

MARYLAND PUBLIC INTEREST LAW PROJECT, INC. (MPILP)
SUMMER 2019 GRANT APPLICATION PACKET



MPILP welcomes Summer 2019 grant applications from first- and second-year Maryland Carey Law students with offers to work at public interest organizations. The purpose of MPILP's grant program is to provide law students an opportunity to secure funding for part-time and full-time summer positions with eligible public interest law agencies.

The administrator of the Summer 2019 selection process is Chelsea VanOrden. If you have questions about the application process, you may contact her by email at mpilp.grant@gmail.com.

Applications are **due via email (mpilp.grant@gmail.com) by Saturday, April 13 at 12:00pm**. This deadline will be strictly enforced and all applications received after the deadline will be automatically disqualified.

APPLICATION SCHEDULE

Saturday, April 13

Applications are due via email (mpilp.grant@gmail.com) **no later than 12:00pm**.

Friday, May 10*

Grant recipients and alternates will be notified by email.

Monday, May 13*

Grant recipients must notify MPILP of their acceptance or denial of the grant in writing by **12:00pm** by emailing the signed acceptance letter and completed W-9 form to the Summer Grants Coordinator. Failure to submit these forms by this deadline creates an assumption that the applicant is rejecting the MPILP grant funding.

* These dates may be subject to change.

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GENERAL RULES AND GUIDELINES

1. Please be sure to read each question and the directions carefully. Failure to follow all directions exactly may result in the disqualification of your grant application.
2. **Mandatory Meeting:**

Anyone interested in applying for a grant is required to attend one of the mandatory grant information meetings held in the Fall and Spring semesters. In extremely rare circumstances, MPILP may permit a student with a legitimate reason for missing all grant meetings to apply for a grant. For more information, contact the Summer Grants Coordinator (mpilp.grant@gmail.com).
3. **Volunteer Requirement:**

Grant applicants are required to volunteer twelve (12) hours in order to be eligible for the MPILP grant. At least two (2) of these hours may be spent performing community service for an outside organization. At least seven (7) of the twelve (12) total hours must be completed doing MPILP-sponsored activities (MPILP hours). Three (3) of these 7 MPILP hours must be for canvassing. All volunteer hours must be completed prior to submission of a grant application.

Each time an applicant completes volunteer hours, he or she should complete the online Volunteer Reporting Form available through the provided link or on the MPILP website. Upon request throughout the Spring semester, the Summer Grants Coordinator will periodically email MPILP volunteers with a list of confirmed volunteer hours that have been reported through the system. MPILP executive board members will periodically send emails listing volunteer opportunities.
4. **Eligible Employment:**
 - (a) Judicial internships are not eligible for grant funding. Internships for administrative law judges (ALJs) will be considered on a case-by-case basis as they relate to MPILP's mission.
 - (b) There are no geographic restrictions for non-designated or Percival grants (please see pages 6–8 for more information on the types of grants).
 - (c) The MPILP grant selection committee DOES NOT give preference to grant opportunities based on policy-based versus direct service work.
 - (d) The MPILP grant selection committee DOES give SOME preference to work with non-profit employers over government agencies.
 - (e) Each employer agency may sponsor a maximum of THREE (3) applicants.
 - (f) A grant recipient may split his/her summer between two agencies, but is then only eligible for a non-designated grant. In such a case, the student must work a total of 400 hours between the two agencies, and must explain in his/her reason for pursuing both in his/her application.
5. **Compensated Work:**
 - (a) All applicants and grant recipients must notify the Summer Grants Coordinator as soon as they accept an outside scholarship, grant, stipend, or any compensation for the same work for which MPILP is offering a grant (whether provided by the employer or through another agency).
 - (b) Outside awards that are directed to a particular purpose or come in a form other than cash (e.g. tuition remission, travel reimbursement) will not affect one's eligibility for an MPILP grant.
 - (c) If a grant recipient accepts an outside cash award of \$1,000 or less, he/she may keep that award in addition to the full MPILP grant.
 - (d) If a grant recipient accepts an outside cash award greater than \$1,000 but less than \$6,000, MPILP will offer a total grant valued at the difference between \$6,000 and the value of the outside stipend (i.e. the student will earn a total of \$6,000). If a grant recipient accepts such a stipend after receiving an initial grant payment, the grant recipient will be required to refund MPILP for the excess payment already received.

