**2021 EPIC GRANT APPLICATION**

Dear EPIC Grant Applicant:

On behalf of the Emory Public Interest Committee (EPIC) at Emory University School of Law, this document provides the application requirements for the 2021 EPIC Grant. The EPIC Grant provides a source of funding for students who accept unpaid summer internships with organizations that advance public interest causes. Placements may include, for example, pro bono legal clinics, state and federal agencies, and judicial clerkships. If all application requirements are met, the applicant will proceed to the interview stage. Every effort has been made to ensure that the application process is both fair and efficient. If there is any confusion regarding the application requirements, the information in this document controls.

The maximum amount of funding for the EPIC Grant is $5,000. If you receive any funding from your summer internship placement, you may not request the full $5,000 grant amount. Any funding that an applicant receives from their summer internship placement must be deducted from the $5,000 grant amount. For example, if your summer internship placement provides a $500 stipend, you may only request up to $4,500 in funding from the EPIC Grant.

Please be advised that, per IRS rules, recipients of the EPIC Grant who are not U.S. citizens may face some tax withholdings. This may reduce the total amount of funds awarded to students.

The EPIC Grant cannot be used in conjunction with other grants for summer internship placements. If you accept an alternative grant, you must notify the EPIC Grant Coordinator immediately at epicgrants@emory.edu. Acceptance of other grants or funding sources will impact your eligibility to receive the EPIC Grant.

Because there is a limited number of EPIC Grants available to students each summer, applying for the EPIC Grant is a competitive process. Applicants are assessed holistically by the EPIC Advisory Board, which consists of public interest attorneys and legal practitioners. The most competitive applicants are those who demonstrate a strong record of public service and who intend to pursue a career in public interest.

The application materials in this document may also be used to apply for certain legal fellowships, including the Frank S. Alexander EPIC Fellowship of the Home Defense Program of Atlanta Legal Society, Inc., and the John Paul Stevens Public Interest Fellowship Program. To apply for these fellowships, you must follow any additional application requirements as may be provided by those organizations. If you wish to apply for the John Paul Stevens Public Interest Fellowship Program, the requirements are listed at the end of this document. To be considered for that grant, you must submit the additional statement required.

Please direct all questions to epicgrants@emory.edu.

Thank you,

The EPIC Executive Board

**2021 EPIC Grant Application Submission Instructions**

1. **Deadline Information:**
	1. The deadline to apply for an EPIC Grant is **Monday, March 22, 2021, at 5:00 PM.**
	2. All requirements of the EPIC Grant process must be completed by this time.
	3. No extensions will be given absent extenuating circumstances.
2. **Submission Instructions:**
	1. The application is to be submitted digitally in PDF format and emailed to epicgrants@emory.edu with the file name “[Your Name], EPIC Grant Application 2021” [Example: Bob Student, EPIC Grant Application 2021].
	2. 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 epicgrants@emory.edu .
	3. After submitting your EPIC Grant application, you will be notified if you have been selected for an interview.

