SUMMER 2014 PUBLIC INTEREST GRANT APPLICATION

COMMON APPLICATION COVER SHEET

Name: ___________________________ Email: ___________________________

Mailing Address: _______________________________________________________

Phone Number: ___________________________

Financial Aid Eligibility: I wish to apply for a 2014 Summer Grant, and give the Financial Aid Office’s staff permission to verify my financial aid status.

Signature: ___________________________ Date: ___________________________

Have you applied for and/or secured additional funding (salary, grants, etc.)? If yes, please explain the source(s) and amount(s) below. (Grant recipients may earn up to $5,000 for project-related work.) If you receive other sources of funding during the review of HPILF grant applications please let us know the amount you have accepted as soon as possible by emailing cassella@uchastings.edu. Please only include the amount accepted and your name in the email. Do NOT include your student ID #.

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Please include the following in your application. Your name should only appear on the Cover Sheet and the Employer Information page.

One (1) Full Application

☐ 1 Hard Copy of the Cover Sheet (This Page with name and student ID #)
☐ 1 Hard Copy of the Employer Information Sheet (with name and student ID #)
☐ 4 Hard Copies of your Resume (with student ID #, without your name or any other identifying information). Please print single-sided.
☐ 4 Hard Copies of your Personal Statement (with student ID #, without your name or any other identifying information). Please print single-sided.

*Each Resume should be stapled on top of one copy of your Personal Statement. (4 sets).
APPLICATION DEADLINE: MONDAY, MARCH 17, 2014 BY 5:00PM

PLEASE TURN IN HARD COPIES OF YOUR APPLICATION TO THE LABELED BOXES IN THE STUDENT SERVICES OFFICE, 2ND FLOOR OF THE 200 BLDG

GRANT APPLICATION INFORMATION AND GUIDELINES

The HPILF Summer Grant Program offers $4,000 grants from two funds (HPILF and Tobriner) via a common application. In accordance with HPILF’s purposes and objectives, grants are awarded to students who are both devoted to public interest law while in school, and who show promise to pursue careers as public interest lawyers and advocates.

The selection criteria and process for HPILF and Tobriner grants will be identical. However, at least one Tobriner grant will be awarded to a student working with the Legal Aid Society of San Francisco Employment Law Center. Every applicant will be considered for both grants.

Thank you very much for your interest in the HPILF Summer Grant Program. You may direct any questions to Jessica Cassella at Cassella@uchastings.edu.

ELIGIBILITY & EXPECTATIONS

To qualify for a summer grant, applicants must meet the following criteria:

☐ UC Hastings 1L or 2L
☐ Eligible for financial aid
☐ May not receive more than $5,000 total in project related financial assistance
☐ Secured summer employment with public interest organization
☐ No funding for judicial externships, political campaigns, or for-profit enterprises
☐ Must have some form of attorney supervision
☐ Must work full-time for at least 8 weeks (but may combine part time internships)
☐ Must complete one (1) full application (see Cover Sheet for details)
☐ Ten (10) hours volunteer time to HPILF, during the 2014-2015 school year; or two (2) solicited donations for the 2015 HPILF Gala of at least $50 each; or a combination of five (5) hours and one (1) donation.
☐ HPILF Grant Questionnaire due Friday, August 29, 2014. This form will be sent to you when you are offered a grant. Instructions about how to turn it in will be on the form itself.

What qualifies as a “public interest organization”?
In determining which applicants and organizations are eligible for funding, HPILF broadly defines the term “public interest.” Students working with 501(c)(3) non-profit organizations, government agencies, international organizations, and advocacy or policy groups are all eligible so long as the work has a legal component. While HPILF strives to award grants to students doing a diverse range of public interest work, it is important to remember that “public interest” means much more than “unpaid.” Accordingly, applicants must articulate how their summer work will serve the public interest.
What qualifies as “attorney supervision”? 
If a supervising attorney is not available through the applicant’s employer, the applicant must find a professor or other attorney who is willing to provide supervision throughout the summer. In such a case, applicants must obtain an additional signed letter from that attorney agreeing to supervise the applicant and submit the letter along with the Employer Information sheet.

What if I’m already receiving funding from another source? 
Recipients may not receive more than $5,000 in financial assistance during the summer that they receive an HPILF grant. This does not include wages earned through other employment. If applicants secure other sources of project-related funding (such as work-study, other grants, fellowships, or family contributions), they MUST report such funding to HPILF as soon as they find out about it by emailing their name and the amount they have accepted from another source to cassella@uchastings.edu. Please do not include your student ID # in this email. This WILL NOT have any negative effect on your chances of receiving an HPILF grant.

