

MARYLAND PUBLIC INTEREST LAW PROJECT, INC. (MPILP)

SUMMER 2010 GRANT APPLICATION PACKET

MPILP welcomes Summer 2010 grant applications from first- and second-year students with offers to work at public interest organizations. The purpose of MPILP's grant program is to afford law students an opportunity to secure funding for full-time summer positions with eligible public interest law agencies.

Each grant will provide a sum of approximately \$4,000. Grant recipients are required to work 400 hours during the summer for which the grant is awarded (generally ten 40-hour weeks).

The administrator for the Summer 2010 selection process is Alexis Slater. If you have questions about the application process, you may contact her by email at alexis.slater@gmail.com. Alexis will also be available to answer questions during office hours. Please e-mail her for dates and times.

Applications are due to the Career Development Office (CDO), Room 208, by Friday, March 26th by 5pm. This deadline will be strictly enforced and all applications received after the deadline will automatically be disqualified.

APPLICATION SCHEDULE

Friday, March 26th

Applications are due to the Career Development Office, Room 208, no later than 5:00pm.

Week of April 12-16

Grant recipients and alternates will be notified by telephone or email.

Monday, April 19

Grant recipients must notify MPILP of their acceptance or denial of the grant in writing by 12:00 by placing the signed acceptance letter in the MPILP mailbox located behind the student mailboxes next to the restroom. Failure to submit the acceptance letter by this deadline creates an assumption that you are rejecting the MPILP grant funding.

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GENERAL RULES AND GUIDELINES

- 1) Please be sure to read carefully each question and the directions. Failure to follow all directions exactly may result in the disqualification of your grant application.
- 2) You may submit a maximum of TWO (2) different grant applications (i.e., applications for 2 different organizations). Rank the applications according to your preference on the cover sheet.
- 3) Each employer agency may sponsor a maximum of THREE (3) applicants.
- 4) Judicial clerkships are not eligible for either designated MLSC or non-designated grant funding.
- 5) MPILP uses an anonymous process to review the grant applications. Applicants may not reveal their identity or the identity of any other law school student except where requested on the application cover sheet. The employer may not reveal your identity on the Employer Information – Part of the application. If you have questions about maintaining anonymity, please contact the Summer Grant Coordinator for assistance. Failure to follow the anonymity guidelines may result in the disqualification of the application.
- 6) The MPILP grant selection committee does NOT give preference to grant opportunities based on geographical location or policy-based versus direct service work.
- 7) **NEW:** Beginning in the 2009-2010 academic year, grant applicants are required to volunteer five (5) hours of time to MPILP before the grant application deadline. Grant applicants who have not completed the required five (5) volunteer hours by the grant application deadline will NOT be considered for a grant. Immediately after completing any volunteer hours, an applicant must email the Summer Grant Coordinator (alexis.slater@gmail.com) the following information:
 - (a) number of hours completed,
 - (b) the date of the volunteer activity
 - (c) a description of the volunteer activity (e.g., sold books at booksale)
 - (d) the name of the MPILP board member who supervised the volunteer activityThe Summer Grant Coordinator will confirm with all of the volunteer's information with the supervising MPILP board member. The Summer Grant Coordinator and the MPILP Co-Presidents will periodically send emails listing volunteer opportunities.
- 8) **NEW:** Anybody interested in applying for a grant is required to attend a **MANDATORY** grant information meeting on **November 5th, at 3:15pm or 5:00pm in room 302.** If you cannot attend this meeting, you must email the Summer Grant Coordinator (alexis.slater@gmail.com) before the meeting and schedule an alternative time to meet with her.
- 9) If you are selected as a recipient of a Summer 2010 grant, you will receive the first disbursement of grant funds (approximately \$3,750) around June 1, 2010. In order to receive

your final disbursement of grant funds (\$250), after completing your 400 hours of services, you will be required to provide a short testimonial of your summer experience and submit a completed employer certification form (which will be mailed to you during the summer).