**2021 EPIC Grant Application Requirements**

1. **\_\_\_Cover Page:**
	1. The cover page should be titled “2021 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:**
	1. The personal statement must be typed in 12-point, Times New Roman font and should be a minimum of three and a maximum of four double-spaced pages.
	2. The personal statement should demonstrate the applicant’s commitment to pursuing a career in public interest. The applicant may choose how to best demonstrate such commitment. The best personal statements are thoughtful, memorable, and genuine.
	3. As with any writing sample, the personal statement should be thoroughly edited and free of any spelling and grammatical errors.
3. **\_\_\_Project Description:**
	1. The project description must be typed in 12-point, Times New Roman font and should be a minimum of one double-spaced page and a maximum of two double-spaced pages.
	2. The project description should identify the organization that the applicant will be working for over the summer, the applicant’s reason(s) for selecting that organization, and the professional experience the applicant expects to gain during the internship. The project description should also explain how the internship will benefit the public interest. Lastly, the applicant should include their goals for professional growth and development during the internship.
	3. The project description ***should not*** be a summary of the information on the organization’s website.
4. **\_\_\_Résumé:**
	1. The applicant’s résumé should be current and free of any spelling and grammatical errors.
	2. 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 (*e.g., 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 resubmit an application that is compliant with the rules under this section.
5. **\_\_\_Optional Response:**
	1. If there is anything else that you think would be helpful for members of the review committee to know in reviewing your application, please use this space to explain.
6. **\_\_\_Documentation of EPIC Hours:**
	1. Applicants must complete a minimum of 20 EPIC Hours to apply for the EPIC Grant. The term “EPIC Hours” means any time actively spent by the applicant engaging in public service, community outreach, pro bono legal work, or volunteerism. The applicant may not receive compensation or academic credit for EPIC Hours, and EPIC Hours must be non-partisan. The applicant may not count EPIC Hours that were accrued prior to the start of this academic year.
	2. In the documentation of EPIC Hours, applicants may only include a maximum of 6 hours for law school orientation, admissions tours, and tabling.
	3. Applicants may include hours worked at a public interest, government, or judicial site or Emory academic clinic if the hours are in excess of the number required for academic credit.
	4. The documentation of EPIC Hours must be completed using the attached template. Additional rows may be added by the applicant to accommodate their total number of EPIC Hours. Please list EPIC Hours chronologically.
	5. Applicants are encouraged to submit additional EPIC Hours beyond the 20-hour minimum.
	6. Every hour should contain an explanation of the work conducted during that hour period. Multi-hour volunteer periods should be split up into multiple lines.
	7. Volunteer hours will be graded on both quantity and quality. Consistent volunteer work throughout the academic year will also be viewed favorably.
	8. The documentation of EPIC Hours is made pursuant to Emory Law’s Professional Conduct Code.
7. **\_\_\_Certification of Public Interest Conference Attendance:**
	1. Applicants must certify their attendance at the most recent EPIC Conference (“A Hundred Years and Counting: The Ongoing Fight for Voting Rights”) held on October 3, 2020.
	2. If an applicant did not attend the EPIC Conference, they must certify their attendance at a Qualifying Public Interest Conference. The term “Qualifying Public Interest Conference” means any professional, academic or legal conference that is (i) related to issues in public interest and (ii) at least four hours in length. The term “Qualifying Public Interest Conference” does not include meet-and-greets or brunches/luncheons. If the applicant attends a Qualifying Public Interest Conference, they must include a brief description of the conference.
	3. This certification should made be in the format of the attached template.
	4. This certification is made pursuant to Emory Law’s Professional Conduct Code.
8. **\_\_\_Certification of EPIC Inspiration Awards Attendance:**
	1. Applicants must certify their attendance at the EPIC Inspiration Awards held on February 2, 2021. All applicants are strongly encouraged to attend the EPIC Inspiration Awards.
	2. If an applicant did not attend the EPIC Inspiration Awards, the applicant must complete five additional EPIC Hours outside of the law school.
	3. This certification should made be in the format of the attached template.
	4. This certification is made pursuant to Emory Law’s Professional Conduct Code.
9. **\_\_\_Legal Internship Verification:**
	1. Applicants ***must*** ***provide*** verification of their acceptance of a summer internship position at a qualifying public interest organization.
