

# Tulane Public Interest Law Foundation Summer Grant Application Packet

Please take this application seriously. The Grant Panels and the Grant Funding Committee consider the quality of your application.

Before continuing to fill out this application, at a minimum, you must:

1. Be a dues-paying member of PILF who has volunteered in PILF fund-raising activities (e.g., breakfast table, faculty lounge, Street Law, auction).
2. Be planning on working for a qualifying public interest organization for a **minimum of six weeks**.

Please visit PILF's website, <http://www.law.tulane.edu/tlsOrgs/pilf/>, and consult the document "Grant Eligibility Requirements, Application Procedures, and Selection and Funding Criteria" for complete PILF grant guidelines.

## **Summer 2010 PILF Grant Application Timeline:**

Grant applications due:	Monday, April 5, 2010 (5:00pm, Room 263)
Interviews:	Wednesday, Thursday, and Sunday, April 7-8, and 11, 2010
Notification to recipients:	Friday, April 23, 2010
Disbursement of funds:	No earlier than late May 2010

\*PILF will notify applicants of the Grant Selection Committee's decision by email.  
\*PILF reserves the right to keep some applications under consideration beyond the date of notification, as additional funds may become available.

If you receive a grant, you must see Cathy Dunn in room 232B to fill out University paperwork. The University may not disburse your grant funds until late May, so to avoid unnecessary delay, please make sure that you complete all paperwork correctly and in a timely manner.

## CHECKLIST

Completed applications consist of **three** stapled copies of the following items placed in an envelope labeled with only your name:

- Signed checklist indicating you understand the grant application process and meet the requirements for a PILF grant award.
- Overview of the Applicant
- Brief Statement of Employment and Public Interest Involvement
  - Length: One to two pages, double-spaced
  - Please provide a statement describing your summer position, your interest in the position, and your commitment to public interest law. Feel free to include any other relevant information that you believe reviewers should know (e.g., if you have not yet heard from an employer).
- Employer Commitment Letter
  - Please ask your employer to email a copy to you and to [tulanepilf@gmail.com](mailto:tulanepilf@gmail.com).
  - The commitment letter must contain the following: a supervisor's name, the organization's name, the time frame of your position, the proposed compensation or benefits provided by the organization, and the title of your position.
  - If you have not been offered a position, you must submit a certification that you have applied to qualifying positions and that you expect to have a final decision by the Sunday before the last week of classes in the spring semester.
- Employer Good Faith Certification
  - As long as you have submitted an Employer Commitment Letter, the Good Faith Certification need not accompany your application.
  - However, PILF will not disburse your grant money until you have submitted this form, so if you do not turn it in with your application, please place it in PILF's folder in the Student Organization section in the Student Lounge as soon as possible.
- Student Good Faith Certification
- Budget Worksheet
- Résumé highlighting your public interest commitment and with your GPA removed.

**CHECKLIST – SIGNATURE PAGE**

I, \_\_\_\_\_, certify that I understand the grant application process and meet the requirements of a PILF grant award.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**OVERVIEW OF THE APPLICANT**

Applicant's Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Summer Address: \_\_\_\_\_

\_\_\_\_\_

Current Phone Number: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Best Summer Email Address: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Supervising Attorney's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Number of Weeks of Commitment: \_\_\_\_\_

Hours per Week of Commitment: \_\_\_\_\_

**EMPLOYER GOOD FAITH CERTIFICATION**

I, \_\_\_\_\_ (supervising attorney), certify:

- That my organization, \_\_\_\_\_, has engaged \_\_\_\_\_ (student) to work during the summer of 2010 at \_\_\_\_\_ hours per week for a period of \_\_\_\_\_ weeks;
- That the student’s work will be legal in nature; and
- That my organization will provide the student with summer funding in the amount of \$\_\_\_\_\_ per week/month/summer and/or the following benefits (e.g., public transit subsidy) \_\_\_\_\_.

OR That my organization will be providing no funding or benefits to the student (check here)  .

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

**NOTE TO EMPLOYERS**

Thank you for completing this form and employing this Tulane Law School student. The Tulane Public Interest Law Foundation requires students to fill out this certification so they can be eligible to receive a grant. If you have any questions about this certification form or the Tulane Public Interest Law Foundation, please contact us at: [tulanepilf@gmail.com](mailto:tulanepilf@gmail.com). You can also visit our website, <http://www.law.tulane.edu/tlsOrgs/pilf/>, to learn more about our organization and the current student leadership.

**STUDENT GOOD FAITH CERTIFICATION**

I, \_\_\_\_\_, certify that I am able to provide  
\$ \_\_\_\_\_ per day/week/month for my summer employment.

[This amount includes, but is not limited to, any stipend from your public interest job, any expected payment from other summer employment, and any other available funds that you may have.]

-OR-

I, \_\_\_\_\_, certify that I am UNABLE to  
provide any alternative funding for my summer employment.

-AND-

I have explored the following alternative funding sources:

Name of funding source    Date you applied    Date you expect notification

- 1.
- 2.
- 3.

I realize that providing false information on this form constitutes a violation of the Tulane University Code of Student Conduct. I acknowledge that I am obligated to report any material changes to my employment or funding status, regardless of when they may occur, to the current president of PILF, who reserves the right to request that I return my PILF funding. I understand that PILF may report any violation of this duty to the University.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## BUDGET WORKSHEET

State and city of employment: \_\_\_\_\_

Cost of airfare or transportation to that state/city: \_\_\_\_\_

If your family lives in the same place you will be working, will you be living with them? Provide any relevant information. PILF encourages you to keep your costs down by living with family or friends, but understands that this is not always possible. If you wish not to disclose this information, skip this question.

\_\_\_\_\_

\_\_\_\_\_

**Please fill out the worksheet below OR attach your own in a similar format. The Grant Selection Committee will use this to get an overview of your reasonable summer needs.**

Expense	Monthly Cost	Number of Months	Total
Rent			
Transportation to and from Work			
Food			
+Electricity			
+Water	+		
+Trash	+		
+Internet	+		
=Utilities total	=		
Other Expenses (please itemize)			

Total costs: \$\_\_\_\_\_ MINUS Total Amount of Contribution: \$\_\_\_\_\_ EQUALS  
 Total Amount Requested \$\_\_\_\_\_