



KING HALL LEGAL FOUNDATION

UNIVERSITY OF CALIFORNIA, DAVIS | SCHOOL OF LAW
400 MRAK HALL DRIVE, DAVIS, CA 95616

APPLICATION FOR SUMMER 2014 PUBLIC INTEREST FELLOWSHIP

I. MISSION STATEMENT

The King Hall Legal Foundation (KHLF) is a 501(c)(3) non-profit organization dedicated to increasing equal access of underserved populations to justice. The Foundation funds public interest work undertaken by King Hall students.

II. SUMMER PUBLIC INTEREST FELLOWSHIP PROGRAM

The fellowship program consists of grants awarded to eligible first and second year law students for otherwise unpaid summer legal work in the public interest sector. The grants are for 400 hours of public interest legal work at qualifying organizations.

Types of Grants: KHLF administers two types of grants:

- **General Public Interest Grant** (funded by KHLF) – the number of general public interest grants awarded depends on the amount of revenue generated from Oktoberfest, the Steve Boutin Golf Tournament, the Annual Spring Auction and Day of Wages, and the number of applications. While the grant process is competitive, last year, KHLF was able to fund 10 projects, including the Mabie-Appallas/LSNC Public Interest Law Grant.
- **Mabie-Apallas/LSNC Public Interest Law Grant** (generously funded by the Mabie-Apallas Endowment) – one or more students who have a confirmed internship with Legal Services of Northern California, max award \$4,400.

Please note that the application process is the same for all programs. Students need not specify the grant type in their application. Every application will be evaluated for eligibility for each of the grant types. The availability of specific funds for work at LSNC will not preclude KHLF from awarding general public interest grants for work in this area.

III. ELIGIBILITY

To be *eligible* to apply for a grant, you must:

- 1) Be a KHLF member whose dues (\$20.00) are paid by the deadline of March 31, 2014.
- 2) Be a 1L or 2L who has not previously received a KHLF grant.
- 3) Volunteer 20 hours of time with KHLF. The volunteer work must be properly documented. 5 hours must be completed at the KHLF Charity Auction on February 7, 2014. At least 15 of the 20 hours must be with a solicitation committee, whose leader will confirm your eligibility for a grant.
- 4) Volunteer five hours of time at a qualifying legal aid provider or otherwise approved organization and submit form prior to or with application.



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IV. SPONSORING ORGANIZATIONS

In order to apply for a grant, you must find a job with a qualifying organization. Applicants may work for any public interest 501(c)(3) organization or public defender's office. KHLF will also fund work for some governmental agencies and departments or public interest centered private organizations. The work done at the governmental agency or private organization must be similar to the work that would be done by a qualifying nonprofit organization. If you are applying for a KHLF grant to work for a governmental or private organization, you should demonstrate that the organization provides critical legal services that are not currently served by private nonprofit organizations. You must also explain how the work will further the mission of KHLF, as listed at the beginning of this application. KHLF will not award a summer grant for a position at a District Attorney's Office or a clerkship with a judge.

KHLF funds the project and evaluates projects in light of the criteria mentioned in Section VI. The following list includes some organizations where KHLF has funded projects for students to work over the past few years:

- Alliance for Children's Rights, Los Angeles
- Public Law Center, Santa Ana, CA
- Human Rights Watch, New York, NY
- California Rural Legal Assistance
- The UN Criminal Tribunal for Rwanda
- Legal Services of Northern California: Sac, Woodland, Health Rights Hotline
- Bay Area Legal Aid
- ACLU, New York, NY
- San Francisco Human Rights Commission
- California Appellate Project
- Asian American Legal Defense & Education Fund
- Women's Legal Defense Fund, Washington, D.C.
- ACLU's National Immigrants' Rights Project, San Francisco
- National Health Law Program
- Center for Justice and International Law
- Northern California Lawyers for Civil Justice, Sacramento
- East Bay Community Law Center
- Legal Services for Prisoners with Children

