



2025 LEGAL AID LEADERS FELLOWSHIP GRANTS REQUEST FOR PROPOSALS

This document provides information for organizations interested in submitting proposals for the 2025 Legal Aid Leaders Fellowship Grants (formerly called Law School Fellowship Grants). Organizations should review this document for information about eligibility, selection criteria, and the scoring rubric for this competitive grant. Organizations should ensure that their proposals clearly address the principal concerns of the funding authorities.

The 2025 Legal Aid Leaders Fellowship Grants are competitive and discretionary. Proposals must be submitted on SmartSimple by **5:00 p.m. PDT on Monday, September 16, 2024**.

If you have any questions, please contact Mara Vejby at mara.vejby@calbar.ca.gov.

BACKGROUND

Section 6140.03 of the Business and Professions Code allocates five dollars of the 45 dollar voluntary opt-out contribution collected as part of the attorneys' annual license fee to support Interest on Lawyers' Trust Accounts (IOLTA) funded organizations. The five dollars "shall be allocated to qualified legal services projects [QLSPs] or qualified support centers [...] to fund law student summer fellowships for the purpose of supporting law students interested in pursuing a career in legal services for indigent persons."¹ The statute specifies that these fellowship grants be allocated pursuant to a competitive grant process administered by the Legal Services Trust Fund Commission (LSTFC). With support from key stakeholders, the State Bar has advocated for and anticipates passage of Assembly Bill 3279, which would amend section 6140.03 of the Business and Professions Code to extend the allocation of these funds through January 1, 2030.²

AWARD INFORMATION

If amended, Business and Professions Code section 6140.03 authorizes funding for law student summer fellowships from January 1, 2023, through December 31, 2030. This 2025 funding opportunity will have a grant period of May 1, 2025, to September 16, 2025.

¹ Business and Professions Code section 6140.03(b)(1).

² [Assembly Bill 3279](#).

The number of awards depends on the amount the State Bar collects from the five dollar increase in contributions during the 2025 attorney licensing fee cycle, which depends on how many State Bar licensees opt out of that contribution. For the first and second years of the Legal Aid Leaders Fellowship Grants, the State Bar received approximately \$759,000 and \$748,000, respectively. The State Bar projects similar figures for the 2025 fee cycle. There will be one grant disbursement during the grant period. Due to the timing of when revenue for this grant fund is collected and when the summer recruitment season begins, applicants will be notified of tentative grant awards in December 2024 and of finalized grant awards in April 2025.

For the 2025 Legal Aid Leaders Fellowship Grants, applicants may apply to fund multiple fellows. Each fellow may be funded for up to \$10,000, with \$7,500 to be used solely for the compensation of one summer law student fellow and up to \$2,500 to cover payroll taxes, benefits, and other direct or indirect costs associated with the fellow.

Successful grantees are required to select fellow(s) by April 24, 2025. If a grantee has not recruited fellow(s) by that date, it will be required to return its award so that the State Bar can reallocate the funding to another applicant. Grantees are required to return any unused portion of their award within one month of the end of the award period (by October 16, 2025). Extensions will be unavailable. Funds returned to the State Bar after the 2025 grant term will be redistributed as future Legal Aid Leader Grant Funds during the 2026 grant cycle.

SUPPORT AND RESOURCES FOR PARTICIPATING FELLOWS

In 2025, the State Bar will again partner with [California ChangeLawyers](#) (ChangeLawyers), which may fund additional Legal Aid Leader Fellows as well as provide further support and resources to fellows funded by this grant. Fellows will join ChangeLawyers' cohort of fellows and be able to participate in workshops, training, and networking opportunities to support their professional and career development. Grantees are expected to facilitate and encourage fellows' participation in these activities.

ELIGIBILITY REQUIREMENTS

Business and Professions Code section 6140.03 allows QLSPs and support centers, as defined in Business and Professions Code section 6213, to apply for and receive this competitive grant, which must be used to fund law student summer fellows providing services to indigent Californians, as defined by California Business and Professions Code section 6213(d).