- (e) If a grant recipient accepts an outside cash award in excess of \$6,000, the student is ineligible for an MPILP grant. A recipient who accepts such a stipend after receiving an initial grant payment must refund that money to MPILP so that the organization can fund another applicant.

6. Eligible Applicants:

- (a) Applicants must be currently enrolled in their first or second year (or third year of the evening program) at the University of Maryland Francis King Carey School of Law.
- (b) Applicants must intend to continue their legal studies at the University of Maryland. An applicant or grant recipient who elects to transfer from the school will be required to withdraw his or her application. If an MPILP grantee has decided to transfer law schools, he or she shall immediately inform MPILP of his or her decision. The student will be required to promptly return all MPILP grant money.
- i. By signing Part I of this application, the applicant grants the University of Maryland Francis King Carey School of Law permission to release his or her directory information to MPILP, which includes dates of attendance at the law school and, therefore, allows the law school to notify MPILP if the applicant has decided to transfer.

7. Anonymity:

- (a) Applicants may not reveal their identity or the identity of any other law school student except where requested on the application cover sheet.
- (b) The employer may not reveal the applicant's identity on the Employer Information part of the application.
- (c) Applicants who are members on MPILP's executive board may not reveal their status as a board member in any portion of their application, though they are permitted to discuss MPILP activities in which they were involved.
- (d) If you have questions about maintaining anonymity, please contact the Summer Grants Coordinator (mpilp.grant@gmail.com) for assistance. Failure to follow the anonymity guidelines may result in disqualification of the application.

8. Review Process:

An alumni panel will evaluate each application anonymously on five criteria:

- the student's demonstrated past commitment to poor and underserved communities,
- the student's expressed future interest in serving such communities,
- the potential positive impact that the student's proposed work for such communities, and
- the educational opportunity presented by the proposed work.

The panel's scores for each application will then be averaged, and grants will be offered to the highest scoring applications within each category (MLSC, Cy-prés, Percival, and non-designated) as funding allows.

9. Grantee Obligations:

- (a) Selected applicants must accept their offer by submitting the necessary acceptance form(s) to the Summer Grants Coordinator by the date indicated in the acceptance notice.
- (b) During the summer, each grant recipient must complete at least 400 hours of work at his assigned employer. If, for any reason, a grant recipient is unable to work all 400 hours, his/her grant will be reduced by \$12.50 per hour he/she did not work. However, the expectation of all grant recipients is that they will work ALL 400 hours, and no one should accept a grant if he/she does not expect to be able to meet that requirement.
- (c) At the end of the summer, all grant recipients are required to submit an employer-certification form (provided during the summer) and a short reflection on their summer experience.

10. Payment:

- (a) Recipients of MLSC and Cy-prés grants will be paid through their employers pursuant to each employer's policy.

(b) Recipients of Percival and non-designated grants will receive the first disbursement of grant funds (\$4,000) near mid-June 2019. They will receive a final disbursement (\$1,000) after they have satisfactorily completed their 400 hours, and submitted their employer certification form and written reflection, usually in August.

11. **Questions** about the application process should be addressed to the MPILP Summer Grants Coordinator, Chelsea VanOrden (mpilp.grant@gmail.com). **Any advice or assistance received from other MPILP officers or members is non-binding.**

12. **Deadline:**

Applications are due via email (mpilp.grant@gmail.com) by Saturday, April 13 at 12:00pm. Failure to abide by this deadline will result in the disqualification of the grant application.

