

Public Interest Project
2019-2020 Grant Application Packet

Hello Applicant:

Thank you for your interest in the Public Interest Project (“PIP”) and the PIP Summer Grant Application Process (“Application Process”). We look forward to working with you this year. PIP is a collaborative organization, and we cannot provide PIP Summer Grants without the efforts of our incredible executive board and each PIP applicant.

In response to ongoing feedback we’ve received from the PIP community, we have made slight changes to the Application Process this year. As in past years, **we are unable to guarantee funding for all of our applicants.** However, we hope that these changes will ensure that our Application Process is attainable, clear, and fair and continues to serve the public interest community on our campus.

The PIP Board has compiled this information packet (“the Applicant Packet”) which includes important information regarding the PIP Application Process. While the PIP Board is always happy to answer your questions and address your concerns, **you should always consult the Applicant Packet first.** Extra copies of the Applicant Packet, other important forms, and key deadlines, will be available on the PIP website soon at <https://sites.bu.edu/lawpip/>. In the meantime, we will be emailing out the pertinent forms.

If you find these packets do not answer your questions, feel free to email us at buslpip@gmail.com.

Best of luck with the application process,

Anna Perina & Austin Clark

Co-Presidents 2019-2020

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I. Grant Description

- PIP grants are opportunities for recipients (the “Grant Recipient”) to earn up to \$5,000 through Boston University’s Payroll system (the “Payroll System”). Grant Recipients are paid \$12.50 per hour, and these grants are capped at 400 hours of summer work. The grants are the equivalent of working forty (40) hours per week for ten (10) weeks. Grant Recipients cannot work more than 40 hours per week at any one or more BU jobs. Because PIP grants are distributed through the Payroll System, recipients must be currently enrolled in order to receive their stipends (*i.e.*, if a student transfers to another law school during the summer, they will be unenrolled from Boston University and unable to receive the remainder of their stipend).
- The grant is taxed as normal income, and recipients must submit weekly timesheets electronically to the Payroll System during their summer work. Please be aware that withholdings and other applicable taxes will be deducted from each paycheck. PIP is not responsible for reimbursing the Grant Recipient for these amounts.
- If the student does not work the maximum 400 hours, the student forfeits the right to collect the remaining balance of the grant.
 - i. Example: Steve Student works for a legislature doing domestic violence work. His bill passes faster than expected and he only works 300 hours. He may collect \$3,750 (subject to taxes). Steve may not collect money for the additional 100 hours that he did not work, and he forfeits this potential \$1,250 (subject to taxes). However, with PIP Board approval, Steve may work up to 100 hours at another public interest organization over the summer to collect the remaining \$1,250.
- If the student works over the maximum 400 hours, the student will not collect more than \$5,000.

II. Important Dates

- **October 28, 2019:** Mandatory Applicant Meeting at 1:30 PM in Room 102.
- **November 8, 2019:** [Intent-to-Apply Form](#) must be completed and submitted online by 5 PM.
- **December 3, 2019:** Alumni email outreach must be completed and documented via email.
- **January 24, 2020:** Work-Study application must be submitted to the Financial Aid Office.
- **February 7, 2020:** All Balloon Items must be turned in.
- **February 27, 2020:** 29th Annual Public Interest Project Gala and 2nd Annual Student After Party.
- **March 20, 2020:**
 - i. Written grant applications must be e-mailed to buslpip@gmail.com by 5:00 p.m.
 - ii. All PIP, Gala, and Community Service Hours must be completed and logged on Qualtrics by 5:00 p.m.
- **April 1, 2020:** Your employment confirmation letter must be emailed to buslpip@gmail.com by 5:00 p.m.

- **TBD:** All grant recipients will attend a mandatory meeting regarding grant disbursement details.
- **May 1, 2020:** All employment documents are due to the Law School Payroll department by 5:00 pm.

