



PRIDE LAW FUND

Promoting Legal Rights for the LGBT Community

www.pridelawfund.org • Pride Law Fund P.O. Box 2602 San Francisco, CA 94126 • info@pridelawfund.org

PRIDE LAW FUND TOM STEEL POST-GRADUATE FELLOWSHIP APPLICATION

Application Deadline: January 12, 2015

MISSION STATEMENT

The mission of the annual Tom Steel Post-Graduate Fellowship (“Steel Fellowship”) is to fund a new lawyer to work in the United States on an innovative, public interest law project that serves the lesbian, gay, bisexual and transgender (“LGBT”) community. This Fellowship is designed to ensure that unmet legal needs in the LGBT community are addressed and prioritized on an ongoing basis, and that the next generation of legal advocates for the LGBT community develops the critical skills necessary to secure civil rights into the future. The Steel Fellowship was established in 2001 and was the first fellowship of its kind in the country.

THE FELLOWSHIP AWARD

A full-time grant of up to \$30,000.00 will be awarded to fund a year-long legal project designed by the Fellow. The terms and size of the grant may vary year-to-year depending on project need and availability of funds. The applicant may supplement the Steel Fellowship grant with grants from other organizations, including the sponsoring organization. The Steel Fellowship requires that the Fellow complete full-time work for 12 months.

The sponsoring organization generally should be an existing 501(c)(3) tax-exempt non-profit organization with staff attorneys qualified, able and willing to supervise the project and the Fellow. If the applicant does not plan to work directly with an existing 501(c)(3) tax-exempt organization, the applicant must find a sponsoring attorney from such an organization who will provide advice and guidance throughout the course of the project.

TIMELINE

The Fellow’s project must either be capable of completion within the fellowship year—i.e., Fall 2015 to Fall 2016—or be designed to become self-supporting after the fellowship year. Applications for a second fellowship to extend a current project for one additional year or to begin a new project will be considered along with other applications for the 2016-2017 fellowship year.

CRITERIA FOR FUNDING

Pride Law Fund seeks to fund “cutting-edge” projects that have the potential to make a lasting impact. Law students eligible to graduate in Spring 2015 and lawyers within three years of graduation from law school may apply.

The selection committee will review applications based on the following:

- Need for the project (is the community/issue under-served?)
- Anticipated impact of the project
- Organization and structure of the proposal
- Stability and supportiveness of the sponsoring organization or supervising attorney
- Applicant's past community or public service activities
- Applicant's connection to and involvement with the lesbian, gay, bisexual and transgender community

SELECTION PROCESS

The Steel Fellowship Review Committee will review the applications and select the finalists. Finalists may be asked to participate in a personal interview before the Steel Fellowship Review Committee in San Francisco in February 2015. If because of distance, timing or expense, an interview in San Francisco is not feasible, finalists may schedule a telephone or videoconference interview with the Committee. Pride Law Fund does not reimburse finalists for interview expenses.

Final selection of the Steel Fellow will be made after a careful review and final vote by the Pride Law Fund Board of Directors. When funds for the Steel Fellowship are to be provided from the Steel Fellowship endowment account managed by the Horizons Foundation, the Pride Law Fund Board's selection shall also be subject to approval by Horizons Foundation.

The announcement of the 2015-16 Steel Fellow can be expected on or before March 1, 2015.

FELLOWSHIP RESPONSIBILITIES

Compliance with specific Fellowship Responsibilities is a condition of receiving a Steel Fellowship. If you are awarded a Steel Fellowship, you agree to:

- Inform Pride Law Fund of any additional funding/income you receive for the project.
- Maintain contact with Pride Law Fund for the duration of the fellowship and keep the Board informed of your progress and any issues that arise during your project which may affect the completion of the project substantially as described in the application.
- Inform Pride Law Fund immediately if you become aware of any information or events that could affect your ability to continue working on the project or impact your relationship with your sponsoring organization.
- Provide Pride Law Fund with copies of any publications, written materials or other deliverables produced during your fellowship, including but not limited to any deliverables specified in your project application.
- State that your project was supported by a Pride Law Fund Tom Steel Fellowship whenever you are speaking in public or to the media and/or being honored for your work on the project and in any publications or other written materials that you produce during your project.

