



UW PUBLIC INTEREST LAW ASSOCIATION
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PILA Grant Application 2019-2020

The PILA Grant Application packet contains the following:

1. Deadlines
2. How to Apply
3. Eligibility Requirements & Qualifying Projects
4. PILA Mission & Grant Program
5. Selection Process
6. Sample Grant Recipient Agreement
7. Sample PILA Grant Committee Application Evaluation Worksheet
8. Applicant Identification Sheet

Please read the entire packet before starting your application. Pay special attention to the deadlines and application requirements. No late applications will be accepted. Applications that do not meet the application requirements (required documents and document order) will not be accepted. No exceptions will be made.

DEADLINES

Grant applications are due no later than **4:00 p.m. on Monday, May 6, 2019**. Applications must be submitted to **Academic Services** in **Room 361**, UW School of Law. To ensure anonymity, please **do not** turn in your application to Career Services or to the PILA office.

The Grant Selection Committee intends to make final determinations swiftly. All applicants will be notified swiftly following PILA's fundraising event (after May 23rd) about whether their proposed project will be funded. Please do not reach out beforehand to ask about the status of your application.

HOW TO APPLY

Application Contents

1. **Applicant Identification Sheet.** This is the one document you submit that should have your name on it. It should be the first page of the first copy of your application only.
 - a. **Note:** The Applicant Identification Sheet can be found on the next to last page (pg 10) of this application packet.
2. **Sponsorship Form:** Complete and submit the attached form which includes your internship dates and contact information for your host organization.
3. **Resume.** The applicant's name and other obviously identifying information must be redacted from the resume.
4. **Project Proposal.** The Project Proposal must be no more than 500 words (2 double-spaced pages). The proposal should generally describe the proposed project in the applicant's words and provide information regarding the applicant's commitment to public service. The proposal should specifically address most, if not all, of the following points:
 - a. How the project will benefit an underserved or inadequately-served community. Describe the impact of the project and how the project provides a tangible benefit to the community it is intended to serve.
 - b. The applicant's proposed responsibilities and role in the project, and the extent to which the project relates to the applicant's career goals..
 - c. The applicant's personal commitment to public service and public interest law.
 - d. How the project embodies the goals and mission of PILA.
 - e. Any special considerations regarding the applicant's financial need.

The Committee evaluates all applications anonymously. Applicants must completely redact their names from all documents they submit, except for the Applicant Identification Sheet.

Applications with applicants' names on them will be returned to the applicant and may not be considered.

Applications should be submitted as a single, compiled PDF file with the materials in this order: 1) Applicant Identification Sheet; 2) Sponsorship Form; 3) Resume; and 4) Project Proposal.

If the applicant fails to provide any of these documents the application shall be considered

incomplete and may be rejected.

WHO MAY APPLY FOR A PILA GRANT?

General eligibility requirement. Any University of Washington law student who will have completed at least one year of law school (45 credits) by the time the proposed project begins is eligible to apply for a PILA Grant. Additionally, the student must be a continuing student who will be at the law school for at least two quarters subsequent to the quarter in which they receive a PILA grant. The proposed project cannot be funded by the host organization, and the applicant may not be receiving other sources of funding for their project. This general eligibility requirement is subject to the following exceptions:

- Gates Scholars are *not eligible*.
- Students who helped compile the Grant Selection Committee are *not eligible*.
- Students on the PILA Board of Directors *are* eligible.

Externship credit. Students cannot apply hours earned under a PILA grant to an externship requirement, and vice versa. If you will be taking externship credits, please do not apply for a PILA Grant.

QUALIFYING PROJECTS

PILA Grants are awarded to fund projects that serve the public interest and provide a tangible benefit to a community. Grant proposals should describe projects that advance the concepts of justice, equity, and the public good on behalf of individuals and causes seldom or inadequately served. Projects should embody PILA's goals and values. (See PILA's mission statement, available at www.pilauw.org). Funding is limited to students working at a non-profit organizations or government agencies.

Political campaigns and lobbying. Due to state restrictions on use of gift funds, work on behalf of any political campaign or lobbying effort will not qualify for PILA funding.

PILA MISSION STATEMENT

The University of Washington Public Interest Law Association (PILA) is a student-run organization dedicated to the promotion of legal work that serves the public and improves the quality of life for individuals in our community and elsewhere.

To this end, PILA raises awareness about the need for and rewards of pro bono and full-time

public interest legal work, advocates for public interest legal training, and creates opportunities for law students and attorneys to combine their legal skills with passion and optimism in jobs that exemplify lawyers' capacity to make a difference.

PILA GRANT PROGRAM

Each year PILA awards grants to UW law students pursuing their passion for public interest legal work. PILA raises the majority of its funds at an annual benefit even. An independent Grant Selection Committee decides the number of grants to be awarded based on the quality of applications and the amount of funds available for distribution. The Grant Selection Committee consists of two faculty members, two legal practitioners, and two UW Law alumni. Grants will be awarded to students undertaking public interest work during the summer of 2019.

Grant Amounts and Hours

PILA Grant recipients will receive an award of \$5,000 for a minimum of 350 hours worked on the proposed project.

Form and manner of payment. PILA will issue grant awards in the form of a check to recipients upon receipt of the recipient's signed Grant Recipient Agreement. The check will cover the entire amount of the grant.

