



## **APPLICATION PROCESS & DEADLINES**

Applications for Project Based Fellowships are due on **Friday, April 9, 2021 by 5:00PM EST**. All applicants will be interviewed the week of **April 26, 2021**. Decisions will be communicated to all applicants no later than **Friday, April 30, 2021**. There is a strong preference for in-person interviews, but arrangements can be made via Skype if necessary.

**Completed applications must be submitted to [fellowships@law.upenn.edu](mailto:fellowships@law.upenn.edu), in one PDF document. Late applications will not be considered.**

Applicants who are eligible will also be considered for Catalyst funding. If you do not wish to be considered for this particular source of funding, please state this in your application.

Please submit your application in **one complete PDF**, comprised of:

1. A current resume
2. A project title and brief summary of no more than 75 words that describes your project and its overall objectives.
3. A personal statement (no more than 3 double-spaced pages) that describes: your relevant experience, interests, future goals with respect to public interest work, and any other reasons the committee should consider awarding you this fellowship.
4. A description of your sponsoring organization that details its mission and work, and that describes how your work will be important to its mission. If applicable, describe any prior work in which you have engaged with the host organization.
5. A description of your project (up to 6 double-spaced pages). Please discuss why your project is important to the community you propose to serve. Tell us about any other organization that may be doing the type of work you propose, or alternatively, discuss the gap in service that currently exists in your proposed area. Please include the geographic scope of your project and why you chose it. Finally, please detail your goals for the year, including a timeline that explains the project's specific activities and reflects all phases of the project and the time you will allocate to meet your goals and achieve your expected outcomes.
6. Please answer the following questions after discussing with your host organization. *Please note: the answers to these questions should reflect a collaborative effort between you and your prospective host organization).*
  - Name of your primary supervisor.
  - How many years and what type of experience the supervisor has working in this substantive area and in managing other attorneys.
  - Whether the supervisor will be responsible for supervision of others in addition to you, and if so, how many people.
  - How often the supervisor will meet with you. Please describe the planned level of interaction between you and the supervisor.
  - State the number of total staff, including non-attorneys, in the office.
  - Please indicate what items the organization plans to provide for your physical work environment (i.e. desk, office, cubicle, computer, and phone).
  - Please provide specific plans for your training and professional development. The description may include both skills-based and substantive trainings, in addition to opportunities to serve on community coalitions or task forces, and introductions to leaders in the field. If the project represents a new practice area for the organization, describe the organization's plans to provide you with support and resources specific to the practice area.
7. One letter of support from your sponsoring organization.
8. Two letters of recommendation from professors and/or past employers, particularly those who can speak to your commitment to and experience in public service. It is preferred that letters be included in the application packet. However, letters of recommendation may be emailed directly to the Toll Public Interest Center by recommenders who wish to do so. Letters of recommendation should be addressed to:

Toll Public Interest Center Advisory Board  
3501 Sansom Street  
Philadelphia, PA 19104  
[fellowships@law.upenn.edu](mailto:fellowships@law.upenn.edu)

Please remember that any member of the faculty or administration, including the staff of the Toll Public Interest Center, the Office of Career Planning and Professionalism, and the Office of International Programs, can support you in your application because they do not participate in the selection of fellowship recipients.

Questions about this process may be directed to Neta Borshansky at [nborshan@law.upenn.edu](mailto:nborshan@law.upenn.edu) and Jamie Reisman [jreisman@law.upenn.edu](mailto:jreisman@law.upenn.edu).