

USF PILF 2025 SUMMER GRANT INFORMATION AND APPLICATION

I. Important Dates

April 7, 2025	Grant applications and supporting materials are due at 5:00 p.m. PDT to the Office of Student Affairs to: lawstudentaffairs@usfca.edu
April 11, 2025	Confirmation letter for work during summer 2025 from a public interest employer on the employer's letterhead are due by 5:00 p.m. PDT to the Office of Student Affairs to: lawstudentaffairs@usfca.edu
April 21, 2025	Grant recipients will be notified on or before this date.
May 2025	First mandatory Grantee meeting, date to be determined.
May 13, 2025	Public Interest Law Celebration - mandatory event. The Celebration will take place from 5:30 - 7:00 p.m.
August 22, 2025	Written statement about summer experience due.
Fall 2025	Public Interest Law Foundation Auction (mandatory), date to be determined.

If you have questions about the application, requirements, selection process, or disbursement process, please contact PILF at usfpilf@gmail.com 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 sector.
- 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.

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- 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 the 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.

III. Application

Application Summary

The following must be submitted to the Office of Student Affairs at lawstudentaffairs@usfca.edu by 5:00 p.m. PDT on April 7, 2025. Late and incomplete applications will not be considered.

- Completed 2025 USF PILF Summer Grant Application Form, including short answer questions;
- Current resume with applicant's name, current address, email, and phone number; and
- Confirmation letter from a public interest employer on the employer's letterhead for work during the summer of 2025 due with your submitted application or via email to lawstudentaffairs@usfca.edu by 5:00 p.m. PDT on April 11, 2025.

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;
- Be a USF JD student enrolled in the spring 2025 and upcoming fall 2025 semesters.
- Have completed a minimum of fifteen hours of eligible service during the 2024-25 academic year.
- Have secured eligible employment (see below);
- Not be receiving other grant funds, work-study compensation, or a salary in excess of \$4,000 for their summer work; and
- Not be receiving academic credit for their summer employment.

Eligible Service

Applicants must complete a minimum of 15 PILF-sponsored community service hours during the 2024-25 academic year. Applicants are encouraged to make note of additional community service or volunteer hours completed in addition to the 15 mandatory PILF-sponsored community service hours. It is highly recommended that applicants reach out to the PILF board at usfpilf@gmail.com to confirm their recorded service hours before submitting their application.

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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, or international agency that operates as a non-profit, or policy group.

Applicants are required to work in qualifying positions, full-time (at least 35 hours per week) for at least 10 weeks during the summer to be eligible for the PILF grant. Judicial clerkships 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 composed of two USF PILF Executive Board members, one former Grantee, one representative from the Office of Career Planning, 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 2025 Summer Grant must satisfy the following requirements throughout the spring, summer, and fall of 2025:

1. Attend a mandatory meeting in the spring to learn about the donation solicitation requirements.
2. Attend the Public Interest Law Celebration on May 13, 2025 from 5:30 - 7:00 p.m.
3. 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

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at least 75 independent organizations were contacted. Progress is expected to be demonstrated by meeting certain deadlines set by the PILF Co-Chairs throughout the summer and the beginning of the fall semester.

4. Attend and assist in the administration of the Public Interest Law Foundation Auction.
5. 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 22, 2025.
6. Be available to serve as a PILF Summer Grant Ambassador, which may include providing employment information to be used for promotion purposes, attending PILF meetings to speak about summer experiences, and serving on the Selection Committee for the USF PILF 2026 Summer Grant program if requested to do so by the PILF Co-Chairs.

Disbursement Standards

Students receiving the PILF Summer Grant 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.

Historically, grants have been 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. The outlined disbursement standards are subject to change.

1. To receive the first disbursement in the amount of \$4,000 at the beginning of summer 2025, 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 \$1,000 in fall 2025, the Grantee must submit the following documentation to the Office of Student Affairs:
 - a. A statement verifying that the Grantee is continuing their legal education at USF in fall 2025;
 - b. A signed acknowledgment by the approved employer that the Grantee has completed 10 weeks of full-time employment;
 - c. A signed acknowledgment 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

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- d. A written statement of 500 words describing the public interest work to which the grant pertains is emailed to the Assistant Dean for Student Affairs by August 22, 2025.

2025 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 Phone Number: _____

Supervisor's 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 15 hours of PILF-sponsored community service during the 2024-25 academic year. To learn more about these service opportunities, please email usfpilf@gmail.com.

Please record the information in the table below, if any. Attach additional sheets if necessary.

Organization	Date/Time	Description of Service/Program	Number of Hours
Ex. San Francisco	9/17/24, 11:00 AM - 3 PM	Flower Piano Performance Usher: Ensured that the visitors watch performances from areas that would not	4

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Botanical Garden		obstruct pathways or harm plants, balancing the event's excitement and the care of the unique plants collection.	
Ex. National AIDS Memorial	10/15/24, 8:45 AM - 12 PM	AIDS Memorial Clean-up: Gardening, landscaping, helping to maintain the National AIDS Memorial Grove in Golden Gate Park.	3.5
Ex. Herd and Flock Animal Sanctuary	1/28/25, 12:30 - 4:30 PM	Raking wood chips, repairing chicken fence, assembling garden tools, learning about the sanctuary's important work of rescuing, rehabilitating, and caring for animals.	4
Ex. St. Anthony's Dining Service	4/2/25, 9:30 AM - 1:30 PM	Serving meals to community members.	4

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.

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_____	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.

Signature

Date

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 text.

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 ability to follow application guidelines will be considered a part of the selection criteria.

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]

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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]