

## 2017 EPIC GRANT APPLICATION

Dear EPIC Grant Applicant:

This document will explain the 2017 EPIC Grant Application process. Every effort has been made to ensure that the application process is both fair and efficient. Please be advised the EPIC Grant cannot be used in conjunction with other grants or funding source for the summer positions and requirements considered in this application. If you accept alternate funding sources or other grants, you must notify the EPIC Grant Coordinator, Meredith Barnett immediately at [epicgrant2017@gmail.com](mailto:epicgrant2017@gmail.com). Acceptance of other grants or funding sources will impact your eligibility to receive the EPIC Grant. Please direct all questions to [epicgrant2017@gmail.com](mailto:epicgrant2017@gmail.com).

Best of Luck,

Meredith Barnett  
EPIC Grant Coordinator

## EPIC GRANT APPLICATION REQUIREMENTS

### 1. \_\_\_ **Cover Page:**

- a. The cover page should be titled “2017 EPIC GRANT APPLICATION” and contain: (1) the applicant’s name, (2) the name, address, and telephone number of the sponsoring organization, (3) the name, position, and telephone number of the applicant’s supervising attorney, and (4) the amount of requested funding. [See Cover Page Template for Guidance].

### 2. \_\_\_ **Personal Statement:**

- a. The format of the personal statement is 12 point, Times New Roman. The minimum length of the personal statement is three (3) double spaced pages and the maximum length is four (4) double spaced pages.
- b. The personal statement should demonstrate the applicant’s commitment to pursuing a career in public interest. The choice of how to best show this commitment is up to the applicant. The best personal statements are thoughtful, memorable, and genuine.
- c. As with any writing sample, the personal statement should be thoroughly edited and free of any spelling or grammatical errors.

### 3. \_\_\_ **Project Description:**

- a. The format of the project description is 12 point, Times New Roman. The minimum length of the project description is one (1) double-spaced page and the maximum length is two (2) double spaced pages.
- b. The project description should identify the organization the applicant will be working for and what the applicant expects to be doing while employed there. The project description should also contain the applicant’s reason(s) for selecting the organization and describe how their internship will benefit the public interest. Lastly, the applicant should include their personal goal(s) for growth and development during the internship.
- c. The project description **SHOULD NOT** be a rehash of the information on the organization’s website.

### 4. \_\_\_ **Résumé:**

- a. The applicant’s résumé should be current.
- b. There **SHOULD NOT** be any information on the résumé that identifies the applicant’s law school or undergraduate GPA or Class Rank. This also includes distinctions or awards that indicate a certain academic performance (i.e. *summa cum laude*, high honors, Woodruff Scholar, etc...). If the résumé contains any such information, the application **WILL BE REJECTED** for noncompliance with EPIC Grant Application requirements and the applicant will be notified and given an opportunity to submit a résumé that is compliant.

- c. The résumé should be free of any spelling or grammatical errors.

**5. Documentation of EPIC Hours:**

- a. The documentation of EPIC Hours **MUST** be completed using the attached template. (Additional rows may be added by the applicant to accommodate their EPIC Hours total).
- b. **The first entry** on the applicant's documentation should be their Inspiration Awards hours (1.5 hours minimum requirement).
- c. **The next set of entries** should consist of the applicant's EPIC Hours that were completed outside of the law school (10 hours minimum requirement).
- d. **The remaining entries** should consist of all EPIC Hours completed within the law school (10 hours minimum).
- e. The documentation of the applicant's EPIC Hours is made pursuant to Emory Law School's Professional Conduct Code.

**6. Certification of Public Interest Conference Attendance:**

- a. The applicant **MUST** certify that he/she attended a qualifying public interest conference.
- b. If the applicant did not attend the 2016 Annual EPIC Conference, the EPIC Grant Coordinator and the EPIC Executive Board must approve any alternative conference to satisfy this requirement.
- c. A qualifying conference includes attendance of the 2016 EPIC Conference or any conference approved by the EPIC Executive Board.
- d. The certification should be in the format of the attached template.
- e. The certification of the applicant is made pursuant to Emory Law School's Professional Conduct Code.

**7. Certification of EPIC Inspiration Awards Attendance:**

- a. The applicant **MUST** certify that he/she attended the 2017 Inspiration Awards.
- b. The certification should be in the format of the attached template.
- c. If the applicant did not attend the Inspiration Awards for a valid reason approved by EPIC, the applicant must certify that he/she completed the required five (5) additional EPIC Hours outside of the law school.
- d. The certification of the applicant is made pursuant to Emory Law School's Professional Conduct Code.