STEPS TO APPLY

1. Attend one mandatory MPILP grant informational meeting, either in the Fall or in the Spring.
2. Secure a job/internship offer to work for a qualifying 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.
3. Begin the six-part application:
 - a. **Part I** is the Cover Sheet and is required for all grant applications.
 - b. **Part II** is the essay and is required for all grant applications. Write a strong essay without exceeding the page limit of five (5) double-spaced pages.
 - c. **Part III**, the MPILP Contribution Form, is required for all grant applications. Record the number of hours contributed to MPILP over the 2018-2019 academic year. 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.
 - d. **Part IV** is an Organization Certification Form required for MLSC, Percival, and non-designated grants (not Cy-prés grants).
 - e. **Part V** is the MPILP Public Interest Employer Form, required for MLSC, Percival, and non-designated grants (not Cy-prés grants). The organization must complete one form for each student to whom they offer a summer position, providing the student's job description and stating that the job opportunity is available for that particular student. If applying for a split-position (non-designated grants only), complete a Public Interest Employer Form for each prospective employer.
 - f. **Part VI** is the MLSC Public Interest Employer Form, required for MLSC grant applications only. It provides a general description of the organization's employment practices. We request that all MLSC employers/organizations complete a new employer form for Summer 2019 so that MPILP can keep its information and statistics current.

We strongly advise you to send any employer forms to your employer *as soon as possible*, and to *remind your employer of the deadline as it approaches*. Your application will not be complete without the required employer forms, and MPILP will not consider incomplete applications.

4. Please combine all relevant parts of the application into a single .doc, .docx file. The grants coordinator will make them into a pdf file once they are completed and checked for anonymity.
5. Submit completed application(s) via email to mpilp.grant@gmail.com on or before **Saturday, April 13 at 12:00pm**.

DESCRIPTION OF GRANTS

There are four types of grants: (1) MLSC grants, (2) Cy-prés grants, and (3) Robert Percival grants (referred to as “designated” grants); as well as (4) non-designated (MPILP-funded) grants. There are two types of non-designated MPILP grants. The part time grant requires 200 hours of work during the summer. Do not apply for the part time grant unless you have a part time job lined up or if you have a full time job, but only need \$2,500. The full time grant requires 400 hours of summer service. No person should apply for a full time grant if he/she will not be able to work a minimum of 400 hours. In the event that a grantee is unable to work all 400 hours, the grant will be deducted \$12.50 per each hour not worked, and that total will be subtracted from the final disbursement.

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 \$4,040 each) for positions at MLSC-funded organizations for Summer 2019. MPILP will supplement the remaining \$960 for a total \$5,000 so that all grant recipients receive the same amount of money.

The following aspects of the MPILP application process are distinctive for MLSC-funded grants:

- Students applying for an MLSC-funded grant must submit Parts I–VI 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 Parts I–VI 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 non-designated (i.e. MPILP-funded) grant.

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 link above),
- 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 VI 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 ANN., HUM. SERVS. § 11-101 *et seq.*).

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 HIV/AIDS, advocacy for survivors 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 MLSC grant will be immediately disqualified. Any recipient who is found to have engaged in these prohibited activities with their MLSC employer 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. If you are not awarded an MLSC grant, you will automatically be considered for a non-designated grant. 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, they meet the above requirements.

2. **DESIGNATED CY-PRÉS GRANTS** are available to students who wish to spend the summer working with public interest organizations that primarily *serve clients on Maryland's Eastern Shore*. Applicants interested in such a position should contact Teresa Schmiedeler in the Career Development Office (tschmiedeler@law.umaryland.edu) for information on how to apply to the employer.

Cy-prés Grant applicants need to submit Parts I–III of this application.

3. **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.

Percival Grant applicants need to submit Parts I–V of this application.

4. **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 by MPILP's fundraising efforts. Unlike the other grants, these grants can be given for part time or full time work.

The sponsoring organization must be:

- a 501(c)(3) nonprofit, or
- the government
 - For example: state's attorneys and public defender's offices
 - Please note that judicial internships are not eligible for grants. Only some internships with administrative law judges (ALJs) are eligible for grants.