- 10) Any questions about the application process should be addressed to the MPILP Summer Grant Coordinator, Alexis Slater (alexis.slater@gmail.com). Any advice or assistance received from other MPILP officers or members is not binding.
- 11) The MPILP Application is governed by the same veracity requirements as the submission of all other documents at the University of Maryland School of Law.
- 12) **APPLICATIONS ARE DUE TO THE CDO, ROOM 208 BY FRIDAY, MARCH 26TH AT 5:00PM. FAILURE TO ABIDE BY THIS DEADLINE WILL RESULT IN THE DISQUALIFICATION OF YOUR GRANT APPLICATION.**

STEPS TO APPLY

1. Choose an organization and secure a job/internship offer to work for the organization. You **must** have a job offer from the employer organization in order to apply for an MPILP grant; however, the offer from the employer may be contingent upon funding.
2. Begin the six-part application:
 - a. **Part I** is the cover sheet and required for all grant applications. If submitting two (2) applications, complete a cover sheet for each application.
 - b. **Part II** is an organization certification form required for all grant applications. Include one (1) copy of the completed certification form with your application.
 - c. **Part III** is required for designated MLSC grant applications only (please see Part III for more information about MLSC grants). The MLSC Public Interest Employer Form is a general form describing the kind of work the organization does. We request that all MLSC employers/organizations complete a new employer form for Summer 2010 so that MPILP can keep its information and statistics current. The employer must mail one (1) copy of this form directly to MPILP. *We strongly advise you to remind your employer of the deadline as it approaches.*
 - d. **Part IV** is required for all grant applications. The MPILP Public Interest Employer Form must be completed by the organization for each student to whom they offer a summer position. Part IV provides the student's job description and states that the job opportunity is available for that particular student. Include ten (10) copies of the completed MPILP Public Interest Employer Form with your application. *We strongly advise you to remind your employer of the deadline as it approaches.*
 - e. **Part V** is required for all grant applications. Write a strong essay without exceeding the page limit of 5 double-spaced pages. Include ten (10) copies of your essay with your application.
 - f. **Part VI** is required for all grant applications. On the MPILP Contribution Form record the number of hours contributed to MPILP over the 2009-2010 academic year and indicate at which MPILP events you volunteered. The volunteer hours you report on your grant application will be confirmed by the Summer Grants Coordinator based on the hours you reported to her during the year. Include ten (10) copies of the completed MPILP Contribution Form with your application.
3. Submit completed application(s) to the CDO, Room 208, on or before **Friday, March 26th, at 5:00pm.**

DESCRIPTION OF GRANTS

Each grant award is approximately \$4,000 and requires 400 hours of full-time summer service. There are two types of grants: (1) designated MLSC grants and (2) non-designated (MPILP-funded) grants.

1. **DESIGNATED MLSC GRANTS** are made possible through the generous support of the Maryland Legal Services Corporation (MLSC). MLSC will fund approximately 6 grants (at approximately \$4,000 each) for positions at MLSC agencies for Summer 2010. MLSC-funded grants and MPILP grants are exactly the same and for the same amount, except for the following differences:
 - Students applying for a MLSC-funded grant must submit Part III of the application.
 - Students who have job offers from any of the organizations listed below **must** apply for an MLSC-funded grant (and thus must submit Part III of the application). If a student applying for a MLSC-funded grant is not awarded a MLSC-funded grant, he/she will automatically be considered for a MPILP-funded grant.
 - Students who are awarded a MLSC-funded grant will be paid by their employer organization. Students who are awarded a MPILP-funded grant will be paid directly by MPILP.

Designated MLSC grants are limited to the following MLSC-funded organizations:

- Allegany Law Foundation, Inc.
- Alternative Directions, Inc.
- Asian Pacific American Legal Resource Center
- Associated Catholic Charities of Maryland – Immigration Legal Services
- Baltimore Neighborhoods, Inc.
- CASA de Maryland, Inc.
- Catholic Community Services
- Community Law Center
- Community Legal Services of Prince George’s County
- Domestic Violence Center of Howard County
- Family Crisis Center of Baltimore County
- Harford County Bar Foundation
- Health Education Resource Organization (H.E.R.O.)
- Heartly House, Inc.
- Homeless Persons Representation Project
- House of Ruth
- Legal Aid Bureau
- Maryland Civil Liberties Union Foundation
- Maryland Coalition for Inclusive Education
- Maryland Crime Victims Resource Center
- Maryland Disability Law Center
- Maryland Volunteer Lawyers Service
- Mid-Shore Council on Family Violence, Inc.
- Mid-Shore Pro Bono Project
- Montgomery County Bar Foundation