III. Grant Requirements

- To be eligible for a grant, an applicant must:
 - i. Complete the Intent-to-Apply Form;
 - ii. Apply for summer Work-Study through the Financial Aid Office (see Section IV);
 - iii. Secure summer employment that qualifies as “Public Interest” or “Public Service” (see Section VI);
 - iv. Perform and submit for approval the requisite number of hours via our Qualtrics site (see Section VIII);
 - v. Submit a Balloon Prize auction item (see Section IX);
 - vi. Complete the Alumni Outreach and Fundraising Requirement (see Section IX); and
 - vii. Submit a completed written application (see Section X) by emailing buslpip@gmail.com.
 - viii. Demonstrate eligibility to be added to BU’s Payroll system by completing all required documentation.
- Each Grant Requirement must be met on time or the applicant will be rendered ineligible for a PIP Grant.
- Eligibility for a grant does not guarantee a grant.
- If the number of eligible applicants exceeds the available funding, applicants will be funded in order of their ranking.

IV. Work-Study Application

- An applicant **MUST** apply for summer Work-Study through the BU Law Financial Aid Office. Work-Study forms are available in the Financial Aid Office on the 12th Floor. The work-study forms must be turned in to the Financial Aid Office on the 12th Floor by January 24th, 2020. International students are not eligible for Work-Study, and thus do not need to apply for Work-Study; however, international students must inform the PIP Board that they are ineligible for Work-Study in order to remain eligible for a PIP grant.
- Qualifying (or not qualifying) for Work-Study funding **DOES NOT** affect your chances of receiving a grant or modify the amount of money you are eligible to receive.
- Failure to apply for summer Work-Study by January 24th, 2020 renders an applicant ineligible for a PIP grant.

V. BU Payroll

- An applicant must complete and submit all the requisite documents, including Form I-9, to be eligible for enrollment in BU's payroll system. During the Spring Semester, each applicant who has not previously worked for the University must schedule a meeting time with the Law School Payroll department. More details will be sent after the Gala.
- In order to complete the requisite forms, each applicant must provide acceptable documents. More information regarding what documents are acceptable for completing Form I-9 is available at <https://www.uscis.gov/i-9-central/acceptable-documents>. The Law School Payroll department cannot accept expired documents or photocopies.
- International students are eligible to be a part of BU's payroll. However, international students who do not yet have a Social Security Number will need to apply for one. The Law School Payroll department can provide instruction on a case-by-case basis. Detailed information is also available on the ISSO website: <http://www.bu.edu/isso/employment-internships/on-campus-student-employment/>.
- Please reach out to PIP with any questions or concerns regarding Payroll enrollment at buslpip@gmail.com.

VI. Summer Employment Qualifications

- An applicant must secure a "Public Interest" or "Public Service" job, which includes the following:
 - i. Representing groups or individuals who are politically, socially, legally, or economically disadvantaged, or who face widespread discrimination;
 - ii. Working for an organization that seeks to safeguard traditionally under-protected rights, whether through strategic litigation or legislative action;
 - iii. Working for a government agency or office, if that office pursues:
 - a) Historically under-prosecuted cases or
 - b) Cases to vindicate the rights of traditionally disadvantaged or underrepresented individuals.
 - c) This includes working for the U.S. Attorney's, a district attorney's office, the attorney general's office, public defense work, etc.
 - iv. Working for an international, federal, or state government agency or office, but only if the applicant demonstrates that the proposed work with that office serves traditionally disadvantaged or underrepresented groups, individuals, or interests, or consumer interests; or
 - v. Working in a non-political capacity for:
 - a) A municipal, state, or federal legislature; or
 - b) An individual representative at the municipal, state, or federal level.
- **Exclusions:**
 - i. Judicial clerkships, research assistant positions, and political campaign jobs DO NOT qualify for PIP funding.

- ii. Furthermore, ANY position at a private law firm or in-house corporate counsel office DOES NOT qualify for PIP funding, even if you receive no pay and work strictly for the firm's pro bono clientele. This prohibition does not extend to special legal aid services or entities funded by or sponsored by law firms.
 - iii. A position working for a private bar attorney, even if you are not paid, does NOT qualify for PIP funding.
- If you have a question about whether an employer qualifies as "Public Service" or "Public Interest," please contact us at buslpip@gmail.com. We will decide if the employer qualifies. It's smart to ask before you get too far in the process!
- **Other Conditions:**
 - i. Additionally, the internship must be "non-paying." To qualify as a non-paying internship, the student must not receive a paycheck from his summer employer. Stipends from the employer are not considered paychecks, but may affect the amount of PIP funding that the student receives (see "Outside Funding" below).
 - ii. If you are awarded a grant, your employer must submit a signed Employment Confirmation Letter stating that the internship is non-paying by April 1, 2020 (see Section XIV).

