

**PRIDE LAW FUND**  
**TOM STEEL POST-GRADUATE FELLOWSHIP APPLICATION**

**MISSION STATEMENT**

The mission of the Tom Steel Post-Graduate Fellowship is to fund a new lawyer each year to work in the United States on an innovative, public interest law project that serves the lesbian, gay, bisexual and transgender community. This Fellowship will help ensure that unmet legal needs are recognized and prioritized on an on-going basis, and that the next generation of legal advocates for the lesbian, gay, bisexual and transgender community develops the critical skills necessary to secure civil rights into the future.

**THE FELLOWSHIP AWARD**

The Steel Fellowship is the first fellowship of its kind anywhere in the country. Pride Law Fund has funded four Steel Fellowships since 2001. The Fellowship is an annual award, offered each year, for an individual to complete full-time work for twelve (12) months. A full-time grant of up to \$35,000.00 will be awarded, depending on the project needs and availability of funds. The applicant may supplement this grant with grants from other organizations, including the sponsoring organization.

The sponsoring organization generally should be an existing 501(c)(3) tax-exempt non-profit organization with staff attorneys qualified and able to supervise the 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 the project. Sponsoring organizations and attorneys are responsible for overseeing the project and ensuring that the project is carried out substantially as described in the application. Fellows and sponsors must advise Pride Law Fund of any substantial changes in the project scope and schedule. In the event of any such changes, Pride Law Fund may request return of a portion of the award.

The Fellow's project must either be capable of completion within the fellowship year — *i.e.*, Fall 2007 to Fall 2008 — or be designed to become self-supporting after the fellowship year. In subsequent years, current Fellows may apply for a second fellowship to extend a current project one additional year or to begin a new project. The Steel Fellow should plan to begin his or her project in Fall, 2007.

**CRITERIA FOR FUNDING**

Pride Law Fund seeks to fund “cutting edge” projects with the potential to make a lasting impact. Law students eligible to graduate in Spring, 2007, or recently graduated lawyers (within three years of their graduation from law school), may apply.

Factors considered in awarding grants include:

- the need for the project (how under-served the issue/community is)
- the anticipated impact of the project
- the organization and structure of the proposal
- the stability and supportiveness of the sponsoring organization or attorney
- the applicant's past community or public service activities
- the applicant's connection and involvement with the lesbian, gay, bisexual and transgender community.

### THE SELECTION PROCESS

The Steel Fellowship Review Committee of Pride Law Fund will review the applications and select the finalists. Each finalist will be given the opportunity for a personal interview before the Steel Fellowship Review Committee in San Francisco in February 2007. If, because of distance, timing or expense, an interview in the Bay Area is not feasible, finalists may schedule a telephone or video-conference interview with the Board. Pride Law Fund does not reimburse finalists for interview expenses.

Final selection of the Steel Fellow will be made after discussion and a vote by the Pride Law Fund Board of Directors. When monies for the Steel Fellowship are to be withdrawn from the Pride Law Fund account being managed by the Horizons Foundation, the Board's final selection shall also be subject to approval by Horizons Foundation. The announcement of the Steel Fellow for the 2006-07 year can be expected on or about March 1, 2006.

### HOW TO APPLY FOR A FELLOWSHIP

Pride Law Fund is now inviting applications for the 2006-2007 Fellowship year.

Two copies of the Fellowship Application must be submitted. The Selection Committee appreciates clarity and organization. **Proposals must be postmarked or emailed by December 31, 2006.**

**The following format must be followed to complete an application:**

**(A) The Fellowship Application** must not exceed ten double-spaced pages and must include the following components:

- (1) A cover or title page, including the name, address and telephone number of the applicant or contact person, the brief title of the project, and the amount of funding requested.
- (2) A one-page summary of the project (on an 8.5 x 11" page, one-sided only). The summary must include:

- the name, address, telephone number and email address (if any) of the applicant
- the title of the project
- a summary of the problem
- the proposed response to the problem
- the project's overall objectives
- the name, address, telephone number and email address (if any) of the sponsoring organization and/or attorney(s)

The summary should also include a brief description of the applicant and the sponsoring organization, and, at the bottom of the page, the words "amount requested" followed by the appropriate figure. The summary may be single or double-spaced.

- (3) The description of the project should address the following points:
- (a) The 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 legally under-served. 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) The project objectives. Discuss how your objectives relate to the problems previously discussed and describe the steps you will take to reach those objectives. Describe previous work in the area, or other background information available, related to the project
  - (c) Schedule. Indicate the approximate start and end dates for the project.
- (4) A description of the applicant's qualifications. Please describe anything about your background or experience that you believe 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 that you believe will increase your chances of reaching and connecting with your intended clients? Please feel free to tell us anything else that you believe is relevant to your qualifications or abilities to do the project.