SELECTION CRITERIA

Unlike other discretionary awards that the State Bar administers, Business and Professions Code section 6140.03 does not limit Legal Aid Leaders Fellowship grants to averting or redressing specific legal harms. The Legal Aid Leaders Fellowship Grants Committee has therefore set selection criteria that will direct awards toward those applicants best equipped to support their fellow(s) on a compelling project, thereby maximizing the fellow(s) access to civil justice contribution while protecting clients. This includes looking at the organization's ability and plan to recruit, train, mentor, guide, and supervise its fellow(s) on projects that fall within its existing experience and expertise. Applicants that serve rural or underserved communities, and that serve clients regardless of immigration or citizenship status, shall receive preference, as required by Business and Professions Code section 6140.03.

2025 LEGAL AID LEADERS FELLOWSHIP GRANTS SCORING RUBRIC

In an effort to provide transparency and equity in the review process, the Legal Aid Leaders Fellowship Grants Committee will use a scoring rubric as a tool to help guide review of all eligible proposals. The Legal Aid Leaders Fellowship Grants Committee maintains discretion when determining funding recommendations even where that means funding an application(s) that scored lower on the rubric and not funding an application(s) that scored higher. The committee will use their best efforts to distribute grants statewide. Award decisions are final and without appeal. Award recipients are required to notify the State Bar once the fellow(s) has/have been selected.

The Legal Aid Leaders Fellowship Grants rubric is comprised of two subsections, each with categories the committee will score separately as either “Exceeds Expectations,” “Meets Expectations,” “Below Expectations,” or “Not Addressed”. The Selection Criteria subsection has five scoring categories which will each receive a score on a scale of zero to 10 points. The second subsection, Funding Preferences, has three scoring categories which will each receive a score on a scale of zero to five points. The rubric allots 50 points for Selection Criteria and 15 points for Funding Preferences.

DEFINITIONS	
Exceeds Expectations	A proposal that scores “exceeds expectations” in a category satisfies the standard for “meets expectations” while standing out as particularly compelling or impressive with respect to that row of the rubric. An application might be especially compelling, for instance, because it provides a unique opportunity for the law student to engage in special trainings or mentorship and/or to participate in an unusually impactful case or project; or the proposal might be exceptionally detailed, thorough, evidence-driven, or otherwise well-conceived and convincing.
Meets Expectations	A proposal that scores “meets expectations” in a category is competitive and persuasive with respect to that row of the rubric. To be competitive, the proposal will be sufficiently ambitious and/or compelling to merit the use of competitive funds. To be persuasive, the proposal will describe circumstances sufficiently probative of the applicant’s intention and ability to accomplish its stated objectives in that category.
Below Expectations	A proposal that scores “below expectations” in a category addresses that category but is insufficiently competitive or persuasive to justify a score of “meets expectations.” The proposal might aspire to do too little, for instance, such as only occasionally serving rural clients for the “serves rural populations” category; or the proposal might lack sufficient detail, explanation, or basis in fact to demonstrate its contours or likelihood of success. Since such a proposal might still articulate a feasible fellowship, this score confers some points.
Not Addressed	A proposal that scores “not addressed” in a category fails to satisfy that category in a meaningful way or lacks the relevant nexus. A proposal might fail to satisfy a category in a meaningful way if it articulates only a vague intention to do so. A response might lack the relevant nexus to “serves rural populations,” for instance, if it would serve only an urban community.

SELECTION CRITERIA (50 POINTS)

Based on responses provided in the proposal, the committee will score each category in this subsection as “Exceeds Expectations,” “Meets Expectations,” “Below Expectations,” or “Not Addressed” with corresponding multipliers for a maximum of 50 points. Further definitions and examples for the five Selection Criteria categories are provided below the table.

