



Penn Law Postgraduate Fellowship & Catalyst Grant Program Application 2014

Penn Law School has a long-standing commitment to service. With one of the oldest and most rigorous pro bono requirements in the country, and the distinction of being the first law school to receive the ABA's Pro Bono Publico Award, Penn Law ensures that all students engage in service as part of their legal education, and is committed to offering additional support to those students who aspire to dedicate their careers to public service. To that end, the Law School has established a comprehensive and competitive Penn Law Postgraduate Fellowship & Catalyst Grant Program. In addition to offering several **one-year Project-based Fellowships** that enable students to partner with a nonprofit organization to address a particular client need, this program also now offers a new array of **Catalyst Grants**, designed to support students who obtain volunteer positions or unpaid internships in government, nonprofit, or international organizations in which full-time staff positions may ultimately be secured.

Descriptions of both the Project-based Fellowships and Catalyst Grants are below, along with one application that can be completed for one or both sources of funding.

Project-Based Fellowships

These fellowships support recent Penn Law graduates to work on a specific project or initiative with a local, national, or international public interest organization, helping to launch the Fellows' public interest careers. Penn Law students and graduates may apply for these fellowships in their last year of law school or at the conclusion of judicial clerkships undertaken immediately after graduation.

These fellowships will be awarded for a one-year term beginning in September of 2014. Fellows will design their own projects, which must be law-related insofar as they substantially utilize legal training and skills. Fellows must partner with a public interest organization¹. At the discretion of our funders, at least one fellowship may be designated for the Greater Philadelphia Region.

Fellows will be employees of the partner organizations for twelve (12) months. Partner organizations will be reimbursed a total of \$45,000 for the Fellow's salary, plus the cost of the Fellow's ordinary health benefits. Travel and other expenses will not be funded. Successful

¹ A public interest organization is defined as: any nonprofit organization or institution whose primary purpose is to serve or advocate on behalf of individuals or organizations whose interests, for various economic, political or social reasons, are not adequately represented by the private sector or the government

applicants and their partner organizations will receive award letters detailing the payment process, and the requirements of the fellowship. In addition, Fellows may be eligible for the Penn Law Toll Loan Repayment Assistance Program (TolLRAP) and should review the comprehensive TolLRAP [website](#) for details regarding the program.

Catalyst Grants

A growing number of our graduates seek to launch careers in government agencies, non-profit organizations, or international organizations where project-based fellowships may be less feasible to develop. In response, Penn Law has created Catalyst Grants that will fund students who secure volunteer positions or unpaid internships with local, state, federal and international government agencies, public defender offices, NGOs, or international tribunals. Only Penn Law students in their last year of law school are eligible to apply for these grants. Alumni are ineligible. Grants will be awarded on a competitive basis. Grant recipients will receive up to \$25,000 for up to one year of full-time unpaid employment or internship with an eligible organization. Funding will be awarded as a monthly stipend to the graduate; no funds will be paid to the organization where the grant recipient is working. Health benefits, travel expenses, or other additional costs will not be covered. Successful applicants will receive award letters detailing the payment process, and the requirements of these Catalyst Grants. In addition, grant recipients may be eligible for the Penn Law Toll Loan Repayment Assistance Program (TolLRAP) and should review the comprehensive TolLRAP [website](#) for details.

Application Process

Applications for both Project-based Fellowships and Catalyst Grants **are due on Friday, March 7, 2014. Applicants who are eligible for both sources of funding may apply for both, and should note that on the application cover page. Applying for both sources of funding will not impact the selection process.** The Toll Public Interest Center Advisory Board Fellowship Selection Committee will review all applications and select applicants they wish to interview. Applicants will be notified no later than **Monday, March 17th** if they will be interviewed by the selection committee. Interviews will take place **during the week of March 31st**. There is a strong preference for in-person interviews, but arrangements can be made via Skype if absolutely essential. Decisions will be communicated to all applicants on **Friday, April 4th**. An announcement will be shared with the law school community during the week of **Monday, April 7th** and funding recipients will be invited to be recognized at the annual public interest recognition event on **Wednesday, April 9th**.

One original and ten (10) printed copies of your complete application packet must be received by the Toll Public Interest Center no later than **5:00 p.m. on Friday, March 7, 2014. Late applications will not be considered.** Letters of recommendation may be mailed directly to the Toll Public Interest Center by recommenders who wish to keep their letters private.

Mailing Address for application materials:
**University of Pennsylvania Law School
Attention: Toll Public Interest Center
Postgraduate Fellowship & Catalyst Grant Program
3501 Sansom Street
Philadelphia, PA 19104-6204**

Applications **for both Project-Based Fellowships and Catalyst Grants** must include the following:

1. An application cover page.
2. A current résumé.
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 or grant.
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.

OR

If you are applying for a **Catalyst Grant** and have not yet have secured an internship or employment with your placement organization, please list up to five (5) possible organizations where you would like to work, with a description of their mission and the work you would propose to do for those organizations. Please also detail the steps you have taken and will continue to take to secure a position with those organizations. Be as specific as possible so that the Selection Committee can have a clear sense of the efforts you have made to secure positions with organizations that align well with your public service goals. Your application will be reviewed and you may be provisionally granted a Catalyst Grant subject to final approval of a placement or internship.

5. Three letters of recommendation from professors and/or past employers, particularly those who can speak to your commitment to and experience in public service.

For Project-Based Fellowships please also provide the following information:

6. One letter of support from your sponsoring organization.
7. Host organizations are required to provide thorough orientation, training, support and supervision. Please answer the following questions related to support (*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.
 - How many years of experience and the role the supervisor has in supervising and managing staff.
 - Whether the supervisor will be responsible for supervision of others in addition to you, and if so, how many people. If the supervisor should take extended leave or

- depart while you are working there, please describe what strategies the prospective host organization would employ to ensure seamless supervision.
- 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.
 - 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.
 - Please indicate what items the organization plans to provide for your physical work environment (i.e. desk, office, cubicle, computer, and phone).
 - Describe the technology that will be available to you.
 - 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.
8. 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 location 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.
9. In order to ensure that you are well-supported in your work, we require that you create an Advisory Board of professionals to whom you can refer as you advance your project. Please describe the Advisory Board you will assemble for the project, explain what each member will contribute to your board and your project, and set forth your plan for drawing upon the support, guidance and expertise of the members. Your Advisory Board should consist of at least three individuals including professors, recent graduates, alumni, mentors and/or other connections in the field in which you propose to work. How much time you will need from your Advisory Board should be determined mutually between you and them, and may change as your project evolves.

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 fellows or grant recipients.

Questions about the application process may be directed to Arlene Rivera Finkelstein, Associate Dean and Executive Director of Toll Public Interest Center, at: (215) 898-0459 or arfinkel@law.upenn.edu.