



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

Steven Richter Summer Fellowship Application

Since 1984, Pride Law Fund has funded summer internship opportunities for those seeking experience in the areas of sexual orientation discrimination, individual rights litigation, direct legal services for people with HIV/AIDS, and other legal concerns of the lesbian, gay, bisexual and transgender community.

This summer, Pride Law Fund is offering a Steven Richter Fellowship for the amount of \$2,500 to a student with a summer internship that supports direct legal services and/or projects on issues of concern to individuals with HIV or AIDS. The Richter Fellowship is not limited to law students or legal projects.

Guidelines and instructions for Richter Fellowship applicants are provided below.

1. The Richter Fellow must identify in their application a sponsoring organization committed to hosting the Fellow during their summer internship. The sponsoring organization must be an existing 501(c)(3) tax exempt non-profit organization or government agency with staff attorneys (or, if the summer work is not legal in nature, non-attorney staff) qualified, able and willing to supervise the project.
2. In accepting a Richter Fellow funded by Pride Law Fund, the sponsoring organization assumes responsibility for supervising and providing adequate resources to support the Fellow's 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 that do not fulfill these responsibilities will not be eligible to host future Pride Law Fund Fellows.
3. Pride Law Fund will consider two types of applications: (1) a specific summer project proposed by the applicant or developed by the sponsoring organization that is defined in scope and goals; and/or (2) an internship with a sponsoring organization whereby the intern provides general legal services consistent with the mission of the organization. In either case, the applicant must explain how their summer internship relates to issues of concern to individuals with HIV or AIDS.
4. Pride Law Fund prefers applicants with a demonstrated commitment to the lesbian, gay, bisexual and transgender community (i.e., through leadership positions, volunteer activities, etc.) and a demonstrated financial need.

5. The number and amount of Fellowships given each year is discretionary and are subject to availability of funds. This year, Pride Law Fund is awarding a single \$2,500 Steven Richter Fellowship.
6. The Fellowships can be used to supplement other summer fellowships or income. Applicants must inform Pride Law Fund of funding from other sources, including funding awarded after the application to Pride Law Fund is submitted. We reserve the right to reduce awards if total funding from Pride Law Fund and other sources exceeds \$5,000.
7. Applications for the Richter Fellowships must be emailed to Pride Law Fund by the deadline indicated on our website.
8. Fellows will be notified of their selection within four weeks of submission.
9. 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 applicable benefits and tax obligations.
10. Preference is given to projects that are no shorter than 10 weeks and eligibility is limited to projects no shorter than 8 weeks. For the purposes of this application, work during the “summer” refers to work between May 1 and August 31, unless otherwise agreed to by Pride Law Fund.

FELLOWSHIP RESPONSIBILITIES

If you are awarded a Steven Richter Fellowship, you will be asked to fulfill the following duties:

1. Inform Pride Law Fund of any additional funding or income you receive for your project.
2. Maintain contact with your Pride Law Fund Board representative (to be assigned upon awarding of the Fellowship) during your project; keep your representative 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.
3. Participate in one or more meetings (or, if your internship is outside the San Francisco Bay Area, conference calls) with Pride Law Fund Board members during the summer to discuss the progress of your project.
4. 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 may require return of a portion of the award.
5. Provide Pride Law Fund with copies of any publications, written materials or other deliverables produced during your project, including but not limited to any deliverables specified in your project application.
6. State that the project was supported by a summer fellowship from the Pride Law Fund in any publications or other written materials that you produce during your project.
7. At the conclusion of the summer, draft a brief report describing your fellowship project which may be posted on the Pride Law Fund website or used in Pride Law Fund’s mailings and/or press releases.

8. Support Pride Law Fund's outreach activities within your geographic area, such as at the BALIF annual event and/or at other appropriate venues (e.g., Lavender Law Conference).
9. Attend Pride Law Fund and/or BALIF events (to the extent possible, given any scheduling and travel restrictions) where you are invited to be recognized as a Fellowship recipient.