SELECTION CRITERIA (50 PTS)				
Checkmark the appropriate ranking for each category and then multiply by the number below.				
CATEGORY & DESCRIPTION	Exceeds Expectations	Meets Expectations	Below Expectations	Not Addressed
Impact: Applicant describes utilizing the fellow(s) in appropriate legal work aligned with the organization’s expertise.				
Organizational Benefit: Applicant describes the larger impact this funding will have on the organization.				
Supervision/Administration: Applicant describes its robust supervision practices and other quality assurance measures to protect the experiences of both its clients and the fellow(s).				
Support/Evaluation: Applicant describes a thoughtful plan to provide onboarding, training, networking, and mentorship to the fellow(s); including collecting feedback on the fellow(s) experience.				
Recruitment: Applicant describes the process to select a motivated and qualified candidate(s)—even if it has already selected a qualified candidate(s)—from a strong and diverse pool of candidates.				
Number of check marks	x10=	x6=	x2=	x0=
Subtotal A				

- Impact:** Applicants should describe, specifically and in detail, the legal work that the fellow(s) will perform over the grant period (from May 1, 2025, to September 16, 2025). In the response, they should describe the type of work (e.g., intakes, clinics, case work) with which the fellow(s) will engage and the fellow(s)’ role and the areas of law with which the fellow(s) will be assisting. In addition, applicants should describe their organization’s experience and expertise in the fellow(s)’ proposed projects—the interventions themselves (e.g., clinics vs. litigation), the areas of law, and the communities they serve.

- **Organizational Benefit:** Applicants should describe, specifically and in detail, the larger impact this grant will have on the organization, including how the fellow(s)' contributions will impact the organization's programs and/or overall success. Specifically, the applicant should consider the impact of hosting law fellow(s) on its work, including its ability to serve clients or streamline workflows. The applicant may also include the grant's impact on its ability to recruit law student candidates for the summer and/or for future staff positions. The response should be specific, and it may reference previous benefits the organization experienced as a result of the prior participation in the Legal Aid Leaders Fellowship grants program or other previous experience hosting law students.
- **Supervision/Administration:** Applicants should describe, specifically and in detail, how they will safeguard the quality of their fellow(s)' services to clients as well as the fellow(s)' own experience at the organization. In the response, they should identify the supervisor(s) and their experience with the project and supervising others. In addition, applicants should explain the steps that the supervisor(s) will take to ensure that the fellow(s) will provide safe, effective, and sensitive legal services to clients, particularly if the fellow(s) will be supervised remotely; this includes the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work.
- **Support/Evaluation:** Applicants should describe, specifically and in detail, a thoughtful plan to support and develop the fellow(s) over the course of the fellowship and encourage a career in legal services for indigent persons, including opportunities for the fellow(s) to provide feedback on their experiences period. They should explain how the fellow(s) will onboard, receive trainings, participate in mentorship, network, and collaborate with other staff. Applicants should describe with specificity the substantive law, legal skills, trainings (e.g., strategies to address implicit bias; trauma-informed care; and cultural humility), and other supports (e.g., access to legal templates and commercial research databases networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development.
- **Recruitment:** Applicants should describe, specifically and in detail, how they recruited or will recruit, select, and confirm their fellow(s) by April 24, 2025. They should explain the plan to seek a strong and diverse pool of candidates, including outreach efforts, and to gauge the candidates' interest in pursuing a career in legal services for indigent persons. Applicants should note whether/how their organization's evaluation and selection process relates to the proposed work description for the summer fellow(s). If the fellow(s) has already been selected, applicants should note if anything makes them particularly qualified to perform the work proposed.

FUNDING PREFERENCES (15 POINTS)

Based on responses provided in the proposal, the committee will score each category in this subsection as “Exceeds Expectations,” “Meets Expectations,” “Below Expectations,” or “Not Addressed” with corresponding multipliers for a maximum of 15 points. Further definitions and examples for the three Funding Preferences categories are provided below the table.