**(B) Material supporting your Application** (not included in the ten-page limit) must include:

- (1) Your resume.
- (2) A description of the sponsoring organization's and/or sponsoring attorney's experience in the practice area of your project and how it can contribute to the success of the project. Include the name, mailing address, email address and telephone number of the attorney(s) who will be supervising your project.
- (3) A list of the people involved in the project and a description of their respective roles and relevant experiences.
- (4) A letter of support from your 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 of 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) If you do not plan to work directly with an existing 501(c)(3) tax-exempt organization, include a resume for the sponsoring attorney(s) from the 501(c)(3) tax exempt non-profit organization who will supervise your work.
- (6) Only two (2) letters of support from persons or organizations who are knowledgeable about your work and/or experience. Letters of support are only useful if they come from people who know your work well or who are experienced in the area of the proposed project. Do not ask persons currently serving on the Pride Law Fund Board of Directors to write letters of support. Be sure to include two copies of each letter of support.
- (7) An overall budget must be set forth in the format of the attached budget form, or in a similar format. If attachments will clarify your budget, please feel free to attach additional information. Your budget should include each source of support other than the Steel Fellowship, state whether the proposed project has a commitment from that source, and explain any contingencies to listed funding sources. If you

intend to use the Steel Fellowship as seed money for a long-term project, include an attachment discussing any potential future sources of support of which you are aware.

- (8) A timetable for accomplishing the project's objectives. The timetable should set forth specific milestones and deadlines. 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 whether the project is appropriately scaled given the available time and resources.
- (9) An academic transcript from law school.
- (10) A signed "Usage Agreement" (attached).
- (11) A signed Certification (attached).

### **COMPLETED APPLICATIONS**

Completed applications should be sent to:

Pride Law Fund  
P.O. Box 2602  
San Francisco, CA 94126

OR

David A. Lowe  
Rudy, Exelrod & Zieff, LLP  
351 California Street, Suite 700  
San Francisco, CA 94104  
(415) 434-9800

OR

*Emailed to [application@PrideLawFund.org](mailto:application@PrideLawFund.org)*

**Applications must be postmarked or emailed by no later than December 31, 2006.**

### **FELLOWSHIP RESPONSIBILITIES**

If you are awarded a Steel Fellowship, you must fulfill the following duties:

1. Inform Pride Law Fund of any additional funding/income you receive for your project.

2. Maintain contact with Pride Law Fund during your project and keep the Board informed of your progress and any other issues as they arise.
3. 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.
4. State that your project was supported by a Tom Steel Fellowship from the Pride Law Fund in any publications or other written materials that you produce during or as a result of your project.
5. At the conclusion of your project, draft a short summary describing your project which may be used in Pride Law Fund mailings and/or press releases.
6. To the extent possible, given any scheduling and travel restrictions, attend Pride Law Fund events where you are invited to be recognized as a Steel Fellowship recipient.
7. If you are not already admitted to the Bar, you must make arrangements to complete the requirements for Bar Admission. If for any reason the Steel Fellow is unable to complete the requirements for admission to the Bar of the relevant jurisdiction, the Fellow must inform Pride Law Fund. In that event, Pride Law Fund will determine what action to take on a case-by-case basis.

### **USAGE AGREEMENT**

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.

*For further information, contact David A. Lowe at (415) 434-9800 or [dal@reztlaw.com](mailto:dal@reztlaw.com), or write to the above address.*

**USAGE AGREEMENT**

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.

Dated: \_\_\_\_\_

\_\_\_\_\_

Signature

Name Printed

**CERTIFICATION**

This certifies that I have completed the enclosed application to the best of my knowledge, information, and belief. This also confirms that, as necessary, I will provide updated information to Pride Law Fund and the Steel Fellowship Selection Committee during the pendency of my application, and that I will make reasonable efforts to satisfy the "Fellowship Responsibilities" as set forth in the Application.

Dated: \_\_\_\_\_

\_\_\_\_\_

Signature

Name Printed

**SAMPLE BUDGET**

<i>Name of Applicant:</i>	
<i>Name of Project:</i>	

**EXPENSES**

**Salary:**

*Fellow* \$ \_\_\_\_\_

**Other:**

*Equipment/Material related to Project* \$ \_\_\_\_\_

*Travel Related to Project* \$ \_\_\_\_\_

*Misc. Costs Related to Project* \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

***TOTAL  
Expenses***

\_\_\_\_\_ \$ \_\_\_\_\_

**INCOME**

*Steel Fellowship* \$ \_\_\_\_\_

*Other Foundation & Cash Contributions* \$ \_\_\_\_\_

*Firmly Committed funding (explain any contingencies on receipt of funding)* \$ \_\_\_\_\_

*Funding Applied For (including date decision on application expected and contingencies on receipt of funding)* \$ \_\_\_\_\_

*In Kind Contributions (itemize on separate sheet)* \$ \_\_\_\_\_

*Income Provided by Sponsoring Organization* \$ \_\_\_\_\_

*Any other Sources of Anticipated Income* \$ \_\_\_\_\_

**TOTAL INCOME**

\$ \_\_\_\_\_