MARYLAND PUBLIC INTEREST LAW PROJECT, INC. (MPILP)

SUMMER 2013 GRANT APPLICATION PACKET

MPILP welcomes Summer 2013 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). **Do not apply for a grant if you will be unable to work all 400 hours.** If an emergency arises and a grant recipient is unable to complete all 400 hours, the total grant amount will be deducted by $10 per each hour missed.

The administrator of the Summer 2013 selection process is Blair Inniss. If you have questions about the application process, you may contact her by email at mpilp.grant@gmail.com. Blair will also be available to answer questions about the grant application. Please email her with questions or concerns.

Applications are due to the Career Development Office (CDO), Room 208, by Monday, March 25th by 5:00pm. This deadline will be strictly enforced and all applications received after the deadline will be automatically disqualified.

**APPLICATION SCHEDULE**

**Monday, March 25th**
Applications are due to the Career Development Office, Room 208, no later than 5:00pm.

**Week of April 15-19**
Grant recipients and alternates will be notified by telephone or email.

**Monday, April 22nd**
Grant recipients must notify MPILP of their acceptance or denial of the grant in writing by 12:00pm by placing the signed acceptance letter in mailbox 612, located in the student mailbox area. Failure to submit the acceptance letter by this deadline creates an assumption that you are rejecting the MPILP grant funding. Recipients accepting the grant must also submit a completed W-9.
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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 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. Be advised that you may not be selected for your first choice.

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 Blair Inniss (Summer Grants Coordinator) for assistance. **Failure to follow the anonymity guidelines may result in 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. Beginning in the 2012-2013 academic year, grant applicants are required to volunteer twelve (12) hours in order to apply for the MPILP grant. At least seven (7) of these hours must be completed at MPILP sponsored activities. **Grant applicants who have not completed the required twelve (12) volunteer hours by the grant application deadline will NOT be considered for a grant.** Immediately after completing any volunteer hours, the MPILP member in charge of the event must email the Summer Grants Coordinator (mpilp.grant@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 book sale)

   The Summer Grants Coordinator and the MPILP Co-Presidents will periodically send emails listing volunteer opportunities. MPILP members are welcome to email the Summer Grants Coordinator to confirm volunteer hours.

8. Anyone interested in applying for a grant is required to have attended one of the four mandatory grant information meetings held in the Fall and Spring semesters. An applicant with a legitimate reason for missing a meeting should contact the Summer Grants Coordinator (mpilp.grant@gmail.com).

9. If you are selected as a recipient of a Summer 2013 MPILP grant, you will receive the first disbursement of grant funds ($3,000) around mid-June, 2013. In order to receive your final disbursement of grant funds ($1,000), you will have to provide a completed employer
certification form (which will be provided during the summer) certifying that you satisfactorily completed all 400 hours of summer work, and you will be required to write a short testimonial of your summer experience. In order to receive the total grant of $4,000, you must complete all 400 hours during the summer. In the event that you are unable to work all 400 hours, you will be deducted $10 per hour you did not work. However, the expectation of all grant recipients is that they will work ALL 400 hours, and you should not accept a grant if you believe you will be unable to meet that requirement.

10. Any questions about the application process should be addressed to the MPILP Summer Grants Coordinator, Blair Inniss (mpilp.grant@gmail.com). Any advice or assistance received from other MPILP officers or members is non-binding.

11. The MPILP Application is governed by the same veracity requirements as the submission of all other documents at the University of Maryland Francis King Carey School of Law.

12. APPLICATIONS ARE DUE TO THE CDO, ROOM 208, BY MONDAY, MARCH 25TH 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 pgs. 6 & 12 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 2013 so that MPILP can keep its information and statistics current. The employer must provide one (1) copy of this form in a signed and sealed envelope for the applicant to include in the application packet. *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 five (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 2012-2013 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 **Monday, March 25th, at 5:00pm.**
DESCRIPTION OF GRANTS

Each grant award is approximately $4,000 and requires 400 hours of full-time summer service. No person should apply for a grant if he/she will not be able to work the 400 hours. In the unlikely event that a grantee is unable to work all 400 hours, the grant will be deducted $10 per each hour not worked. 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 2013. 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 applications.
   - 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. It is the student’s responsibility to speak with the organization to determine the pay schedule. Students who are awarded a MPILP-funded grant will be paid directly by MPILP in two installments, as explained in Rule 9 above.