FUNDING PREFERENCES (15 PTS)				
Checkmark the appropriate ranking for each category, and then multiply by the number below.				
CATEGORY & DESCRIPTION	Exceeds Expectations	Meets Expectations	Below Expectations	Not Addressed
Serves rural populations: Applicant articulates the fellow(s)’ focus on serving rural communities and identifies the MSSA tracts where fellow(s) will provide services.				
Serves underserved populations: Applicant articulates the fellow(s)’ focus on serving underserved communities.				
Serves clients regardless of immigration or citizenship status: Applicant articulates the fellow(s)’ focus on serving clients regardless of immigration or citizenship status.				
Number of check marks	x5=	x3=	x1=	x0=
Subtotal B				
Total (Subtotal A + Subtotal B)				

- Serves rural populations:** Applicants should describe the extent to which the fellow(s) would serve rural communities. The State Bar relies on the California Access to Justice Commission’s (CalAtJ) definition of “rural” as areas that meet the medical service study area (MSSA) standard for “rural” or “frontier.” The California Office of Statewide Health Planning and Development identifies MSSAs using sub-county clusters of census tracts. CalAtJ argues that MSSA categories of rural and frontier—as opposed to urban—are better suited than counties to classify rural areas. “Rural” MSSAs have 50,000 or fewer residents and population densities below 250 people per square mile. “Frontier” MSSAs have population densities of fewer than 11 people per square mile. Applicants must identify the MSSA tract(s) where the fellow(s) will provide services. MSSA data is available on the [California State Geoportal](#).³
- Serves underserved populations:** Applicants should describe the extent to which the fellow(s) would serve underserved communities. These funds are limited to serving those who are statutorily indigent. Therefore, applicants should explain how the targeted underserved population faces even higher barriers to accessing civil justice than do indigent people generally. Since “serves rural populations” is a separate

³ The portal is a searchable database and filters for “Rural” and “Frontier” may be used to help applicants identify MSSA tracts within their service area.

category, “serves underserved populations” refers to serving other populations beyond those in rural locations and that are underserved relative to the indigent population generally. Such populations may be defined with respect to categories including but not limited to race, ethnicity, age, limited English proficiency, disability status, and veteran status. The application should demonstrate that the targeted population is relatively underserved, and may face economic, geographic, political, and other challenges impacting the population’s ability to seek access to legal services.

- **Serves clients regardless of immigration or citizenship status:** Applicants should describe the extent to which the fellow(s) will serve clients regardless of immigration or citizenship status. They should elaborate on the applicant’s policies and practices, including outreach efforts, to serve clients regardless of immigration or citizenship status.

APPLICATION COMPONENTS

A complete 2025 Legal Aid Leaders Fellowship Grant application will include the components below. Please see the application instructions for detailed guidance.

1. Form A: Project Profile

The project profile would include high-level information about the project such as its award request, length of fellowship, and project areas.

2. Form B: Fellowship Description

The project description would include detailed information about the fellowship. This includes responses to all eight rubric categories across both the Selection Criteria and Funding Preferences subsections. Applicants should provide detailed narratives about the applicant’s qualifications and resources for the project.

3. Form C: Fellowship Budget

The fellowship budget will collect information on the State Bar-funded fellow(s)’ compensation, and the amounts for the benefits, payroll taxes, and other indirect costs. Applicants may include expenses between May 1, 2025, and September 16, 2025.

4. Form D: Budget Narrative

The budget narrative would include descriptions of payroll taxes, benefits, and other direct or indirect costs associated with the fellowship(s), if applicable.

5. Form E: Fellow(s) Application Materials

If already selected, applicants should upload the cover letter(s) and/or resume(s) of the fellow(s).

6. Form F: Project Assurances

Applicants are required to assure compliance with the following:

- A. Applicant agrees that it will use funds it receives from the 2025 Legal Aid Leaders Fellowship Grant only for purposes stated in its application.