SELECTION PROCESS

The PILA Grant Selection Committee determines which applicants shall receive grants. The Committee is comprised of two faculty member, two legal practitioner from the community, and two UW Law alumni. The members serving on the Committee will evaluate grant applications anonymously, meaning they will have no knowledge of who the applicants are. Although responsible for assembling the Committee, the PILA Board has no representation or influence on the Committee.

Each Committee member will review all grant proposals, evaluating each applicant's proposed project and impact, demonstrated commitment to public service, and level of financial need. Committee members will rank applications individually, and then convene to discuss their rankings and make final determinations. Beginning with the highest-ranked proposal, PILA funds will be distributed to eligible applicants until no further PILA funding or eligible proposals are available – this will depend on the Committee's rankings, the number and type of grants that the

pool of applicants requests, and the size of the grant fund.

The Committee seeks a diversity of projects and will not discriminate on the basis of race, religion, national origin, gender, sexual orientation, disability, or age. Academic standing will not be considered in evaluating grant applications.

When making its decisions the Committee will use the evaluation criteria on the PILA Grant Application Evaluation Worksheet (see below). Applicants should consider addressing these criteria in their project proposals.

SAMPLE GRANT RECIPIENT AGREEMENT

Students who are awarded PILA Grant funds must sign a Grant Recipient Agreement similar to this one before any funds will be disbursed. In doing so, the student agrees to the following conditions:

1. Grant recipients must work a minimum of 350 hours.
2. Grant recipients must not be receiving funding for their project from an additional source.
3. The entire time requirement must be met in one quarter. Recipients may elect to work Summer Quarter 2019, Fall Quarter 2019, Winter Quarter 2020, or Spring Quarter 2020.
4. Recipients must ensure that their sponsoring organizations verify completion of required work hours.
5. Grants may only be applied towards the project for which the recipient submitted an application.
6. In the event the recipient is unable to undertake or complete the proposed project due to a change in the organization, a change in the work assigned, personal issues, or any other reason(s), the student must immediately notify PILA at pila@u.washington.edu.
7. PILA may, for good cause, rescind the grant award or require full or partial repayment. Any returned grant money will be deposited in the PILA grant fund to be utilized for future grant awards.
8. Grant recipients are responsible for all applicable taxes. This includes, but is not limited to, FICA, other federal taxes, and any state taxes.
9. Grant recipients must allow a copy of their proposal to be placed on file in the Career Center for future applicants to view.
10. Grant recipients must consent to the use of their name and image for PILA publicity and may be asked by PILA's Board of Directors to speak publicly about their projects, and/or to be interviewed/recorded for relevant law school and alumni publications in connection with their projects.
11. PILA requires that grant recipients attend and assist with PILA's spring quarter fundraising event during the 2019-2020 academic year. This is a one evening commitment. Failure of a grantee to fulfill their volunteer requirement may result in partial repayment of grant funds and/or ineligibility for future PILA grants.
12. Grantees must attend a brief, mandatory meeting after recipients are announced in May to review the terms of and sign the Grant Recipient Agreement.
13. Grantees must respond promptly to any and all direct communication from the PILA

Grants Director or any other member of the PILA Board of Directors.

FOR MORE INFORMATION

1. Speak to former grant recipients as listed on the [PILA website](#).
2. Consult the binder of previous successful applications in the Career Services office.
3. Contact Alyssa Fairbanks, at fairba@uw.edu or pila@uw.edu.

PILA Grant Committee Application Evaluation Worksheet 2019-2020

Application # _____

Based on all of the application materials you have reviewed please score the following criteria. The score is intended to help you arrive at a ranking of each application received.

1. **Applicant's commitment to public interest work as evidenced by his or her previous work and/or volunteer experience, as well as applicant's career goals or asserted interest in this field.**

Please score on a scale of 1 – 10, with 10 being the highest. _____

2. **The extent to which the project's goals specifically require public interest students/applicants in order to be accomplished.**

Please score on a scale of 1 – 10, with 10 being the highest. _____

3. **The extent to which the project will benefit the community to be served or impact the problem to be solved.**

Please score on a scale of 1 – 10, with 10 being the highest. _____

4. **The extent to which the project supports and furthers PILA's Values. For example, using the law as a tool for social change; giving back to the community; promoting accessibility of the legal system.**

Please score on a scale of 1 – 10, with 10 being the highest. _____

5. **The extent to which the project serves a population or a field of law that is underrepresented in the community at large or relative to other applications.**

Please score on a scale of 1 – 10, with 10 being the highest. _____

6. **The applicant's indicated financial need for fellowship funds.**

Please score on a scale of 1 – 5, with 5 being the highest. _____

TOTAL:

After computing an individual score for each application, rank all the applications based on total points, with 1 being highest priority for grant funding. In the case of a tie, reevaluate the applications and resolve the tie.

Initial Ranking: _____

Final Ranking: _____

PILA GRANT APPLICANT IDENTIFICATION SHEET

Personal Information

Name: _____ Email Address: _____

Address: _____

Phone Number: _____ Quarter of Proposed Project (circle one):

Expected graduation date: _____ SU 2019 AU 2019 WI 2020 SP 2020

SPONSORSHIP FORM

Sponsoring Organization:

Organization Name: _____

Organization Address: _____

Organization Phone Number: _____

Organization Contact Person (Name and Title): _____

Project/Internship Dates: _____

**PILA reserves the right to contact organization to confirm project details.*

Official Use Only: Applicant ID
Code _____