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 that 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.

Non-designated grant applicants need to submit Parts I–V of this application. Note if you are applying for a part time or full time grant.

STUDENT ESSAY – PART II

This form is required for ALL grant applications.

In a maximum of five (5) double-spaced pages, explain your commitment to public interest work and why you would like to work for the agency you have selected, in particular. If you are applying to split your summer between two agencies, be sure to explain how your proposed split will work and why you want to split your time between them.

Reviewers will consider the following factors (each receiving equal weight) when evaluating applications:

- The student's demonstrated past commitment to poor and underserved communities,
- The student's expressed future interest in serving such communities,
- The potential positive impact that the student's proposed work for such communities, and
- The educational opportunity presented by the proposed work.

Please remember NOT to include your name or identifying information in your essay.

APPLICATIONS EXCEEDING THE MAXIMUM PAGE LIMIT WILL BE DISQUALIFIED.

MPILP CONTRIBUTION FORM – PART III

This form is required for ALL grant applications.

You are required to have volunteered a minimum of twelve (12) hours during the 2018-2019 academic year (a minimum of seven (7) hours must be “MPILP hours,” three of which must be for canvassing; a minimum of two (2) hours must spent performing community service).

These hours must be reported to the summer grants coordinator prior to the due date of this application via the online [Volunteer Reporting Form](#) (see “Volunteer Requirement” under the “General Rules and Guidelines, above).

A. How many total hours have you volunteered with MPILP?

B. How many total hours have you volunteered in other capacities?

The totals you record above should match the totals you have recorded using the online [Volunteer Reporting Form](#).

Failure to answer these questions will result in the disqualification of the application.

A commitment to MPILP of less than seven (7) hours, including three (3) canvassing hours, less than two (2) community service hours, or a total commitment of less than twelve (12) hours will result in the disqualification of the application.

ORGANIZATION CERTIFICATION FORM – PART IV

This form is required for ALL MLSC, Percival, and non-designated 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 inconsistent with that purpose.

For Tax-Exempt Organizations:

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:

Signature: Executive Director or Designated Supervising Attorney

For Federal or State Government Agencies:

The government officer identified below or designee hereby certifies that the sponsoring agency:

- complies with all applicable laws prohibiting participation or intervention in **political campaigns**, either directly or indirectly;
- complies with all laws applicable to the agency’s activities of **lobbying**;
- does not engage in activities that are **illegal or contrary to public policy**;

And furthermore, that the below-named student will NOT be working on behalf of a political candidate or political party or on a political campaign as part of his or her responsibilities in this position.

Name of Student:

Name of Government Agency:

Name of Government Officer:

Signature: Government Officer or Designated Supervising Attorney:

MPILP PUBLIC INTEREST EMPLOYER FORM – PART V

This form is required for ALL MLSC, Percival, and non-designated 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. 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

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. Will the student be receiving anything of value from your organization in exchange for his or her work, including but not limited to stipends and salary? If so, how much or at what rate will the student be compensated?

5. 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?

6. 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

MLSC EMPLOYER FORM – PART VI

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 with the number of staff in each category at your organization:

| | 2017 | | | 2018 | | |
|--------------|------------------|-----------------|----------------|------------------|-----------------|----------------|
| | Senior Attorneys | Staff Attorneys | Summer Interns | Senior Attorneys | Staff Attorneys | Summer Interns |
| Men | | | | | | |
| Women | | | | | | |
| Total | | | | | | |

| | 2017 | | | 2018 | | |
|-----------------------------|------------------|-----------------|----------------|------------------|-----------------|----------------|
| | Senior Attorneys | Staff Attorneys | Summer Interns | Senior Attorneys | Staff Attorneys | Summer Interns |
| Black | | | | | | |
| Hispanic/ Latino | | | | | | |
| American Indian | | | | | | |
| Disabled | | | | | | |
| Asian American | | | | | | |

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 April 12, 2019, 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