- B. Applicant will immediately notify the State Bar of California (State Bar) if the grant-funded fellow leaves the organization before it has finished spending down its award.
- C. Applicant will return its grant award if they have not selected and confirmed State Bar-funded fellow(s) by April 24, 2025, unless the State Bar, in its sole discretion, makes an exception.
- D. Applicant will return any unused 2025 Legal Aid Leaders Fellowship Grant funds within one month of the end of the award period (by October 16, 2025).
- E. Applicant will not discriminate based on race, color, national origin, religion, gender, disability, age, marital or domestic partnership status, medical condition, or sexual orientation.
- F. Applicant will comply with fiscal management and quality control procedures adopted by the State Bar.
- G. Applicant will permit reasonable site visits and will present additional information deemed reasonably necessary to determine compliance with the terms of the grant.
- H. Applicant will comply with all applicable federal, state, and local employment laws as well as all other applicable laws and regulations.
- I. Applicant will make available to the fellow(s) resources that are similar to those it provides to its other summer law students such as a space to work, computer hardware, computer software, furniture, supplies, telecommunications, online services, etc.
- J. Applicant will facilitate and encourage fellow(s) to complete required fellowship surveys and participate in Legal Aid Leaders Fellowship programming, including in-person and remote events hosted by California ChangeLawyers.
- K. Applicant will file program and financial reports, as may be required by the State Bar, and cooperate with other data collection requests by the State Bar for this grant.
- L. Applicant understands that any proposal submitted for a 2025 Legal Aid Leaders Fellowship Grant, and all documents submitted pursuant to issuance of this funding, are public documents, and may be disclosed to any person.
- M. Applicant understands that the State Bar is permitted, in its sole discretion, to adjust Applicant's award at any time to reflect the actual amount of funding available for 2025 Legal Aid Leaders Fellowship Grants. Consequently, grantees shall not be guaranteed any specific dollar amount in grant funds, or any grant funds at all, if funds received are insufficient or unavailable to the State Bar.

REPORTING REQUIREMENTS

Demonstrating effective use of these funds is critical to supporting future funds. Grantees must, therefore, file a final financial report and program evaluation, which includes a description of the types of cases or matters on which the fellow(s) worked.

FINANCIAL REPORTING

Organizations that receive a 2025 Legal Aid Leaders Fellowship Grant are required to submit a final financial report documenting grant expenditures, including payments to fellows. To ensure compliance with the authorizing statute, the State Bar reserves the right to require proof, at any time, of the amount, timing, and nature of payments towards fellow salaries, payroll taxes, and benefits. Proof might include paystubs, third-party payroll processor reports, benefits invoices, etc. that show the organization's payments for its fellow(s)' work during the grant period.

EVALUATION

At the end of the grant period, organizations must submit a report describing the contributions of its grant-funded fellow(s) to the organization's services. The report will seek information about the following topics, among others:

- Changes, if any, in the grantee's approaches to supervision, training, support, and/or recruitment or selection processes as described in the application;
- Processes for the fellow(s) to provide feedback;
- Lessons learned and changes implemented in response to the feedback;
- Areas of law where fellow(s) provided support;
- Counties and target populations served by the fellow(s);
- Languages in which the fellow(s) provided support;
- Opportunities extended for the fellow(s) to continue with the organization beyond the grant period;
- The scope of work that the fellow(s) performed during the grant period, including the fellow(s)' greatest accomplishments; and
- The effect that the fellow(s)' work had on the organization's services to QLSPs or low-income Californians, especially notable case outcomes.

In addition, grant-funded fellows must complete two surveys to share their expectations and experiences during the fellowship. The questions will seek information about the following topics, among others:

- Fellow's experiences and learnings at the organization and as a part of the California ChangeLawyers cohort;
- Fellow's future career plans; and
- Fellow's demographic information.



Grant Year 2025

Funding Period

Grant Season Summer

Due Date (5:00 p.m.) 09/16/2024

Prepared by: Aldra Robinson

Email: arobinson@innercitylaw.org

Contact Phone: 213-891-2800

Funding Opportunity: Legal Aid Leaders Fellowship Grant

Project Title: ICLC 2025 Summer Fellowship Program

Program Name: Inner City Law Center

Applicant Title: Grants Manager

Address: 1309 East Seventh Street

City: Los Angeles

I verify that I have read, and am familiar with, the 2025 Legal Aid Leaders Fellowship Grant RFP.