VII. Outside Funding:

- Applicants must notify the PIP Board of any outside funding they receive for the summer. PIP enforces a funding cap of \$7,000, which is the maximum a recipient can receive through all funding sources. The PIP funding cap controls even if the other grants received have a higher total funding cap.
- The cap applies to all external stipends, fellowships, scholarships, grants, and any other outside income, with the exception of additional employment.
 - i. Example: In April, Robin Hood is awarded a \$5,000 PIP grant. In May, he is awarded a grant from the Sherwood Forest Bar Foundation Summer Fellowship Program for an additional \$3,000. Robin Hood will only receive a \$4,000 grant from PIP.
 - ii. Example: Mother Teresa is awarded a Rappaport Fellowship for \$7,000. She is no longer eligible to receive any funding from PIP.
- Grant Recipients **MUST** disclose to the PIP Board any additional income relevant to the funding cap, including any research assistant positions or other positions through the Payroll System. If a Grant Recipient does not inform the PIP Board within a reasonable period of time after receiving notification of the outside funding, then the PIP Board reserves the right to limit or revoke the grant.
- We also encourage Grant Recipients to discuss all sources of funding with PIP, Financial Aid, and the Payroll System prior to accepting any grant awards for the summer.
- For the purposes of calculating outside funding, named BU Law Alumni grants are equivalent to PIP grants and therefore students receiving an Alumni grant are not eligible for additional funding from PIP.

VIII. Hour Requirements

- An applicant must perform a minimum of fifteen (15) hours of service to PIP and the community, broken down as follows:
- **Community Service Hours:**
 - i. An applicant must complete a minimum of ten (10) hours of community service or *pro bono* assistance. PIP interprets “community service” broadly and does not require that the activity be pro-bono legal work, but pro-bono legal work *does* qualify as “community service.”
 - a) Be aware that not all unpaid volunteer work qualifies as “community service.”
 - b) Generally speaking, volunteer work counts as “community service” when it is part of an organized effort that directly benefits an under-served community.
 - c) Examples of what *does not* qualify include:
 - (1) Picking up trash alone on a highway.
 - (2) Working coat-check or passing out hors d’oeuvres at an event
 - d) Examples of what *does* qualify include:
 - (1) Serving meals, prepping, and cleaning in the kitchen at Rosie’s Place
 - (2) Volunteering with Habitat for Humanity
 - (3) Completing *pro bono* hours with GLAD
 - ii. If you have *any* doubts as to whether a volunteer opportunity counts as “community service,” please email buslpip@gmail.com before you commit to or complete the volunteer opportunity.
 - iii. You can receive up to five (5) bonus points for up to five (5) additional service hours in excess of the ten (10) required hours. Service hours will only be awarded for service completed between September 3, 2019 and March 20, 2020.
 - iv. *Pro Bono* Pledge hours, including *pro bono* hours earned during a spring break *pro bono* service trip, can count towards your community service hour requirement.
 - v. You must record your hours on the [PIP Qualtrics site](#). PIP reserves the right to request a letter from the organization that verifies the work you did for that organization.
- **PIP Hours:**
 - i. Applicants must complete a minimum of five (5) hours assisting the PIP organization (PIP hours) with activities other than the Gala.
 - ii. PIP Hours may also be available for participation in PIP pre-approved events pertaining to public interest legal work.
 - iii. PIP Hours must be directed, supervised, or approved by a PIP Board member. Hours must be recorded on the [PIP Qualtrics site](#).

- iv. By 5:00 p.m. on March 20, 2020, all PIP and Community Service Hours must be completed. “Completed” means finished and recorded on the [PIP Qualtrics site](#). PIP reserves the right to verify your attendance at a PIP events.
- v. No bonus points will be given for extra PIP Hours performed, but we encourage all applicants to support PIP’s efforts throughout the year.