V. HOURS AND PAY

- **Amount:** Applicants may request up to \$4,400 for the summer. The requested amount must be included in the proposal. Students should request a lesser amount if they plan to work less than 400 hours during the summer. The hourly rate for the grant position is \$11.00/hour. This policy ensures that KHLF is able to provide fellowships for the greatest number of applicants possible.
- **Work Study:** Work-study is a state and/or federally funded program where the employer and the government split the applicant's salary. Work-study eligibility does not affect the amount of your grant. It provides that the government and KHLF each pay half of your grant. Please check with financial aid to see if you are eligible for summer work-study and consult KHLF for administration details.
- **Hours:** The \$4,400 grant is for 400 hours of public interest legal work at \$11.00 per hour. Recipients are expected to work ten 40-hour weeks over the summer, unless otherwise requested in the application. Hours not worked will not be paid. This includes hours not worked due to illness, vacation, lunch, and national holidays. If you work less than 400 hours, KHLF will seek a refund of the grant amount equal to \$11.00 per hour not worked.



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- **Other Funding:** Applicants must disclose all sources of funding for their summer work, pending and secured.
 - Sponsoring organizations may provide applicants with no more than 25 percent of the grant amount in the form of stipends, wages, etc. (e.g., maximum stipend of \$1,100 for a \$4,400 grant). If an organization is able to provide more than 25 percent, KHLF will reduce the amount of the KHLF grant proportionally in order to maximize the amount of public interest work it can fund.
 - We encourage applicants to seek additional funding outside of KHLF. Applicants may seek additional funding from outside sources (i.e., funds that are not from the applicant's sponsoring organization.) Total funding (including the KHLF grant) over \$6,000 will reduce the amount of the KHLF grant accordingly. All secured and pending outside funding **must** be reported on the application and/or when notified.

VI. SELECTION PROCESS

Each applicant's proposal is evaluated anonymously by a selection committee. This committee will be composed of former members of KHLF's Board of Directors, former KHLF grant recipients, and King Hall faculty members. The KHLF Board of Directors has developed the selection criteria below in accordance with the organization's mission. KHLF awards grants to those applicants receiving the highest overall scores tallied from each of the members of the selection committee.

Applicants are not required to create a specific summer project(s) with the sponsoring organization. However, proposals that do include well defined project(s) have tended to receive high scores from the committee. It is up to the applicant to decide whether to create a project with the employer.

The organization, specificity, and clarity of the proposal are taken into account in the evaluation process. The process also considers the applicant's ability to successfully meet the requirements of the specific project, as demonstrated by knowledge and commitment to the issues in the project or to public interest work in general, as well as a showing of any specific skills needed to complete the project.

Some Criteria Considered Include:

1. Magnitude and character of the unfulfilled legal need addressed by the work. Factors include:
 - Demographics of the target population the work will serve;
 - Immediacy of the problems and issues addressed by the work;
 - Connection between the work and a disadvantaged or underrepresented interest;
 - Importance of the policies the work seeks to address.
2. Extent to which the unfulfilled legal need will be met by the proposal. Factors to consider include:
 - Objectives and goals of the work;
 - Specific ways in which the work will meet this unfulfilled legal need;
 - Whether this work enhances, competes with or duplicates similar work in the community;
 - The impact or harm if the work goes unfunded.
3. Sponsoring organization. Factors to consider include:
 - Ability to provide supervision and a suitable work environment;
 - Organization's role in serving the population or addressing the issue;



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- For government or private work, the degree to which the organization provides critical services that are not currently served by a private nonprofit organization.
- 4. Any experience necessary for the applicant to successfully complete the work including:
 - Knowledge or experience with the specific issues addressed in the work;
 - General public interest experience that would bolster the success of the work;
 - Language, technical or other skills necessary for the success of the work.
- 5. Proposal's organization, clarity, thoroughness and ability to distinguish itself from similar proposals.
- 6. Any other factors the grant committee deems necessary to evaluate the application.

A Note on Direct Service, Public Defenders and Environmental Projects: The Grant Selection committee will attempt to evaluate direct service work and policy work similarly. Additionally, environmental work is evaluated on par with other legal projects. The Committee will take the entire application into account and assess the proposals according to the criteria above.