If HPILF or Tobriner grant money puts the recipient over the $5,000 cap, the recipient will be expected to return the excess funds. Grant recipients who are eligible for work-study may use their grant to cover the employer portion of their work-study stipend.

SELECTION PROCESS, PERSONAL STATEMENT & RESUME

SELECTION PROCESS: 
A committee composed of Hastings faculty, alumni, 3L students and public interest lawyers will evaluate applications for HPILF and Tobriner grants. The review process is anonymous and merit-based. Your job as an applicant is to demonstrate how your summer job, when viewed in relation to your past work and future goals, is part of your overall public interest trajectory. In addition to students’ grant applications and resumes, the committee considers whether applicants demonstrate the following attributes:

1) Strong past, present, and future commitment to public interest law;  
2) Ability to contribute to the communities with whom they are working; and  
3) Potential for development and growth as public interest advocates through their summer work.

PERSONAL STATEMENT: 
Please write an essay addressing the following questions. Your answers may not exceed a total of four (4) double-spaced pages in 12-point Times New Roman, with one-inch margins. Please put your student ID number on every page of your personal statement. Do not include your name with these answers.

1. Explain where you will be working this summer and how your work will serve the public interest.  
2. Explain why you are interested in public interest work, and specifically, why you would like to work with this employer.  
3. Describe your future career plans and how this work will further those goals.  
4. Describe experiences that demonstrate your ongoing commitment to public interest work.
RESUME:

Your resume should be anonymous with your student ID number on each page. Please do not put your name on your resume. It should be expanded to include as many details as possible about your public interest and volunteer work. We expect this resume to exceed one page—please include as many details as possible (e.g., organization name, job title, a short description of your activities, the dates of the activities and the hours per week that you worked or volunteered.) Please note that GPA is optional. HPILF values sustained commitment to public interest much more highly than academic achievement and our readers are accordingly advised to deemphasize the importance of GPA.

HPILF GRANT TIMELINE:

- **Monday, March 17th**: HPILF Grant Applications due by 5:00pm to the Student Services Office, 2nd floor of 200 building. (Hard Copies of each document).
- **Tuesday, April 1st**: Final Day to turn in Employer Information Sheet to Student Services Office by 5:00pm.
  - Best option: turn in a hard copy to the box in the Student Services office.
  - The below options are also ok for the Employer Information Sheet:
    - Fax form to: (415) 581-8895
    - Mail form to: Office of Student Services, 200 McAllister Street, 2nd Floor, San Francisco, CA 94102
    - Email form to studentservices@uchastings.edu
- **Week of April 14th**: First round of HPILF Grant Recipients will be announced*

*As some grant recipients may return a portion of their grant award because they have received funding from other sources, there is a possibility more grant money will become available. We will continue to give out grant money until we have no money left to give. As such, additional recipients may be notified about their grants in late April and into May.
EMPLOYER INFORMATION SHEET

Organization Name: ________________________________________________________________

Address: ________________________________________________________________________

Supervisor’s Name and Title: _______________________________________________________

Supervisor’s Phone Number: ______________ Supervisor’s Email: ______________________

Is the supervisor an attorney? ______________ If not, will the applicant have access to one? __________

Will the applicant receive any compensation? If yes, please describe: ______________________

Please provide the following information on a separate sheet of paper:

1. A brief description of your organization.
2. A short summary of the applicant’s job description and work activities.

Please read the following three provisions and initial next to each item, indicating your organization’s willingness to comply.

1. _____ Supervisor agrees to supervise the applicant throughout at least 8 weeks of full-time employment. If this is a part-time position, please specify the arrangement below.

2. _____ The grant will go exclusively to the grantee; the sponsoring organization agrees to provide all necessary overhead to support the applicant’s employment, such as desk, phone and supplies.

3. _____ If the student is eligible for work study and elects to receive work-study funds during the summer, the sponsoring organization agrees to apply as a work study approved agency with Hastings, and to complete all administrative tasks within its control relating to the payment of the student’s salary. (In such a situation, grant funds would pay the organization’s portion of the work-study salary).

Supervisor’s Signature: ___________________________ Date: ________________________

Note: If your supervisor cannot complete this page by the application deadline of March 17th, return it to the box in the Student Services Office no later than 5:00pm on Wednesday, April 1st. (See HPILF Grant Timeline for other submission options.)

You must return this form to HPILF to receive a grant.