- Pro Bono Resource Center of Maryland
- Public Justice Center
- St. Ambrose Housing Aid Center
- SARC (Sexual Abuse/Spouse Abuse Resource Center)
- Sexual Assault Legal Institute
- Southern Maryland Center for Family Advocacy
- University of Maryland / HIV Program Clinical Law Office
- Whitman-Walker Clinic Legal Services
- Women's Law Center

More information about these organizations can be found at <http://www.mlsc.org/directory.htm>

To qualify for a designated MLSC grant, the organization must:

- a. be an MLSC-funded organization (see above list),
- b. be not-for-profit or government-funded,
- c. have a proactive policy of seeking and retaining female candidates and candidates of color, as well as a clear record of not discriminating on the basis of sex, race, religion, national origin, sexual orientation, age, or physical or mental disability, and
- d. have completed Part III of the application.

All activities undertaken by a designated MLSC grant recipient shall be appropriate legal services activities as permitted by the MLSC Act (Md. Code, Art. 10, § 45). Examples of the type of permissible work include, but are not limited to the following:

- ◆ poverty law, civil rights law, consumer advocacy, child advocacy, environmental issues, human rights, prisoner's rights, advocacy for people with AIDS, advocacy for victims of domestic violence, fair housing advocacy, or advocacy in the field of medical care;
- ◆ grassroots and community-based efforts aimed at meeting the needs of and fighting for the rights of the victims of discrimination on the basis of race, sex, religion, age, sexual preference, national origin, or physical or mental disability.

Prohibited activities for MLSC grant recipients include the following:

- ◆ legal assistance intended to influence the issuance, amendment or revocation of any executive order or similar promulgation by any federal, state or local agency, or to undertake to influence passage or defeat of any legislation by the U.S. Congress, or by any state or local legislative bodies, or state proposals by referendum or by petition;
- ◆ legal assistance that contributes to any political party or association, or the campaign of any candidate for public or party office;
- ◆ legal assistance with respect to any fee-generating case, except where it is established that private counsel is not available in such case except upon payment of a fee by the client, pursuant to policies adopted by MLSC;

- ◆ legal assistance with respect to the defense of any criminal prosecution;
- ◆ legal assistance in civil actions to persons who have been convicted of a criminal charge where the civil action arises out of alleged acts or failures to act and the action is brought against a law enforcement official for the purpose of challenging the validity of the criminal conviction;
- ◆ legal assistance that provides representation in a class action lawsuit at any stage of the class action once the class has been certified by a court.

Any applicant who includes any such prohibited legal services in his or her application for a designated grant will be immediately disqualified. Any recipient who is found to have engaged in these prohibited activities may be subject to termination of his or her designated grant.

If your potential employment meets the above requirements, apply for a Designated MLSC grant. You will automatically be considered for a non-designated grant as well.

If you have questions about whether your employer meets the above requirements, ask them if they qualify for and/or receive MLSC funding. If they receive funding, then they meet the above requirements.

2 **NON-DESIGNATED GRANTS** (aka MPILP-funded grants) are available to University of Maryland law students working with any public interest organization. These grants are funded by the Maryland Public Interest Law Project (MPILP) from proceeds generated from MPILP's fundraising efforts.

The sponsoring organization must be:

- the government
 - (please note, however, that judicial clerkships are not eligible for either designated MLSC or non-designated/MPILP-funded grants)
- a 501(c)(3) nonprofit;

Please note that, while students who have jobs at a government agency or office are welcome to apply for a grant, the grant committee typically gives preference to students working at organizations who provide services or policy-related assistance to underserved communities. Thus, applicants who have jobs in government should explain and emphasize in the essay section of their grant application how their work at the government entity will aid an underserved population.

In addition, there is one specialty grant:

The Robert Percival Grant

Provides funding for one student to work in the field of environmental law for ten weeks over the summer. A Law Clerk/Intern position in the Natural Resources Defense Council (NRDC), Environmental Defense, or Center for International Environmental Development (CIEL), for example, will satisfy the requirements of this Grant. Slight preference will be given to those students applying to work abroad or work for an international environmental law firm.

Please note that all other non-designated grant requirements apply to this specialty grant.

