



2010 QLaw Foundation Summer Grant Program

Dear Applicant:

Thank you for your interest in the QLaw Foundation Summer Grant Program.

The GLBT Bar Association of Washington Foundation ("QLAW Foundation") is a 501(c)3 non-profit organization dedicated to serving the gay, lesbian, bisexual or transgender (GLBT) community and/or people living with HIV/AIDS.

The QLaw Foundation Summer Grant Program funds innovative public interest projects that benefit the gay, lesbian bisexual or transgender (GLBT) community and/or people living with HIV/AIDS. The award consists of a maximum of \$5000 for 10 full time, 40 hour weeks.

The goal of the QLaw Foundation grant program is to ensure that unmet legal needs are recognized and prioritized on an on-going basis and that the next generation of legal advocates for GLBT rights develops the critical skills necessary to develop careers in the public interest.

Applicants

QLAW welcomes applications from all law students seeking summer internships supporting GLBT rights or the rights of persons living with HIV/AIDS.

The QLaw Foundation will give preference to applicants:

- Having a demonstrated interest in and commitment to GLBT rights and/or the rights of persons living with HIV/AIDS and
- Who currently attend a Washington State law school, seek an internship in Washington State, or propose a project benefiting Washington State residents.

Projects Funded

QLAW Foundation Summer Grant funds must be used for public interest law projects that benefit the gay, lesbian bisexual or transgender (“GLBT”) community and/or people living with HIV/AIDS.

QLaw Foundation Summer Grants may not be used for lobbying activities or non-legal administrative work.

Sponsoring Organizations

The sponsoring organization must be:

- An existing 501(c)(3) tax-exempt organization or
- A government agency

The supervising attorney(s) must be:

- Willing to commit to providing the applicant with ongoing supervision throughout the course of the internship.

Questions

If you have any questions or comments regarding the application or selection process for the program, please feel free to contact the QLAW Foundation Summer Grant Coordinator:

James Spencer
james@spenceranderson.com
(206) 328-8048

The Summer Grant Coordinator will be available to assist you and your potential sponsor with the application process. To promote objectivity in the selection process (prior to applicant interviews), the Coordinator will not be on the selection committee and all applicant and sponsor contacts with the Coordinator will remain anonymous.

Best Regards,

QLAW Foundation Summer Grant Committee 2010

QLAW Foundation Summer Grant Program Application Instructions & Information

Applicant Eligibility Criteria

- All currently enrolled law students in good standing at their schools who seek summer internships promoting GLBT rights or the rights of persons living with HIV/AIDS.
- QLaw will give preference to applicants who:
 - Have a demonstrated interest in and commitment to GLBT rights and/or the rights of persons living with HIV/AIDS and
 - Currently attend a Washington State law school, seek an internship in Washington State, or propose a project benefiting Washington State residents.
- Grade point average and class rank are not considered in the selection process.
- No applicant will be discriminated against based upon sex, color, race, religion, national or ethnic origin, marital status, language, sexual orientation, gender expression or identity, age, disability, or veteran status.

Sponsor Eligibility

- The sponsor must be a 501(c)(3) tax-exempt organization or a government agency.
- The sponsor must have at least one attorney qualified and able to supervise the applicant and the attorney must commit to providing the applicant with ongoing supervision throughout the course of the internship.
- The sponsor must be able to provide substantive legal experiences for the applicant. Grants will not be awarded for internships that do not promote the development of legal skills.
- The sponsor must submit a **Sponsor Profile** (attached) before the applicant will be considered for selection.
- For sponsor ideas and contact information see the **Potential Sponsor List** at www.qlaw.org under the "QLAW Foundation" and "Summer Grant Program" tabs. This list is continuously being updated and new potential sponsors may be added during the

application process. Applicants are not limited to the potential sponsors listed, but may contact and work with any qualifying sponsor organization.

Selection Criteria

It is the QLaw Foundation's goal to provide grants to all qualified, committed, applicants. Unfortunately, limited funds prevent the realization of that goal. The QLaw Foundation Summer Grant Selection Committee ("Selection Committee") will consider the following criteria when making grant decisions:

- The applicant's **Project Statement**, including (1) how the applicant's proposal benefits the gay, lesbian bisexual or transgender community and/or people living with HIV/AIDS; (2) whether the applicant's proposal addresses issues that currently receive inadequate attention and/or limited representation by individuals, organizations or government bodies; (3) the applicant's demonstrated commitment to, and interest in, issues of concern to the gay, lesbian bisexual or transgender community and/or people living with HIV/AIDS.
- The applicant's satisfaction of the **Applicant Eligibility Criteria**.
- The applicant's **Resume** and **References**.
- The **Sponsor Profile** and the accomplishments of the sponsor in serving the gay, lesbian bisexual or transgender community and/or people living with HIV/AIDS.
- How well the applicant's proposal will develop his or her legal skills.

