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**Endowment Fund Award Form- Law Student**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Law School and Class Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOW TO APPLY:** This application is for law school students who have partnered with an Applicant Organization to apply for this Grant, in order for the Applicant Organization to bring the student on as an intern. Students are to work with the Applicant Organization in completing this form. **Along with submitting this application with the information listed below, you must also submit a (1) resume, (2) unofficial law school transcript, and (3) cover letter (see below for requirements). This application form together with the information listed below must be received at the address listed below by 5:00 pm on the deadline:**

1. Cover letter from the Student which addresses the following:

1. Why you are interested in working for the Applicant Organization and what experiences and interested led you to apply for this application?
2. What you hope to achieve by working for the Applicant Organization
3. Evidence of the Applicant Organization's tax-exempt status from the Internal Revenue Service demonstrating that it is an organization exempt from federal income taxation under Section 502(c)(3) of the Internal Revenue Code, and stating whether or not it is a private foundation;
4. Applicant Organization's most recent audited financial statements, its current year operating budget, and a current year-to-date income and expense statement;
5. Names and affiliations of the Applicant Organization's board of directors;
6. Indication that this application has been reviewed by the governing board of the Applicant Organization and has received its endorsement. Where possible, a formal board resolution to this effect should be submitted; and
7. The information requested in the Narrative Guidelines.

**NARRATIVE GUIDELINES:**

The information listed below must be provided in a proposal narrative submitted together with the Application Form:

1. Description of the Applicant Organization: Provide a brief history of the Applicant Organization. Describe the purpose and mission of the organization, its objectives, and the scope of its activities, including primary programs, services, constituents, and geographic service area. Describe in particular how the Applicant Organization serves the Latino community in Minnesota.
2. Description of the Intern's Duties and Qualifications: Describe the duties and responsibilities of the law student intern who will be the beneficiary of this grant, including the number of hours the intern will work per week and the types of projects that the intern will carry out. Describe the qualifications the Applicant Organization is seeking in eligible law student intern candidates.
3. Reason for Request: Provide a statement as to why the Applicant Organization should be awarded this grant.

**CERTIFICATION:**

By submitting this application, the Applicant Organization certifies and agrees that:

1. The Applicant Organization will disburse the grant proceeds for the purpose stated in this Application and agrees to refund any unused portion of grant proceeds, if any. In addition, the applicant organization agrees to provide any interim and/or final reports as may be required by the MHBA and or the Saint Paul Foundation.
2. The Applicant Organization acknowledges that payment of grant proceeds is at the discretion of the MHBA and the Saint Paul Foundation. At its discretion, the MHBA and/or the Saint Paul Foundation may modify the terms of payment of grant proceeds, or may cancel payment of the grant at any time.
3. The Applicant Organization agrees that the Saint Paul Foundation and the MHBA, at their discretion, may engage the participation of advisors in the grant application review process.

**Student Signature:**

Name Date

**Applicant Organization Signature:**

Name Date

Title

**Applications should be emailed the current MHBA president so that they are received by 5:00 p.m. on the deadline.**