VII. GRANT REQUIREMENTS

- Grantee must complete and submit a final grant report to KHLF by Monday, September 12, 2014.
- Sponsoring organization must complete and submit a final report to KHLF by September 19, 2014.
- Grantee must adhere to a Grant Award Contract between grantee and KHLF. This contract will require the grantee to:
 - Work the number of hours for which grantee has been funded;
 - Submit a report documenting the summer work experience (final report);
 - Disclose sources and amounts of all other funding;
 - Be responsible for any tax consequences of their funding;
 - Pay back grant funds if they do not conform to all requirements of the contract.

VIII. APPLICATION DEADLINE

Applications are due by 5:00 PM on Monday, March 31, 2014. **Late or incomplete applications will not be considered.**

Applications must be turned in to the KHLF Mailbox, located in the Faculty Mail Room, and accessible through the receptionist in the Dean's Suite. Please note that the Dean's Suite is closed on the weekends. The office will be open, with a staff member available to accept applications, during regular business hours from 9:00 AM to 5:00 PM.

Your proposal will be assigned an anonymous number. Since the selection committee will conduct blind evaluations, DO NOT put your name on your proposal, except for the attached cover sheet. Also, ask your sponsoring organization to refer to you only as "grant applicant" in their sponsoring letter. KHLF board members should NOT put that information in their grant applications.



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KHLF expects to notify applicants of the results, including wait-list ranking if any, on or before Friday, April 11, 2014.

Note: Successful sample applications from previous years are available on KHLF's smartsite. If you have questions, please contact Jake Leraul (djleraul@ucdavis.edu) or Tyler Maffia (tsmaffia@ucdavis.edu).

IX. FORMAT AND NUMBER OF COPIES TO SUBMIT

Applications should be in the following format:

- 12 point font
- 1-inch margins
- Double-spaced
- As a reminder, **DO NOT** mention your name or KHLF Board affiliation anywhere on your application, **except for** the Application Form. **Applicants** have the responsibility of assuring that their sponsoring organizations comply with these guidelines in writing the letter of support. If a letter of support contains an applicant's name, the letter may be removed from the application packet and not considered by the committee.

Please submit the original plus **five (5) copies, stapled.**



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Summer 2014 KHLF Public Interest Fellowship Program Application Form

NAME: _____ CLASS: _____
ADDRESS: _____
EMAIL: _____
TELEPHONE: _____

SPONSORING ORGANIZATION INFORMATION

NAME: _____
CONTACT/SUPERVISING ATTORNEY: _____
TELEPHONE (INCLUDE AREA CODE): _____
ADDRESS: _____

ARE YOU AND YOUR SPONSORING ORGANIZATION ELIGIBLE FOR THE WORK-STUDY PROGRAM? YES NO

OTHER FUNDING (Include source, amount, and date known if pending – use an extra sheet if necessary)

PENDING: _____
SECURED: _____

CERTIFICATION

By signing below, I certify that all of the information contained in this packet is accurate and true to the best of my knowledge. If I apply for additional grants and if I receive any outside funding for summer 2014, I will provide notice to the King Hall Legal Foundation, by contacting Jake Leraul (djleraul@ucdavis.edu) or Tyler Maffia (tsmaffia@ucdavis.edu), any time after applying for the grant or within 5 days of notification of the award of a grant.

Name (Print)

Signature

Date

The following application materials will be reviewed by the selection committee, which will conduct a blind evaluation of the applications.

DO NOT PUT YOUR NAME OR KHLF BOARD AFFILIATION ON THE REST OF YOUR APPLICATION.

PLEASE ATTACH:

1. A 2-4 page grant proposal describing the summer work you have planned;
2. A personal statement no more than 2 pages in length describing your interest and/or commitment to the issues addressed in your grant proposal as well as any training or skills needed to complete the work successfully; and
3. A letter from the sponsoring organization confirming its interest in and support for your work proposal. Ask the organization not to include your name on this letter, but to refer to you as “the grant applicant.”
4. Optional: You may attach a “Statement of Financial Need” describing your financial need for a KHLF Summer Grant. If included, it must not exceed 200 words.

Please note that failure to comply with formatting, page, or word limitations will result the omission of any pages over the limit.