Application Process Timeline

March 19, 2010– Completed Applications due (with Sponsor Profiles) to:

James Spencer, QLaw Foundation Summer Grant Coordinator
1809 7th Avenue, Ste 1410
Seattle, WA 98101

****IMPORTANT NOTE****

COMPLETED APPLICATIONS MUST BE MAILED AND POSTMARKED ON OR BEFORE **March 19, 2010**. APPLICANTS MAY E-MAIL OR FAX THEIR APPLICATIONS IF THEY ARRANGE TO DO SO WITH THE SUMMER GRANT COORDINATOR IN ADVANCE OF THE APPLICATION DEADLINE.

March 22 – March 31, 2010 – QLAW Foundation Selection Committee conducts applicant interviews.

April 2, 2010 – Final Selection of grant recipient(s).

April 29, 2010 – Announcement of grant recipient(s) at the QLAW Annual Dinner.

Application Materials

A completed application consists of **six (6)** parts:

1) Applicant Information Form (Form attached)

- The Application Information Form will be separated from the rest of the application packet in order to have an anonymous selection process until the interview.

2) Applicant Project Statement

The application must include a Project Statement (up to 5 double spaced pages) that includes the following information:

A. Project Description:

- Describe the problem or issue which your project will address, including its target group, geographical focus, and any direct benefits to Washington State residents.
- Specify whether or not your proposal contemplates: (a) a new project that you designed, (b) a project designed by or in progress by your sponsor, or (3) general ongoing legal work being done by the sponsor.
- Discuss the impact your project is expected to have and the reason(s) you or your sponsor have chosen this type of project as an approach to the problem.

B. Overall Project Objectives:

- Describe the specific law related tasks your project will require, and the end product(s) or result(s) you expect to achieve.
- Describe how your project fits in with the sponsor's focus or mission.

C. Personal Statement:

- Describe why you want to do the proposed project/what it means to you.
- Describe your previous experience/commitment to GLBT rights and/or the rights of persons living with HIV/AIDS.
- Discuss how the project relates to your career goal

D. Schedule:

- Specify the number of full weeks you intend to work on the project and include the approximate start and end dates for your proposed project. Preference will be given to projects that are carried out over the course of 10 weeks at 40 hours a/week.
- Indicate whether the project will involve continuation of a program initiated prior to your work and whether the program will continue after your project work with the sponsor ends.

E. Other Funding:

- If you are applying for other funding, list other grants applied for and their status (e.g., granted or pending).
- If you are applying for other funding, list when you expect to receive notice of the award(s) and a telephone number and/or address for the organization you have applied to for the grant.
- If you will be paid by an organization, please indicate salary or stipend.
- If you will be receiving work study or other sources of summer income, please indicate the approximate amount expected.
- If none of the above apply, indicate that you will not be receiving other income or funding for your project.

****IMPORTANT NOTE****

- Each applicant must provide updated information regarding other project funding sources and other sources of summer income, whether or not related to the project (including work at a law firm for part of the summer).

- If you receive any additional funding or other sources of summer income after your application is submitted, it is **your obligation to inform the QLAW Foundation promptly about this updated information.**
- A QLaw representative will also contact you to confirm whether you have received additional funding prior to any grant award.
- Please carefully review the Terms and Conditions regarding funding limitations.

3) Sponsor Profile (Form attached)

- Have your sponsor fill out the attached Sponsor Profile.
- Ensure that your sponsor does not refer to you by name on the Sponsor Profile.

4) Reference List

- List two (2) references that would be willing to be contacted (include telephone numbers or other contact information).

5) Certification of Law School Enrollment (Form Attached)

- Have the appropriate official at your law school fill out the attached Certification.
- The Certification will be separated from the rest of the application packet to allow for an anonymous selection process until the Selection Committee interviews applicants.

6) Resume

- Include a current resume.
- Your name will be redacted from the copy of your resume provided to the Selection Committee to maintain an anonymous selection process until the Committee interviews applicants.

Terms and Conditions

A. Funding

- The number of QLAW Foundation Summer Grants given each year is discretionary.

- QLaw Foundation wishes to award as many grants as possible. Therefore, applicants are encouraged to seek funding from other sources, including work study and other grants.
- The QLaw Foundation Summer Grant Program will fund students up to \$500/week for ten weeks, based on a 40-hour work week. Applicants proposing to work less than full time will be considered, but the amount of the grant will be proportionally reduced.
- The QLaw Foundation Summer Grant may be used to supplement other income, as long as the total funding received for the summer internship does not exceed \$5,000. Any partial salary or income the applicant receives from the sponsor, from other grants, or from other sources (except educational scholarships and tuition reimbursements specified below) will be subtracted from the maximum award of \$5,000.
- Grant amounts will not be reduced based on educational scholarships or tuition reimbursements. Applicants are encouraged to apply for NAPIL's \$1,000 tuition reimbursement (NAPIL Applications are available at www.napil.org.)
- QLaw Foundation Summer Grants may not be used for lobbying activities under any circumstances.
- The QLaw Foundation Summer Grant Program reserves the right to modify or amend these Terms and Conditions prior to actual distribution of the Grant funds.