- **BONUS HOURS: PIP Gala**

- i. This year, Applicants may be eligible for up to two (2) bonus hours for assisting with the 29th Annual PIP Gala on February 27, 2020 (*e.g.*, helping with publicity, set up and breakdown, decorations, and coat check). More details will be available in the second semester.
- The PIP Board will regularly distribute emails advising applicants of opportunities to perform PIP and Bonus Gala Hours.

IX. Outreach and Fundraising Requirements

- **Balloon Prize Donation**

- i. To support the annual PIP Gala, applicants must donate one (1) balloon item with a value of \$25 or more by February 7, 2020. The balloon item will be auctioned at the Gala and/or After Party, and proceeds will go to funding summer grants.
- ii. Examples of balloon items include gift certificates to local restaurants and other businesses, movie tickets, tours, small electronics, and other items most people would appreciate.
- iii. Applicants are *strongly encouraged* to reach out to local businesses to acquire their balloon items. The PIP E-Board will email out suggested tips and businesses who are likely to donate to assist students.
- iv. PIP reserves the right to approve and reject the balloon items donated if any are inappropriate for the event so as to create a diverse and interesting variety of prizes.

- **Alumni Outreach Requirement (NEW this year)**

- i. Applicants are also required to email assigned BU Law alumni to invite them to attend the Gala and support PIP with an online donation.
- ii. By November 11, applicants will be assigned between 5-10 alumni to contact. In coordination with BU Law’s Development & Alumni Relations Office, the PIP E-Board **will provide applicants with detailed instructions for sending the emails, including contact information for each alumni and an email template.**
- iii. Applicants must send their initial emails by December 3, 2019 (“Giving Tuesday”). Applicants must document their initial correspondence with alumni by blind copying (bcc’ing) buslpip@gmail.com and lawalum@bu.edu and checking off the alumni’s name on a master spreadsheet provided by the PIP E-Board.
- iv. Applicants are expected to complete any following communication with alumni, such as answering questions about the Gala or donating to PIP.

X. Application Essay

- Our written application will be one of the most important parts of your application this year. It is designed to look more like a real grant application that you may see in the public interest world beyond law school.
- The written application will contain the following components:
 - i. **Cover Page:** A cover page including your name, the year, and the title of the packet. This is for our tracking purposes and will be removed for grading.
 - ii. **Executive Summary:** This is a one- or two- paragraph summary of your application as a whole and why you should be a PIP Grant Recipient.
 - iii. **Personal Statement:** Why are you interested in public interest legal work? Discuss any past and present involvement in any public interest work and/or community service that you may have as well as how you plan to incorporate public interest, public service, or pro bono work into your legal career. How does your summer internship fit into your future plans? This should be about a 2-page, double spaced narrative describing your commitment to public service.
 - iv. **Organizational Background and Impact:** Tell us about the organization that you will be interning with over the summer and what type of impact you hope to have by working there. What is their mission and what kind of work do they do there? How is that office contributing to public interest/public service legal work? What are the legal needs your organization is addressing? How will your work contribute to the organization's mission? What do you hope your individual impact will be this summer? What do you hope to gain from your summer internship? How will this internship help accomplish that? This should be an approximately 2 page, double spaced narrative.
 - a) If you do not yet know where you will be interning for the summer, then you may either select one of the organizations that you applied to and answer the questions above (e.g., still in the selection process or organization you are most interested in working for) or discuss the sector of public interest law that you are focused on working in (i.e., government litigation or non-profit civil aid).
- The Written Application must be double-spaced, in 12-point Times New Roman font, with 1" margins. It must not be any longer than **seven (7) pages**. DO NOT put your name or any identifying information on anything other than your cover page. **Email your written application in PDF format to buslpip@gmail.com by March 20, 2020.**
- Per the Boston University School of Law Plagiarism Memorandum, available here: https://www.bu.edu/law/files/_restricted/entire-bu-community/plagiarism-memorandum-2015.pdf, "Boston University School of Law expects that all written work that a student submits in the course of law study, in the course of employment, **or in the course of other activities**, clearly indicates which language and ideas are the student's own work and which are taken from other sources."