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

- Allegany Law Foundation, Inc.
- Alternative Directions, Inc.
- Asian Pacific American Legal Resource Center
- Baltimore Bar Foundation – Senior Legal Services
- Baltimore Neighborhoods, Inc.
- CASA de Maryland
- CASA, Inc. (Citizens Assisting and Sheltering the Abused)
- Catholic Charities of Baltimore
- Catholic Charities of the Archdiocese of Washington
- Community Law Center
- Community Legal Services of Prince George’s County
- Domestic Violence Center of Howard County
- Harford County Bar Foundation
- Heartly House, Inc.
- Homeless Persons Representation Project
- House of Ruth
- Legal Aid Bureau
- 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, Inc.  
Montgomery County Bar Foundation  
Pro Bono Resource Center of Maryland  
Public Justice Center  
SARC (Sexual Abuse/Spouse Abuse Resource Center)  
Sexual Assault Legal Institute  
Southern Maryland Center for Family Advocacy  
University of Maryland / HIV Project  
Whitman-Walker Clinic Legal Services Program  
Women’s Law Center

More information on these organizations can be found at http://mlsc.org/legal-help/.

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, 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 receiving funding, then they meet the above requirements.

2. **Non-designated grants** (aka MPILP-funded grants) are available to University of Maryland Francis King Carey 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 Law (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 provide:

- One (1) copy of the MLSC Employer Form – Part III. Include this form (in an envelope sealed and signed by the employer) 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.
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.

APPLICATION 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.

If you are submitting more than one (1) 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 work for my sponsoring employer. If I do not work all 400 hours, my final grant total will be deducted by $10 per hour not worked. Before the final disbursement of grant funds, I will complete a testimonial describing my summer experience along with an employer certification form.

_________________________________________________________
Date

Applicant’s Signature
Note: In order to assure an anonymous selection 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.*

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<th>Contact Person:</th>
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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:

<table>
<thead>
<tr>
<th>2012</th>
<th>2013</th>
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<tbody>
<tr>
<td>Senior Attorneys</td>
<td>Staff Attorneys</td>
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<tr>
<td>Men</td>
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<tr>
<td>Women</td>
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<td></td>
<td>Senior Attorneys</td>
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<tr>
<td>Black</td>
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<td>American Indian</td>
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<td>Disabled</td>
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<tr>
<td>Asian American</td>
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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 the March 21, 2013 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 place the completed form in a sealed and signed envelope and return to the applicant for inclusion in the application packet.
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 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.

<table>
<thead>
<tr>
<th>Name of Organization:</th>
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<th>Student’s Supervisor:</th>
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1. Describe the nature of the legal work done by your organization and how it contributes to the public interest.

__________________________________________________________________________________
__________________________________________________________________________________
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__________________________________________________________________________________
2. Describe, with particularity, the job this student will be doing for your organization.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

3. Has your organization made an offer to this student and informed her/him of the exact nature of the work? ________

4. MPILP feels it is very important that the student gain valuable legal experience from this internship. Please address the following questions in your response: Who will supervise this student directly? What is that person’s position within your organization? How much supervision and feedback will the student receive and how often? How much autonomy will the student have?

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
5. Does your organization have a non-discrimination policy? _______ 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 five (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.

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 TWELVE (12) HOURS DURING THE 2012-2013 ACADEMIC YEAR (12 MPILP OR 7 MPILP + 5 OUTSIDE HOURS).

THESE HOURS MUST BE REPORTED TO THE SUMMER GRANTS COORDINATOR PRIOR TO THE DUE DATE OF THIS APPLICATION (see section 7 on pg. 3 for details).

Have you volunteered for MPILP fundraising events or service projects during the 2012-2013 academic year?

☐ YES If yes, how many hours? ______________

Please check all that apply:
☐ 1L Softball Tournament
☐ Real Food Farm
☐ Yuengs and Wings
☐ Day of Service
☐ Chili Cook-Off
☐ Book Sales
☐ Spring Auction
☐ Other: ________________________________________________

☐ NO

If you have not completed all twelve required volunteer hours at MPILP fundraising events or service projects, have you volunteered for outside service projects during the 2012-2013 academic year and documented those hours with the Summer Grants Coordinator?

☐ YES If yes, how many hours? ______________

☐ 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.

THIS APPLICATION IS SUBJECT TO THE VERACITY REQUIREMENTS OBTAINED IN THE LAW SCHOOL’S HONOR CODE.

Best of Luck!