MLSC GRANT CHECKLIST

Each **designated MLSC grant application** must contain the following in this order, with Part I appearing first:

- One (1) copy of the Student Application Cover Page- Part I
- One (1) copy of the Organization Certification Form- Part II
- Ten (10) copies of the MPILP Public Interest Employer Form- Part IV
- Ten (10) copies of the Student Essay- Part V
- Ten (10) copies of the MPILP Contribution Form- Part VI

Remember to have your employer send:

- One (1) copy of the MLSC Employer Form – Part III directly to MPILP. DO NOT include this form in your final application packet.
- Paper-clip, but do NOT staple, Part I to Part II.
 - Please staple your Parts IV, V, & VI individually, but do NOT staple these Parts together.
 - MPILP recommends that applications be submitted in an unmarked manila envelope.

NON-DESIGNATED & ROBERT PERCIVAL GRANT CHECKLIST

Each **non-designated grant application** must contain the following in this order, with Part I appearing first:

- One (1) copy of the Student Application Cover Page- Part I
 - One (1) copy of the Organization Certification Form- Part II
 - Ten (10) copies of the MPILP Public Interest Employer Form- Part IV
 - Ten (10) copies of the Student Essay- Part V
 - Ten (10) copies of the MPILP Contribution Form- Part VI
- Paper-clip, but do NOT staple, Part I to Part II.
 - Please staple your Parts IV, V, & VI individually, but do NOT staple these parts together.
 - MPILP recommends that applications be submitted in an unmarked manila envelope.

ID Number
(leave blank)

GRANT APPLICATION COVER PAGE- PART I

This form is required for ALL grant applications.

Place this form on the front of your application. This page will be removed prior to submission to the reviewing committee in order to preserve anonymity.

APPLICANT INFORMATION

Name:	
Address:	
Telephone:	
Email(s):	

GRANT INFORMATION

Please specify the type of grant for which you are applying and list the employer(s).

Designated grant

Employer(s)

Non-designated grant

Employer(s)

Check if you wish to be considered for the **Robert Percival Specialty Grant**.
(see page 9 for the requirements of this specialty grant).

If you are submitting more than one grant application, please rank your applications in order of preference.

1: _____ 2: _____

I understand, by signing below, that if awarded a grant I will complete 400 hours of service of work for my sponsoring employer, and before final disbursement of grant funds, I will

complete a testimonial describing my summer experience and an employer certification form.

Applicant's Signature

Date

Note: In order to assure an anonymous selections process please be sure that your name does not appear on any other pages, unless otherwise specified. This cover sheet will be removed before the selection committee evaluates the application.

ORGANIZATION CERTIFICATION FORM – PART II

This form is required for ALL grant applications.

The Maryland Public Interest Law Project (MPILP) is a nonprofit, student-run corporation devoted to increasing awareness of and participation in public interest legal work. MPILP raises funds to sponsor students who wish to practice public interest law full time during the summer. Due to its status as a 501(c)(3) corporation, MPILP must ensure that these funds are used for its tax-exempt purpose stated above and that funds are not distributed to organizations whose activities are not consistent with that purpose.

The organization identified below hereby certifies that it is a **tax-exempt entity** and that it does not:

- participate or intervene in **political campaigns**, either directly or indirectly, by publishing or distributing written statements or making oral statements on behalf of or in opposition to a candidate, by providing direct financial assistance to a campaign, or through any other activities prohibited for organizations with 501(c)(3) status;
- devote a “substantial part” of its activities to **lobbying** or exceed the expenditure limits for lobbying activities permitted under a § 501(h) election;
- devote a “substantial part” of its activities to providing **commercial insurance**; or
- engage in activities that are **illegal or contrary to public policy**.

Name of Student: _____

Name of Tax-exempt
Organization: _____

Name of Executive Director: _____

Executive Director

Date

MLSC EMPLOYER FORM - PART III
This form is required for designated MLSC grant applications only.

GENERAL ELIGIBILITY INFORMATION

*Each agency may sponsor a maximum of three (3) applicants.