- At the conclusion of the fellowship, draft a brief report describing your project, which may be posted on the Pride Law Fund website or used in Pride Law Fund's mailings and/or press releases.
- To the extent possible, attend Pride Law Fund events and receptions.

BAR ADMISSION

If the Fellow is not a licensed attorney, it is expected that the Fellow will make arrangements to complete the requirements for bar admission. If for any reason the Fellow is unable to complete the licensing requirements to practice law within six months of beginning the project, the Fellow must inform Pride Law Fund. Pride Law Fund will determine what action to take on a case-by-case basis.

SPONSORING ORGANIZATION RESPONSIBILITIES

In accepting a Steel Fellowship funded by Pride Law Fund, the sponsoring organization and supervising attorneys assume responsibility for overseeing the project and the Fellow, providing facilities, support and adequate resources as necessary to carry out the project, and ensuring that the project is carried out substantially as described in the application. Pride Law Fund may contact sponsoring organizations for additional information during review of the applications and/or for progress reports during the project.

Sponsoring organizations are also responsible for reporting to Pride Law Fund (i) if any issues arise with the Fellow's performance during the project and (ii) at the conclusion of the project. Sponsoring organizations must advise Pride Law Fund of any substantial changes in the project scope and schedule. In the event of any such changes (such as departure from the project before the end of the planned schedule), Pride Law Fund reserves the right to require the sponsoring organization to return the remaining portion of the award. Sponsoring organizations that do not fulfill these responsibilities will not be eligible to host future Pride Law Fund Steel Fellows.

Fellowship payments will be made to the sponsoring organizations, not directly to the Fellows. Sponsoring organizations are responsible for disbursing funds to the Fellows and for any related benefits and tax obligations.

HOW TO APPLY

The Steel Fellowship Application must not exceed ten double-spaced pages. The Selection Committee appreciates clarity and organization. Proposals must be received by **January 12, 2015**.

Please include the following:

1. Cover or Title page, including the name, address, telephone number and e-mail address of the applicant, a brief title for the project, and the amount of funding requested from Pride Law Fund and from other organizations.
2. One-Page Overview of the Project including the name, address, telephone number and email address of the applicant, the title of the project, a summary of the issue that is being addressed and the proposed response, the project's overall objectives, the name, address,

telephone number and e-mail address of the sponsoring organization and/or supervising attorney(s), a brief description of the applicant's background and the mission of the sponsoring organization, and the amount of money that is being requested.

3. Full Description of the Project (please address the following points):
 - a. Need for the Project: Describe the individuals within the lesbian, gay, bisexual and transgender community that your project seeks to serve, and explain in what ways these individuals are under-served by the legal community. Address what, if anything, has already been done in response to the problem you identify (and by whom); why past efforts have been inadequate; the impact your project is expected to have; the geographical focus of the project; other problems shared by the target group, and the effects of the project on other problems experienced by the target group.
 - b. Project Objectives: Discuss how your objectives relate to the problems previously discussed and describe the specific steps you will take to reach those objectives. Describe previous work on this issue, or provide other relevant background information. Answer clearly and comprehensively this question: "What are the goals of your project?"
 - c. Schedule: Indicate the approximate start and end dates for the project, including specific dates for deliverables.
4. Description of the Applicant's Qualifications: Describe anything about your background or life experience that qualifies you to do the project, may have influenced your decision to do the project, or may impact your ability to achieve the goals of the project. For example, if you are planning to work with a small, rural community, what experience do you have living in or working with such communities? In what way are you well suited to reach and connect with your intended clients? Feel free to tell us anything else that you believe is relevant to your qualifications or ability to do the project. Have you applied for a Pride Law Fund Fellowship in the past?