	2. The verification should be made in the format of the attached template. The verification must include the following information: (1) the name of the organization sponsoring the internship placement; (2) the time frame during which the applicant will be working at the organization; (3) that the applicant will be working under the supervision of an attorney; and (4) a signature by the person within the organization that is hiring or supervising the applicant.
	3. To qualify for the EPIC Grant, the internship must be for a ***minimum of 10 weeks and 400 hours*** (excepting any federal holidays). The 10-week, 400-hour internship requirement cannot be voluntarily reduced by the applicant. An applicant may work at up to two public interest placements during the summer to satisfy this requirement; in such cases, both placements must be listed within the application for consideration of the EPIC Grant.
	4. In some rare cases, public interest organizations may only offer programs or fellowships that are less than 10 weeks. An applicant may apply for a prorated grant in those cases. For such internship placements, please contact epicgrants@emory.edu to discuss the amount you are eligible to apply for.
10. **\_\_\_Certification of Continued Support and Return:**
	1. Applicants ***must*** ***certify*** that they will be returning to Emory Law for the Fall 2021 semester.
	2. If an applicant is selected as an EPIC Grant recipient and later withdraws or transfers from Emory Law before or during the Fall 2021 semester, the recipient must immediately notify the then-existing EPIC President or EPIC Grant Coordinator and, if requested, must return all or a portion of grant disbursements to EPIC.
	3. By submitting this application, applicants also acknowledge that they will continue to support future recipients of the EPIC Grant by making reasonable efforts to contribute to the EPIC Inspiration Awards.
	4. This certification should be made in the format of the attached template.
	5. This certification is made pursuant to Emory Law’s Professional Conduct Code.
11. **\_\_\_Certification of Funding**
	1. Applicants ***must certify*** that the EPIC Grant will be the ***sole grant*** or financial award for funding their summer internship. No other grant can be used in conjunction with the EPIC Grant for internship programs and positions considered in this application.
	2. Applicants ***must notify*** the EPIC Grant Coordinator if they are awarded or selected for another grant to fund their summer internship, even if they receive such notice after acceptance of the EPIC Grant.
	3. Acceptance of another grant will affect one’s eligibility to receive the EPIC Grant and could subject a recipient to refund all or a portion of received grant funds.
	4. Applicants ***may not*** request the full grant amount ($5,000) if they receive funding or stipends from their internship placement. Instead, the maximum amount that an applicant may request is the full amount of the EPIC Grant *minus*the amount receive from the placement. For example, if the placement provides a $500 stipend, the most the applicant can request is $4,500.
	5. The EPIC Grant is distributed in two parts: an initial distribution of 90% at the beginning of the summer, and a second distribution of 10% upon successful completion of the summer internship. For example, if an applicant receives the full grant amount of $5,000, the applicant will receive $4,500 at the beginning of the summer and $500 at the end of the summer. To receive the final distribution of funds, recipients must complete some additional requirements, including but not limited to (1) a reflection paper about the internship placement, (2) a signed verification from a supervisor that you have completed the internship of 10 weeks and 400 hours, (3) a photograph, if possible, and (4) a media release form.
12. **\_\_\_Professional Conduct Code Pledge:**
	1. Applicants ***must read and sign*** the Professional Conduct Code Pledge.
	2. If the applicant fails to sign the Professional Conduct Code Pledge, the application ***will be rejected*** for noncompliance with EPIC Grant application requirements. The applicant will be notified and given an opportunity to resubmit their application with a signed copy of the Professional Conduct Code Pledge.
13. **\_\_\_Supplier/Individual Information Form (“SIF Form”):**
	1. To facilitate the direct deposit of funds to recipients of the EPIC Grant, applicants ***must complete*** Emory University’s SIF Form. As of Fall 2020, this form is available only in Microsoft Excel. The SIF Form is available for download [here](https://finance.emory.edu/home/procurement/support-center/index.html).
	2. In the completed application materials, applicants should include a completed Excel file in their submission email.
	3. Due to formatting concerns, please do not copy and paste into the SIF form. You ***must*** ***type*** your information into the form or risk an error that may delay your funds.
	4. Instructions: please select “Individual” on the first page of the Excel file. Complete the remainder of the form with your personal information. For the following question (“Do you want to be paid via ACH?”), please select “yes.” For any remaining questions, please contact the Emory Procurement Support Center by email/phone [here](https://finance.emory.edu/home/procurement/support-center/index.html).