SPONSORING ORGANIZATION RESPONSIBILITIES

Sponsoring organizations and attorneys/staff are responsible for overseeing the Richter Fellow's work, providing facilities and support 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 summer. 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 may require return of a portion of the award.

Sponsoring organizations are responsible for any applicable benefits and taxes.

FELLOWSHIP APPLICATION CONTENTS

The application should include the information provided below, and should be submitted under a separate cover page. Please review carefully and follow all instructions below.

1. Cover Page: This separate page should contain your name, address, telephone number, e-mail address, project title, sponsoring organization, name of the fellowship program(s) to which you are applying, and the amount of money you are seeking for your project.
2. Application: The application (excluding attachments) may not exceed ten double-spaced pages and should contain the following information:
 - a. Project Title
 - b. Sponsor and Contact:
 - i. Include name, mailing address, email address and phone number of the attorney(s) (or, if you are not performing legal work, the non-attorney staff) who will be supervising your project.
 - ii. Include the name, mailing address, email address and phone number of an executive officer, chief counsel or other management-level contact at the sponsoring organization who is responsible for oversight of your supervising attorney.
 - iii. Provide a description of the general area of law and/or the type of services in which your sponsoring organization specializes.
 - c. Project Issue and Expected Impact (Please consider this section carefully. "Boiler plate" submissions copied from previous years are strongly discouraged.)

- i. Describe the problem or issue that your project will address, including its target group and geographical focus.
 - ii. Specify whether or not your proposal contemplates beginning a new project, distinct from ongoing work being done by the sponsoring organization.
 - iii. Discuss the impact your project is expected to have in this area, and the reason(s) you or your sponsoring organization have chosen this type of project as an approach to the problem.
 - d. Overall Project Objectives: This portion of the application should outline your specific objectives. Describe the specific tasks your project will require, and the end product(s) or result(s) you expect to achieve. Please describe how your project fits in with the sponsoring organization's focus or mission.
 - e. Schedule: Indicate the approximate start and end dates for the project, and specify the number of full weeks of work you intend to complete.
 - f. Proposed Budget: This portion of the application should outline a proposed budget for the duration of the project, including budgeted income (and setting forth living expenses, such as rent and food, etc.), and all other sources of funding/income. The proposed budget should only include anticipated expenses for the summer, and should not include such things as tuition, credit card bills, books, etc.
 - g. Other Funding: Pride Law Fund requires that each applicant provide and update information regarding other project funding sources and other sources of summer income, whether or not related to the project (including work at a law firm for part of the summer). We reserve the right to reduce awards if total funding from Pride Law Fund and other sources exceeds \$5,000.
 - i. If you are applying for other funding, please list other grants applied for and their status (e.g., granted or pending). Please indicate when you expect to receive notice of award of grant and a telephone number and/or address for the organization you have applied to for the grant.
 - ii. If you will be paid by an organization, please indicate salary or stipend.
 - iii. If you will be receiving work study or other sources of summer income, please indicate the approximate amount expected.
 - iv. Please indicate if you will be receiving no other income or funding for your project.
 - v. If you receive any additional funding for your project or other sources of summer income after your application is submitted, it is your obligation to inform Pride Law Fund promptly of this updated information. A Pride Law Fund representative may also contact you to confirm whether you have received additional funding.
3. Attachments: Please attach the following to your proposal:
 - a. One copy of your resume.
 - b. A letter of support from an attorney (or, if you will not be performing legal work, from non-attorney staff) of the sponsoring organization who is willing to provide advice and

guidance over the course of the summer. Preference will be given to those organizations where attorneys or staff express a specific interest in assisting you with your particular project. Letters of support may be transmitted separately but must be received by the application deadline.

- c. Usage Agreement and Certification: Please date and sign the Usage Agreement and Certification attached to this application form.

Please email your completed application to:

info@pridelawfund.org



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

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 Pride Law Fund and its Fellowship Programs (collectively “Programs”).

In the event I am awarded the Steven Richter Summer 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. I understand that compliance with the “Fellowship Responsibilities” set forth in the Application is a condition of receiving a 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