BUDGET

Please include a proposed budget for your project that includes the following information:

1. Your name and the title of the project.
2. Estimated expenses, including (but not limited to) your salary, benefits, equipment, materials, travel, and miscellaneous items.
3. Estimated income, including (but not limited to) the Steel Fellowship, other funding that may be pending (include when a decision is expected), in-kind contributions, funding from the sponsoring organization, and any other sources of guaranteed or potential funding not mentioned elsewhere.

SUPPORTING MATERIALS

1. Current Resume
2. Description of the Sponsoring Organization and/or Supervising Attorney. What experience do they have with the issues addressed by your project? How can they contribute to the

success of the project? Include the name, mailing address, e-mail address and telephone number of the attorney(s) who will be supervising your project.

3. List of any other people involved in the project and a description of their respective roles and relevant experiences.
4. Letter of Support from the Sponsoring Organization. If you plan to work with an existing 501(c)(3) tax-exempt non-profit organization, your letter should be from an attorney from that organization who will supervise your project. If you do not plan to work directly with an existing 501(c)(3) tax-exempt organization, you must find a sponsoring attorney from a 501(c)(3) tax-exempt non-profit organization who will provide you with advice and guidance throughout the course of your project.
5. Two Additional Letters of Support. Letters of support are most useful if they come from people who know your work well or who are experienced in the area of the proposed project.
6. Timetable. The timetable should set forth specific milestones and deadlines for accomplishing the project's objectives. While we recognize that the timetable is necessarily preliminary, it is a helpful tool to evaluate the whether the project has been carefully thought through and appropriately scaled given the available time and resources.
7. Your most recent law school transcript.
8. A signed "Usage Agreement and Certification" (see below)

Please email your completed application to: **info@PrideLawFund.org**

Applications must be received by no later than January 12, 2015.

Applications by email are strongly encouraged. If you are unable to submit by email, you may mail your application to: Pride Law Fund Steel Fellowship, P.O. Box 2602, San Francisco CA 94126-2602

USAGE AGREEMENT AND CERTIFICATION

Pride Law Fund intends to describe the Steel Fellowship in its promotional, marketing, and informational materials. Accordingly, Pride Law Fund requires each applicant to sign the attached "Usage Agreement" which authorizes Pride Law Fund to identify the applicant in the event that the applicant becomes a Steel Fellowship recipient. Please print, sign and return the attached Usage Agreement and Certification with your application. Alternatively, you may cut and paste the text on to a separate page and include it with your application.



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USAGE AGREEMENT AND CERTIFICATION

I understand that Pride Law Fund is considering using my name, voice, actions, appearance, image, personality, personal identification, biographical information about me, and/or quotations attributable to me (collectively “Likeness”) in its promotional, marketing and informational materials related to the Steel Fellowship and its Fellowship Programs (collectively “Programs”).

In the event I am awarded a Steel Fellowship, I hereby irrevocably authorize and consent to the recording, reproduction, distribution, modification, adaptation, public performance, public display, exhibition, exploitation, use and reuse by Pride Law Fund and its officers, directors, affiliates, subsidiaries, agents, assignees, and licensees (collectively “Pride Law Fund”) of my Likeness in any manner in connection with the Programs and in any media now known or hereafter developed (hereinafter “Media”), throughout the world, in perpetuity. I hereby waive any right that I may have to inspect and/or approve any Programs or Media containing my Likeness.

I have completed the enclosed application to the best of my knowledge, information, and belief. If any information provided in my application changes during the pendency of my application, I will promptly provide the updated information to Pride Law Fund and the Steel Fellowship Selection Committee. I understand that compliance with the “Fellowship Responsibilities” set forth in the Application is a condition of receiving a Steel Fellowship. If I fail to comply with the “Fellowship Responsibilities” set forth in the Application, I agree that Pride Law Fund may seek reimbursement of some or all of the amounts paid pursuant to the Fellowship award, depending upon the actual work performed and responsibilities fulfilled, or not fulfilled, on a case-by-case basis.

Signature

Printed Name

Date