- **Selection Committee:**

- i. The Selection Committee (the “Committee”) will anonymously read and grade the written applications. The Committee may be composed of members from the BU Law faculty, staff, alumni, members of the PIP Board, and practicing attorneys. Members of the PIP Board will only participate in this process if an insufficient number of faculty, staff, alumni, or practicing attorneys volunteer. This practice ensures an applicant’s essay receives a fair evaluation from multiple and diverse readers. Any member of the PIP Board who is also an applicant will be prohibited from participating in the grading process.
- ii. PIP ensures the utmost discretion in this process and impartial assessment. Committee members individually score applications, and applicants are then ranked according to their cumulative scores.

XI. Written Application Grading Rubric:

- The written application will be graded by four Committee members and receive a score from 0-60. The average of the readers’ scores will be applied to the applicant’s total score. The Committee will grade the essays using the following rubric:

Grading Category	Possible Points
<p>Executive Summary:</p> <p>The applicant has written a clear, well-drafted, and persuasive executive summary.</p>	Up to 5
<p>Personal Statement:</p> <p>The applicant demonstrated their meaningful participation in public service in the past and has discussed why they chose to participate in the particular activities they did and/or in community service in general. If the application has not participated in past public service, they have described their motivations to pursue public interest work now and in the future. Please note that a purposeful plan for future involvement can mitigate prior lack of experience.</p> <p>The applicant has also expressed a clear vision of their future service work for both the summer and in their future legal career.</p>	Up to 25
<p>Organizational Background and Impact:</p> <p>The applicant has a working knowledge of the organization (or field) that they will be working in for the summer and has described all relevant work, mission, and vision.</p>	Up to 30

The applicant has explained the full impact of that work on the community or constituents that the organization serves. The student has demonstrated an understanding and how their work will contribute to the greater organizational mission.	
Total	60

XII. Total Application Ranking:

- While the hour requirements **MUST BE** met in order to be considered for a grant, they will also be counted in the total number of points an applicant earns like any other requirement. The total amount of points earned from the following will be used to determine an applicant's ranking.
- In the event of a tie that would require one applicant to receive a grant and another applicant to be denied a grant, the Co-Presidents will ask the Selection Committee to break the tie anonymously based on the quality of the applicants' written application. This Committee will **NOT** include any members of the PIP Board.

Application Requirement	Possible Point(s) Awarded
Community Service Hours (10)	20
PIP Hours (5)	10
Balloon Prize (1)	2
Alumni Outreach Emails	4
Written Application	60
Total Possible Points	96
Potential Community Service Bonus Points (up to 5 extra hours)	10
Gala Bonus Hours	2
Exemplary Service to the Public Interest Project (over and beyond in assisting PIP with our fundraising and events, including the Gala)	5

XIII. Employment Confirmation Letter

- By 5:00 p.m. on April 1, 2020, a letter confirming the applicant has secured a qualifying job must be emailed to buslpip@gmail.com. In this letter, your employer must state the duration of the internship, the nature of the work, and confirm that the internship is unpaid. The letter must be on your employer's official letterhead and be signed by your employer. A scanned copy of the letter may be emailed by either the employer or the applicant.
- If an applicant is waitlisted for a grant the applicant must also turn in an employment letter by the deadline.
- In the event that an applicant has not received a response or does not believe that he or she will receive a response from an employer by the deadline, then the Applicant should contact the PIP Board. The PIP Board will make an extraordinary effort to fund as many applicants as possible, and will not immediately disqualify an applicant because of an employer's late response.

XIV. Final Notes

- All grant decisions are final, unless the PIP Board has cause to revoke or reduce an individual's grant per the conditions set forth within or for any other reason brought to the attention of the PIP Board. There is no appeals process.
- Applicants who are not awarded a grant may be placed on a waitlist and will be notified by the last day of classes should funds become available.

As a reminder, please email buslpip@gmail.com with any questions or concerns.

Good luck! We're happy to have you on board!