**8. Legal Internship Verification:**

- a. The applicant **MUST** provide verification that he/she has been offered a summer internship at a qualifying organization.
- b. The verification should: (1) state the name of the organization the applicant will be interning at; (2) state the time frame during which the applicant will be

working at the organization; (3) state that the applicant will be working under the supervision of an attorney; and (4) be signed by the person within the organization that is hiring or supervising the applicant.

- c. If the applicant wishes to apply for a full grant (\$5,000), the internship must be for a minimum of ten (10) weeks and 400 hours. An applicant may work at up to two placements during the summer period to satisfy this requirement. Both placements and positions must be listed within the application for consideration.

**9. \_\_\_ Certification of Continued Support and Return:**

- a. The applicant **MUST** certify that he/she will be returning to Emory Law School for the fall 2017 semester and pledge to support future grant recipients by contributing to the Inspiration Awards.
- b. The certification should be in the format of the attached template.
- c. If the applicant is selected as an EPIC Grant recipient and withdraws or transfers from Emory Law School before or during the fall 2017 semester, the recipient must immediately notify the EPIC Grant Coordinator and, if requested, must return all grant disbursements to EPIC.
- d. The certification of the applicant is made pursuant to Emory Law School's Professional Conduct Code.

**10. \_\_\_ Certification of Sole Funding**

- a. The applicant **MUST** certify that the EPIC Grant will be the sole source of funding for programs and positions listed for consideration of this application.
- b. The applicant must notify EPIC if selected for another source of funding for the programs and jobs listed for consideration in this application.
- c. Even if selected as a recipient of the EPIC Grant, the recipient must notify EPIC if they accept another grant or source of funding.
- d. Acceptance of another source of funding or another grant will affect eligibility to receive the EPIC Grant and could subject a recipient to refund all or part of received grant funds.
- e. No other grant or outside source of funding can be used in conjunction with the EPIC Grant for programs and positions considered in this application.

**11. \_\_\_ Professional Conduct Code Pledge:**

- a. The applicant **MUST** read and sign the Professional Conduct Code Pledge.
- b. If the applicant fails to sign the Professional Conduct Code Pledge, the application **WILL BE REJECTED** for noncompliance with EPIC Grant Application requirements and the applicant will be notified and given an opportunity to sign the Professional Conduct Code Pledge.

**2017 EPIC GRANT APPLICATION**

**(Name of Applicant)**

**SPONSORING ORGANIZATION:**

**(Name of Employer)**

**(Employer's Street Address)**

**(Employer's City, State, and Zip Code)**

**(Employer's Telephone Number)**

**SUPERVISING ATTORNEY:**

**(Supervising Attorney's Name)**

**(Supervising Attorney's Position)**

**(Supervising Attorney's Phone Number or Email Address)**

**Amount of Funding Requested: (Requested Amount)**

EPIC Hours Documentation Template

<b>Organization</b>	<b>Date</b>	<b>Brief Description of the Activity</b>	<b>Supervisor Name</b>	<b>Supervisor Contact Information (Phone Number or Email)</b>	<b>Number of Hours</b>
EPIC	(Date of Inspiration Award Hours)	(Inspiration Awards Volunteer Activity)	(Supervisor's Name)	(Supervisor's Contact Information)	(Number of Hours Volunteered)
(Organization Outside the Law School)	(Date of Volunteering at an Organization Outside of the Law School)	(Outside the Law School Volunteer Activity)	(Supervisor's Name)	(Supervisor's Contact Information)	(Number of Hours Volunteered)
(Organization within the Law School)	(Date of Volunteering at an Organization within the Law School)	(Inside the Law School Volunteer Activity)	(Supervisor's Name)	(Supervisor's Contact Information)	(Number of Hours Volunteered)

**Total Hours** \_\_\_\_\_

***Certification of Public Interest Conference Attendance***

I, (Name of Applicant), certify that I attended the (Name of Qualifying Public Interest Conference) on (Date of the Conference) at (Location of the Conference). I further certify that I attended the entire conference.

***Certification of Inspiration Awards Attendance and Participation***

I, (Name of Applicant), certify that I attended and volunteered at the EPIC Inspiration Awards on February 7, 2017.