B. Sponsor Acceptance Letter

- Applicants do not need to have a firm offer from a sponsor at the time the application is due, but they must have a firm offer before the QLaw Grant will be awarded.
- Once a grant is awarded, the recipient's sponsor must submit an **Acceptance Letter** to the QLaw Foundation Summer Grant Coordinator:

James Spencer, QLaw Foundation Summer Grant Coordinator
 1809 7th Avenue, Ste 1410
 Seattle, WA 98101
james@spenceranderson.com

- The letter must state that (a) the applicant has accepted its offer of employment, (b) the number of weeks and the number of hours per week that the applicant will work, (c) the name of the applicant's supervisor, (d) the sponsor organization will provide

substantive, supervised, legal experiences for the applicant (as opposed to e.g., errand running or copying), and (e) grant funds will not be used for sponsor overhead expenses (such as rent, telephones, or supplies).

Recipients are required to fill out an **Evaluation Form** at the end of the internship describing the quality of the opportunity and supervision the sponsor provided.

QLAW Foundation Summer Grant Program

APPLICATION CHECKLIST

Completed Applications must be mailed and postmarked on or before: **March 19, 2010**

To be complete, your application must include all of the following:

- Applicant Information Form**
- Applicant Project Statement**
- Sponsor Profile**
- References List**
- Certification of Law School Enrollment**
- Resume**

Mail or e-mail completed applications to:

James Spencer, QLAW Foundation Summer Grant Coordinator
1809 Seventh Avenue, Suite 1410
Seattle, WA 98101
james@spenceranderson.com

QLAW Foundation Summer Grant Program

APPLICANT INFORMATION FORM

To ensure objectivity, this form will be separated from your application materials until the Selection Committee conducts applicant interviews.

Name: _____

Applicant Contact Information

Address:

Telephone Number(s):

Email:

Law School Information

Law School: _____

Current Year in School: _____

Expected Graduation Date: _____

Sponsor Information

Proposed Sponsor Organization: _____

Address:

QLAW Foundation Summer Grant Program

SPONSOR PROFILE FORM

Dear Sponsor:

Thank you for your interest in the QLAW Foundation Summer Grant Program.

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The goal of the QLAW Foundation grant program is to ensure that unmet legal needs are recognized and prioritized on an on-going basis and that the next generation of legal advocates for GLBT rights develops the critical skills necessary to develop careers in the public interest.

*****Please complete this Sponsor Profile and return it to the Applicant before March 19, 2010*****

1. SPONSOR INFORMATION

Organization Name:

Address:

Telephone & Fax Numbers:

Email:

This organization is –

- An existing 501(c)3 tax-exempt organization
- A government agency

SPONSOR PROFILE FORM (cont.)

2. SUPERVISION

Please identify the attorney(s) at your organization who will supervise the QLaw Public Interest Summer Grant Program applicant throughout the summer internship:

Name of supervising attorney(s): _____

Contact information for supervising attorney(s):

3. SPONSOR STATEMENT

Please briefly describe your organization's legal work and/or mission:

Please briefly describe your organization's accomplishments on behalf of gay, lesbian, bisexual, or transgender community and/or people living with HIV/AIDS:

4. FINANCIAL COMMITMENT

Please indicate what financial commitment, if any, the organization will make to support the applicant's summer interns.

SPONSOR PROFILE FORM (cont.)

****IMPORTANT NOTE****

The QLAW Foundation Summer Grant Program requires sponsors to provide substantive legal experiences for applicants.

5. OTHER COMMITMENT

Please indicate your organization's willingness to comply with the following provisions by initialing each item:

- This organization agrees to provide substantive legal work for the applicant.
- This organization agrees to supervise the applicant throughout the summer internship.
- This organization agrees that the applicant will not be involved in political campaigning or lobbying activities
- With respect to employment practices, this organization does not discriminate on the basis of sex, color, race, religion, national or ethnic origin, marital status, sexual orientation, gender expression or identity, age, disability, or veteran status.

Name of Person Completing this Form: _____

Signature: _____

Title: _____

Date: _____

*****Please complete this Sponsor Profile and return it to the Applicant before March 19, 2010*****

QLAW Foundation Summer Grant Program

CERTIFICATE FROM LAW SCHOOL

I, _____, with the

(name of school official)

title of _____

at the law school of _____

certify that _____ has studied law in said school,

(name of student applicant)

and is in good standing, has not been on probation, and has not been subject to academic dismissal at said school. I certify under penalty of perjury under the laws of the State of Washington that the foregoing information is complete, true, and correct.

Dated this ___ day of _____, 20__, in the city and state of

_____.

(signature of school official)