**2021 EPIC GRANT APPLICATION**

[Name of Applicant]

**SPONSORING ORGANIZATION:**

[Name of Organization]

[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 and Email Address]

**Amount of Funding Requested:**  [Requested Amount]

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| **Organization** | **Date** | **Brief Description of the Activity** | **Supervisor Name** | **Supervisor Contact Information (Phone Number or Email)** | **Number of Hours** |
| [Organization] | [Date of Volunteering] | [Volunteer Activity] | [Supervisor’s Name] | [Supervisor’s Contact Information] | [Number of Hours Volunteered] |
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**Total Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

I, [Name of Applicant], certify that I attended:

[ ]  the EPIC Conference held on October 3, 2020, or

[ ]  a Qualifying Public Interest Conference. Description: [Name of Qualifying Public Interest Conference] on [Date of the Conference] at [Location of the Conference]. [Provide a brief 2-3 sentence summary of the Qualifying Public Interest Conference].

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

I, [Name of Applicant], certify that I attended the EPIC Inspiration Awards on February 2, 2021. I certify that, if I did not attend at the EPIC Inspiration Awards, I have completed at least five additional EPIC Hours.

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

I, [Name of Applicant], do solemnly affirm that I intend to return to Emory University School of Law for my [2L/3L/4L] year in the fall semester of 2021. I understand that transfer or withdrawal from Emory Law before or during the Fall 2021 semester may require that I refund all or a portion of the EPIC Grant disbursements. By submitting this application, I further acknowledge that I will support future recipients of the EPIC Grant by making reasonable efforts to contribute to the EPIC Inspiration Awards.

***Certification of Funding***

I, [Name of Applicant], affirm that I will notify EPIC if I am awarded or selected for another grant or source of funding for the internship programs and positions listed for consideration in this application. I understand that any stipends provided by my internship placement will decrease the maximum amount of funding that I may request under the EPIC Grant. I understand that receipt or acceptance of another grant will affect my eligibility to receive the EPIC Grant and could subject me to refund all or a portion of the EPIC Grant. I acknowledge that no other grant can be used in conjunction with the EPIC Grant. I further acknowledge that, if I am selected to receive an EPIC Grant, I may be required to complete additional obligations to receive the full requested amount of the EPIC Grant.

**LEGAL INTERNSHIP VERIFICATION**

I, [Name of Supervising Attorney], certify that [Name of Applicant] has accepted a summer internship position [at/with] [Name of Organization]. This internship will begin on [Expected Start Date] and will last for a minimum of 10 weeks and 400 hours. I am a licensed attorney, and [Name of Applicant] will be working under my supervision during [his/her/their] time at [Name of Organization].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Supervising Attorney] [DATE]

[Position]

[Name of Organization]

[Contact Information]

**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 that values honesty and integrity. The law school and the legal profession share important values that are expressed in the Professional Conduct Code of Emory University School of Law. I have read the Code and I accept its terms and procedures as a condition of applying for the EPIC Grant. I attest that all certifications made within this EPIC Grant application are true and accurate to the best of my knowledge. I further acknowledge that, if selected as the recipient of an EPIC Grant, the duration of my required work commitment (*i.e.,* 10 weeks and 400 hours, unless otherwise specified) will be verified by the employer in a signed letter. To receive the final disbursement of EPIC Grant funds, additional submissions will be required. Failure to verify the completion of my work commitment or any violation of the Professional Conduct Code could result in disciplinary proceedings and/or the requital of EPIC Grant funds. I also acknowledge that I will be returning to Emory University School of Law for the Fall 2021 semester and that transfer or withdrawal could subject me to refund all or a portion of the EPIC Grant.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature and Date

**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 Fellowship Foundation. For Summer 2021, this fellowship will award three grants of $5,000 each.

The Justice John Paul Stevens Fellowship Foundation provides 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 per 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 and an additional statement (no more than one page long) of how their placement meets the goals of the [Justice John Paul Stevens Fellowship Foundation](http://www.jpstevensfoundation.org/).

Applicants for the Justice John Paul Stevens Fellowship may use their EPIC Grant application to satisfy all other application requirements. Applicants should keep in mind that the Justice John Paul Stevens Fellowship is distinct from the EPIC Grant process and not all jobs that qualify for the EPIC Grant will qualify for the Justice John Paul Stevens Fellowship.

If you would like to be considered for the Justice John Paul Stevens Fellowship, please indicate so by signing your name at the bottom of this page and ***providing an additional statement of interest***.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature