



University of Baltimore Students for Public Interest Law (UBSPI)

Summer 2014 Grant Application Packet

The purpose of the UBSPI grant program is to afford 1L and 2L law students an opportunity to secure funding for full-time positions during the summer with eligible public interest law organizations.

There are two types of grants, designated grants (DG) and non-designated grants (NDG). Depending on which organization you intern with, you will either apply for a designated or non-designated grant. DGs are funded by the Maryland Legal Services Corporation, limited to students who obtain summer employment with specific public interest employers ([click here for a link](#)). NDGs are wholly funded by UBSPI's independent fundraising efforts and are open to UB students who work in a public interest summer job not on the designated list.

Each grant will provide a sum of \$4,000.00. Grant recipients are expected to work 400 hours during the summer for which the grant is awarded (or 10 weeks at 40 hours per week).

Ellen Cobb (4L) will administer the application process for University of Baltimore students. If you have questions about the application process, you may contact Ellen by email at ellenelisabeth73@gmail.com

Applications are due in hard copy to the LCDO (Law Center First Floor, Suite B) by 5pm on **Wednesday, March 12, 2014**. Applications will be accepted beginning Monday, March 10. Late applications will not be accepted.

Please note: Applications will no longer be accepted via e-mail as in previous years.

Materials in this Packet

General Rules and Guidelines	2
Steps to Apply	3
Application Schedule	3
Description of Grants	4
Designated	4
Non-designated	6
Checklist	7
Student Application Cover Sheet	8
UBSPI Public Interest Employer Information Sheet – Part I	10
UBSPI Public Interest Employer Information Sheet – Part II	13
UBSPI Student Essay	15

General Rules and Guidelines

1. Please be sure to read carefully each question and the directions. **Failure to follow all directions exactly will result in the disqualification of your grant application.**
2. You may submit a maximum of TWO (2) different grant applications. Make sure you rank them according to your preference on the cover sheet.
3. Each employer agency may sponsor a maximum of THREE (3) applicants.
4. UBSPI uses an anonymous process to review the grant applications. Applicants may not reveal their identity except on the cover sheet. The employer may not reveal the identity of the student on Part II of the Employer Form. If you have questions about maintaining anonymity, please contact Ellen Cobb for assistance. **Failure to follow the anonymity guidelines will result in the disqualification of the application.**
5. University of Baltimore students who are selected to receive a Summer 2014 grant will be required to provide no fewer than ten (10) hours of work towards UBSPI's fundraising efforts for the 2015 auction **and** also volunteer the day of the auction. Instead of the time commitment, recipients may make a monetary donation of at least 10% of the grant amount, \$400.00. You must do one or the other. No exceptions!
6. If you are a paid employee of an agency or organization, you **cannot** receive a UBSPI grant for working at that same agency or organization. The goal of UBSPI is to allow as many students as possible to have the experience of working in public interest organizations. Please understand that this is not a penalty, but an intention to maximize the use of our limited number of grants.
7. Participation in UBSPI-sponsored activities throughout the year will contribute to your application's overall score.
8. Any questions about the application process should be addressed to the UBSPI grants administrator, Ellen Cobb (ellenelisabeth73@gmail.com). Any advice or assistance received from other UBSPI members is not binding.
8. Applications are due in hard copy to the LCDO (Law Center First Floor, Suite B) by 5pm on **Wednesday, March 12, 2014**. Applications will be accepted beginning Monday, March 10. Late applications will not be accepted.

Steps to Apply

1. Secure an offer to work for the organization and be adequately supervised by an attorney during the summer. The offer from the employer may be contingent upon funding.
2. The organization/employer must complete the *UBSPI Public Interest Employer Form*. This is a two-part form.
 - a. Part I is required for designated grant applications only. Part I is a general form describing the kind of work the organization does. In an effort to keep our information current, all employers/organizations are requested to fill out a new employer form for Summer 2014. The employer is to e-mail this form directly to Ellen Cobb at ellenelisabeth73@gmail.com.
 - b. Part II is required for both designated and non-designated grant applications. Part II of the form must be completed by the organization for each student to whom they offer a job. Part II provides the student's job description and states that the job opportunity is available for that particular student.
3. The grant applicant must complete the student essay and submit the essay with his/her final application.
4. The grant applicant must complete one (1) cover sheet (the cover sheet form is provided below).
5. Applications are due in hard copy to the LCDO (Law Center First Floor, Suite B) by **5pm on Wednesday, March 12, 2014**. Applications will be accepted at the LCDO beginning Monday, March 10.
 - Applications must be placed in a manila envelope with the applicant's name on the front
 - Please ensure that your application is printed on only ONE-SIDE of the paper
 - Use a paperclip, not staples, to fasten your application

Application Schedule

Monday, November 25, 2013	Application is released via TWEN.
Wednesday, March 12, 2014	Applications are due no later than 5:00pm to the LCDO. Applications will be accepted beginning Monday, March 10.
Tuesday, April 1, 2014	Applicants will be notified of the final decisions. (This notification date is subject to change – you will be contacted if there is a change in the date).

Description of Grants

The grants awards are \$4,000.00 for 400 hours of service. There are two types of grants: (1) designated grants and (2) non-designated grants. Where you will be interning this summer determines what type of application you must submit. There are different funding streams for designated and non-designated grants, so the application process is slightly different.

1. **Designated grants** are made possible through the generous support of the Maryland Legal Services Corporation (MLSC).

IF YOUR ORGANIZATION IS ON THIS LIST, YOU MUST APPLY FOR A DESIGNATED GRANT. For links to each organization's website, please visit: <http://mlsc.org/legal-help/>

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 Public Interest Law Project
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

To qualify for a designated grant, the organization must:

- a. be an MLSC-funded organization
- b. be not-for-profit or government funded,
- c. have a proactive policy of seeking and retaining minority and women candidates 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 Parts I and II of the UBSPI Public Interest Employer Form.

All activities undertaken by an intern shall be appropriate legal services activities as permitted by the MLSC Act (Md. Code, Art. 11, §45). Examples of the type of work these groups may do include, but is 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;
- grass roots 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 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.

Mary Moore Non-designated grants are available to University of Baltimore law students working with any public interest organization not on the designated listed above. These grants are funded by UBSPI from the proceeds generated from the annual Public Interest Auction and other fundraising efforts. The number of UBSPI non-designated grants is determined by the funds raised at the annual Auction.

Because these grants are not funded by MLSC, the organization need only be a public interest/public service organization. 501(c)(3) status is not required. Please note that, while students who have secured an internship 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.

The UBSPI grant selection committee will give preference to grant opportunities within the state of Maryland. This does not mean that applicants for grants outside of the state should be discouraged from applying. If, however, there are two grant applications of equal merit, one for an in-state grant opportunity, and one for an out-of-state grant opportunity, preference will be given to the application for the in-state opportunity.

Also, there will be a preference to award grants to students who have not received UBSPI or MLSC grants in the past. This does not mean that previous grant recipients should be discouraged from applying. If, however, there are two grant applications of equal merit, one for applicant who has received a grant in the past, and one who has never received a grant, preference will be given to the applicant who has never received a grant.

Please note that judicial clerkships are not eligible to receive grant funding.

Checklist

Each designated grant application must contain the following:

- Student Application Cover Sheet
- Part II of the UBSPI Public Interest Employer Form
- Student Essay

Remember to have your employer send:

- One (1) UBSPI Public Interest Employer Form – Part I directly to ellenelisabeth73@gmail.com by March 12. DO NOT include this form in your final application packet.

Each non-designated grant application must contain the following:

- Student Application Cover Sheet
- Part II of the UBSPI Public Interest Employer Form
- Student Essay

UBSPI STUDENT APPLICATION COVER SHEET

ID Number
(leave blank)

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

Applicant Information

Name: _____ Social Security Number: _____

Address: _____

Telephone: _____

Email: _____

Please list below any UBSPI sponsored activities or fundraising efforts that you participated in this year: *(Participating in UBSPI activities will contribute to your application's overall score)*

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)

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, perform no less than 10 hours of work towards UBSPI fundraising efforts for the 2015 auction, volunteer the day of the auction, and write a short testimonial about my internship experience.

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.

UBSPI PUBLIC INTEREST EMPLOYER FORM - PART I

GENERAL ELIGIBILITY INFORMATION

This form is required for designated grant applications only. Please have your employer fill it out and return it via e-mail to UBSPi (ellenelisabeth73@gmail.com) by March 12.

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

Name of Organization: _____

Address: _____

Telephone: _____

Contact Person: _____

1. Describe the nature of the legal work done by your organization and how it contributes to the public interest. Feel free to attach any relevant information. (This information will not be read by the reviewing committee.)

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

3. Do you have a proactive policy of seeking and retaining minority and women candidates?

4. Please fill out the following chart:

	2012			2013		
	Senior Attorneys	Staff Attorneys	Summer Interns	Senior Attorneys	Staff Attorneys	Summer Interns
Men						
Women						
Totals						
Black						
Asian Am.						
Hispanic						
Am. Indian						
Disabled						

5. How many positions do you have available? _____

6. In addition to receiving funds from MLSC, UBSPI fundraise for summer grants through our respective annual goods and services auctions. Would you be willing to support UBSPI by assisting us with coordinating next years' auctions or by making a donation?

7. 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. The form must be received by March 12 at 5 pm. E-mail to ellenelisabeth73@gmail.com. In the subject line, please type the applicants name and the name of your organization.

UBSPI PUBLIC INTEREST EMPLOYER FORM - PART II

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, each agency/employer is asked to be selective in the amount of information that accompanies this application. Please limit the answers to the space provided.

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

Name of the Organization: _____

Address:

Telephone: _____

Name of Student's Supervisor: _____

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

- [illegible]

Date _____

UBSPI STUDENT ESSAY

In four (4) 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 that your proposed work will help further the public interest and your career goals. This can be done by:

- discussing how and/or why you became interested in the work you are proposing;
- clearly stating how you and your career 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

**ANY APPLICATION THAT EXCEEDS THE MAXIMUM PAGE LIMIT
WILL BE DISQUALIFIED.**

PLEASE FORMAT YOUR ESSAY IN 12pt. Times New Roman Font, Double-spaced, one-inch margins

**ANY APPLICATION THAT DOES NOT ADHERE TO THE REQUIRED STYLE WILL
BE DISQUALIFIED**