that private and firm attorneys can make meaningful contributions to the public interest through pro bono and other public service opportunities.
- Instill a sense of community ownership, pride, and responsibility that will motivate students to make positive changes.

USF PILF Summer Grants provide funding to USF law students who work in public interest or public sector jobs during the summer. The total number of grants and amount for each grant is based on the total amount raised by USF PILF through PILF's annual fundraising events, matching funds donated by the School of Law Deans' Office, and other fundraising efforts. For the summer 2018, there will be up to 10 grants available at \$4000 each.

III. Application

Application Summary

The following must be submitted in hard copy to the Office of Student Affairs by 5:00 p.m. on April 2, 2018. Late and incomplete applications will not be considered.

1. Completed 2018 USF PILF Summer Grant Application Form, including short answer questions;
2. Current resume with applicant's name, current address, email, and phone number; and
3. Confirmation letter from a public interest employer on the employer's letterhead for work during the summer of 2018 due with your submitted application or via email to lawstudentaffairs@usfca.edu by 5pm on April 11, 2018.

Eligibility Requirements

At the time of application, an applicant must:

- be in good academic standing at the USF School of Law, which can be verified by the Law Registrar's Office;
- have completed a minimum of 10 hours of Eligible Service (see below);
- have secured Eligible Employment (see below);
- not be receiving other grant funds, work-study compensation, or a salary in excess of \$2,000 for their summer work; and
- not be receiving academic credit for his or her summer employment.

Eligible Service

Applicants must complete a minimum of 10 hours of Eligible Service. At least five hours must be PILF-sponsored community service hours. The other five hours may be pro bono legal services or other community service. Credit for non-PILF-sponsored community service hours will only be accepted if completed after February 6, 2018, and the applicant submits a signed letter on the organization's letter head, which states the name of the volunteer, the date worked, and amount of hours worked. However, applicants with more PILF-sponsored community service hours will be prioritized in the Selection Process.

Eligible Employment

PILF strives to support students working with a diverse group of employers that demonstrate a mission of social justice and a goal to serve the needs of the public interest community. Eligible Employment means that you are providing legal services to a non-profit 501(c)(3) organization, government agency, international agency that operates as a non-profit, or policy group.

Applicants are required to work full time (at least 35 hours per week) for at least 10 weeks during the summer to be eligible for funding. 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. Political or lobbying organizations do not qualify as eligible employment.

IV. Selection

Selection Committee

The USF PILF Summer Grant Selection Committee is comprised of two USF PILF Executive Board members, one former Grantee, one representative from the Office of Career Planning, two members of the PILF Advisory Board, 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).

Although former PILF Grantees are eligible to apply for another PILF Grant, preferences will be given to students who have not already received a PILF Grant. Unforeseen or exceptional situations will be handled by the Selection Committee in accordance with the policies of PILF and the USF School of Law.

V. Grantee Requirements

Students who are awarded a 2018 Summer Grant must satisfy the following requirements throughout the spring, summer, and fall of 2018:

- Attend a mandatory meeting in the spring to learn about the donation requirements.
- Attend the Public Interest Law Ceremony on May 17, 2018.
- Solicit 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.
- Attend and assist in the administration of the Public Interest Law Community Fundraising Event or the PILF Student Auction.
- 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 24, 2018.
- Be available to serve as PILF Summer Grant Ambassadors, which may include providing employment information to be used for promotion purposes, attending PILF meetings to speak about their summer experiences, and serving on the Selection Committee for the USF PILF 2019 Summer Grant program if requested to do so by the PILF Co-Chairs.

Disbursement Standards

Students receiving Grants should spend their Grant funds on living, transportation, and personal expenses associated with their summer public interest work or to pay off a balance owed in their USF accounts.

Grants will be deposited in two installments through Grantees' USF student accounts upon the timely satisfaction and completion of the various Grantee requirements. A failure to satisfy and complete the requirements may result in a forfeiture of the Grant in its entirety or in part.

1. To receive the first disbursement in the amount of \$3000 at the beginning of summer 2018, the Grantee must submit the following documentation to the Office of Student Affairs:
 - a. A completed and signed Disbursement Procedure form;
 - b. A completed and signed W-9 form;
 - c. A completed and signed Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement; and
 - d. A completed Direct Deposit form (optional).
2. To receive the second disbursement in the amount of \$1000 in fall 2018, 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 2018;
 - 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 written statement of 500 words describing the public interest work to which the grant pertains emailed to the Assistant Dean for Student Affairs by August 24, 2018.



**2018 USF PILF SUMMER GRANT
APPLICATION FORM**

Applicant's Full Name: _____ Year: _____

Address: _____

Phone Number: _____ Email: _____

Employment Information

Employer Organization Name: _____

Employer Address: _____

Supervisor's Name and Title: _____

Supervisor's Contact Phone Number and Email Address: _____

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? If so, what year? _____

Service Information

To be eligible for a grant, you must have completed at least five hours of PILF-sponsored community service and five hours of pro bono work or other community service work. To learn more about these service opportunities, please email pilf@usfca.edu.

Please record the required information in the table below. Attach additional sheets, including signed letters indicating proof of pro bono or community service work, if necessary.

Organization	Type of work	Number of hours

Verification

Please initial the lines below and sign at the bottom to indicate that you understand and agree to abide by the guidelines and criteria outlined throughout the 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.

_____ I have read and understand the standards for Eligible Service and certify that the service that I have completed is within the guidelines.

_____ I have read the Grantee Requirements and Disbursement Standards and understand that the full Grant award is contingent upon the satisfaction of all requirements. A failure to satisfy and complete the requirements may result in a forfeiture of the Grant in its entirety or in part.

Date

Signature

Short Answer Questions

In a separate document, please respond to the following questions. Include your name in the header, a word count in parentheses at the end of each answer, and page numbers. Your response to each question can vary in length, but cannot exceed the maximum number of words indicated for each question. You may single or double-space the document.

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) Describe the community service and public interest work you have done or are doing, and how these experiences have shaped or are shaping your career path. [maximum of 200 words]
- 2) Describe how the organization that you will work for this summer contributes to social justice and serving the needs of the public interest community. [maximum of 200 words]
- 3) Describe your connection to the community with whom you will work this summer, including how your personal background, experiences, and unique qualifications will play a part in working with this community. [maximum of 200 words]
- 4) Describe how the work that you will do this summer relates to your future goals and the mission of PILF. [maximum of 200 words]