***Certification of Return and Continued Support***

I, (Name of Applicant), do solemnly affirm that I intend to return to Emory Law School for my (2L/3L/4L) year in the fall of 2017. I hereby pledge to support future EPIC grant recipients by contributing to the 2017 Inspiration Awards. I also understand that transfer or withdrawal from Emory law before or during the fall 2017 semester may subject me to refund of all EPIC Grant disbursements to EPIC.

***Certification of Sole Funding***

I, (Name of Applicant), affirm that I will notify EPIC if I am selected for another source of funding for the programs and jobs listed for consideration in this application. I understand that acceptance of another source of funding or another grant will affect my eligibility to receive the EPIC Grant or could subject me to refund of the EPIC Grant if selected as a recipient. I acknowledge that no other grant or outside source of funding can be used in conjunction with the EPIC Grant for programs and positions considered in this application.

## PROFESSIONAL CONDUCT CODE PLEDGE

I, (Name of Applicant), as a student of Emory University School of Law, understand that I am member of an academic community and embarking on a professional career. The Law School and legal profession share important values that are expressed in the Emory University School of Law Professional Conduct Code. I have read the Code, I accept its terms and procedures as a condition of applying for an EPIC Grant and I attest that all certifications made within this EPIC Grant Application are true and accurate to the best of my ability. I further acknowledge that if selected as an EPIC Grant recipient, the duration of my required work commitment (10 weeks and 400 hours unless otherwise specified in a partial grant application) will be verified by employer contact by a signed letter. Additional submissions will be required to receive the final disbursement of the EPIC Grant funds. Failure to verify completion of my work commitment or any violation of the professional conduct code will subject me to honor council proceedings and require requital of EPIC Grant funds. I also acknowledge that I will be returning to Emory University School of Law for the fall 2017 semester and that transfer or withdrawal from the Law School could subject me to refund of the grant in its entirety.

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Applicant's Name

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Applicant's Signature and Date



## EPIC GRANT APPLICATION SUBMISSION INSTRUCTIONS

### 1. Deadline Information:

- a. The deadline to apply for an EPIC Grant is **March 17, 2017, 5:00 PM.**
- b. All requirements of the EPIC Grant process must be completed by this time.
- c. No extensions will be given absent extenuating circumstances.

### 2. Submission Instructions:

- a. The application is to be submitted digitally and in hardcopy form.
- b. The digital copy should be in pdf format and emailed to [epicgrant2017@gmail.com](mailto:epicgrant2017@gmail.com) with the file name “<Your Name> EPIC Grant Application 2017” [Example: Bob Smith EPIC Grant Application 2017].
- c. The hardcopy should be put in an envelope and placed in Meredith Barnett mail folder. The mail folder is located with the 2L mail folders outside of the Career Center).
- d. Each applicant will receive an email confirmation that their application has been received. There is no guarantee that such verification will be immediate. If you have not received a response after 24 hours, please email [epicgrant2017@gmail.com](mailto:epicgrant2017@gmail.com) again.
- e. After the deadline has passed, you will be notified if you have been selected for an interview to be used as further consideration to receive an EPIC Grant.

## JOHN PAUL STEVENS PUBLIC INTEREST FELLOWSHIP PROGRAM

Emory Law is pleased to administer the Justice John Paul Stevens Public Interest Fellowship Program. This program is generously funded by the Justice John Paul Stevens Foundation.

Stevens Fellowships provide financial assistance to students who will spend their summer volunteering at a public interest organization. First- and second-year students who have secured a full-time (40 hours/week for 10 weeks) volunteer summer law position with a public interest organization may qualify. Qualifying employer organizations include legal services agencies and government offices (judicial externships do not qualify). Private sector "public interest" law firms will also be considered as qualifying employers as long as the position is unpaid and the firm provides a letter or other descriptive material that supports their "public interest" status.

All applicants will be asked to submit a letter from their employer confirming their summer position. The essay portion of the application should describe the applicant's commitment to public interest law.

John Paul Stevens Public Interest Fellowship Applicants may use their EPIC Grant application to satisfy the application requirements. Applicants should keep in mind that the Stevens Fellowship is distinct from the EPIC Grant process and not all jobs that qualify for an EPIC Grant qualify for the Stevens Fellowship—specifically judicial clerkships.

If you would like to be considered for the Stevens Fellowship, please indicate so by signing your name at the bottom of this page.

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Applicant's Name

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Applicant's Signature