Name of Organization:	
Address:	
Telephone:	
Fax:	
Contact Person:	

1. Are you a non-profit or a government organization? _____ If not, please explain.

2. Do you have a proactive policy of seeking and retaining female candidates and candidates of color?

3. Please complete the following chart:

	2009			2010		
	Senior Attorneys	Staff Attorneys	Summer Interns	Senior Attorneys	Staff Attorneys	Summer Interns
Men						
Women						
Totals						

	2009			2010		
	Senior Attorneys	Staff Attorneys	Summer Interns	Senior Attorneys	Staff Attorneys	Summer Interns
Black						
Asian Am.						
Hispanic/ Latino						
Am. Indian						
Disabled						

4. How many positions do you have available? _____
5. In addition to receiving funds from MLSC, MPILP raises funding for summer grants through our annual Goods and Services Auction. Would you be willing to support MPILP by assisting us with coordinating next year's auction or by making a donation? _____
6. Does your organization have tax exempt status from the Internal Revenue Service? _____

If so, is it:

- 501(c)(3) status
- 501(c)(4) status
- governmental agency
- other, please explain

Please complete and return this form by **March 22, 2009** to:

ATTN: Grant Selection Committee
Maryland Public Interest Law Project
University of Maryland School of Law
500 W. Baltimore Street
Baltimore, MD 21201

MPILP PUBLIC INTEREST EMPLOYER FORM - PART IV

This form is required for ALL grant applications.

Please complete this form and return it to the student applicant to be included with his/her application. Each agency may sponsor a maximum of three (3) applicants.

Please note: In an effort to minimize the amount of reading required of the reviewing committee, please be selective in the amount of information that accompanies this application. Please do not attach brochures or other materials in lieu of a response to the above questions. These will not be submitted to the reviewing committee. Thank you.

IMPORTANT - TO PRESERVE ANONYMITY, PLEASE DO NOT STATE THE STUDENT'S NAME IN ANY OF THE MATERIALS BELOW.

Name of Organization:	
Address:	
Telephone:	
Fax:	
Student's Supervisor:	

1. Describe the nature of the legal work done by your organization and how it contributes to the public interest.

5. Does your organization have a non-discrimination policy? Yes No If yes, please state your non-discrimination policy.

Thank you for your responses.

Supervisor's Signature

Date

STUDENT ESSAY- PART V

This form is required for ALL grant applications.

In 5 double-spaced pages or fewer, please describe your interest in the work you are proposing, how you and your host organization will benefit from your internship, and how you believe your proposed work will help further the public interest. This can be done by addressing any or all of the following topics:

- ◆ discussing how and/or why you became interested in the work you are proposing;
- ◆ clearly stating how you will benefit from the internship and the beneficial impact your work will have on the organization and the clients it serves;
- ◆ communicating how much thought you have put into your proposed work and the role it plays in furthering the public interest;
- ◆ describing how your race, ethnicity, gender, socio-economic background, sexual orientation, religion, disability, and/or other experiences enhance(s) diversity within the public interest legal community.

Examples of past essays are available for review on the MPILP website at:

<http://www.law.umaryland.edu/students/life/orgs/mpilp/>

**APPLICATIONS EXCEEDING THE MAXIMUM PAGE LIMIT
WILL BE DISQUALIFIED.**

MPILP CONTRIBUTION FORM- PART VI

This form is required for ALL grant applications.

YOU ARE REQUIRED TO HAVE VOLUNTEERED A MINIMUM OF FIVE (5) HOURS TO MPILP DURING THE 2009-2010 ACADDEMIC YEAR AND PRIOR TO THE DUE DATE OF THIS APPLICATION.

THESE HOURS MUST BE REPORTED TO THE SUMMER GRANTS COORDINATOR PRIOR TO THE DUE DATE OF THIS APPLICATION (please see section 6 on p. 3 for detailed instructions)

Have you volunteered for MPILP fundraising events or service projects during the 2009-2010 academic year?

YES If yes, how many hours? _____

Please specify:

- Yuengs, Wings, and Things
- Alumni Phonathon Calling for MPILP
- Camden Pub Happy Hour
- Chili Cook-Off
- Book Sales
- Spring Auction
- Other: _____

NO

FAILURE TO ANSWER THIS QUESTION WILL RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION.

ANSWERING "NO" WILL DISQUALIFY YOU.

THE NUMBER OF HOURS YOU RECORDED ABOVE WILL BE CONFIRMED BY THE SUMMER GRANTS COORDINATOR.

Good Luck!