☒ There is limited funding for LALF Grants. California ChangeLawyers may be able to fund additional law students for summer 2025. Please check this box if you agree to allow the State Bar to share your application with California ChangeLawyers to be considered for additional law student summer fellowship funding.

Reminder

In order to submit this application, you must first click "Save & Finish Later".

Form A - Project Profile



1. Application Contact Aldra Robinson

Job Title Grants Manager

Email arobinson@innercitylaw.org

Telephone 213-891-3283

**2. Number of Fellows for 5
which Funding is
Requested**

Enter the number of State Bar-funded fellows the applicant seeks to compensate with requested funding.

**3. Total Amount \$50,000
Requested**

Request project amounts divisible evenly by \$500.

**4. Length of Proposed 10
Budget**

Select the number of weeks for the organization's fellowship period.

**a. Fellowship actual or 05/19/2025
anticipated start date**

Enter the actual or anticipated start date for the organization's fellowship. Must be on or after May 1, 2025.



b. Fellowship actual or anticipated end date 07/25/2025

Enter the actual or anticipated end date for the organization's fellowship. Must be on or before September 16, 2025.

5. Current Summer Law Student Compensation \$2,000.00

If the organization currently compensates summer law student interns/fellows, enter the average compensation for each law student.

6. County(ies) Served by the Fellow(s) Table

County(ies) Served by the Fellow(s)

Los Angeles

7. Substantive Area(s)

- | | |
|--|--|
| <input type="checkbox"/> Conservatorship | <input type="checkbox"/> Consumer/Finance |
| <input type="checkbox"/> Disability Rights | <input type="checkbox"/> Family/Domestic Violence |
| <input type="checkbox"/> Education | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Guardianship | <input type="checkbox"/> Health and Long-term Care |
| <input checked="" type="checkbox"/> Housing | <input type="checkbox"/> Immigration |
| <input checked="" type="checkbox"/> Income Maintenance | <input type="checkbox"/> Juvenile |
| <input checked="" type="checkbox"/> Other | |

a. Explain "Other" Fellows may also assist with issues relating to mental health, public benefits, and removing barriers to income and housing.

Form B - Fellowship Description



The Legal Aid Leaders Fellowship Grants Committee has developed selection criteria for the 2025 Legal Aid Leaders Fellowship Grant that will direct awards toward those applicants best equipped to support their fellow(s) on a compelling project, thereby maximizing the fellow(s)' access to civil justice contribution while protecting clients. This includes looking at the organization's ability and plan to recruit, train, mentor, guide, and supervise its fellow(s) on projects that fall within its existing experience and expertise.

Please see the RFP for selection criteria, grant parameters, and definitions. All responses must be self-contained and should only refer to materials uploaded with this proposal.

1. QLSP or Support Center Project

Verify whether the summer law student fellow(s)' work will count towards the organization's qualified expenditures for IOLTA funding (See California [Business and Professions Code sections 6210-6228.](#))

Will this work count towards the organization's qualified expenditures for IOLTA funding?

- ☒ Yes
☐ No

2. Impact



Please describe in detail the legal work that the fellow(s) will perform over the grant period (from May 1, 2025 to September 16, 2025). (300-word limit)

The applicant should leverage the fellow(s) on a project(s) that is well within the organization's experience and expertise.

Consider:

- The type of work (e.g. intakes, clinics, case work) with which the fellow(s) will engage and the fellow(s)' role
- The areas of law with which the fellow(s) will be assisting
- The organization's experience and expertise in the fellow(s)' proposed projects

Since 1980, Inner City Law Center (ICLC) has provided free legal services to the most marginalized residents of Los Angeles. Our mission is to ensure access to decent, safe and fully habitable housing for the enormous number of homeless and working poor families and individuals residing in Los Angeles County. We advocate for low-income tenants, veterans, individuals living with HIV/AIDS, immigrants, and those with disabilities or experiencing homelessness.

ICLC is proud to offer a robust Housing Justice Fellowship program, which allows us to expand our impact through direct support and advocacy and create a pipeline from law school to public interest law. Funded by the State Bar's Law School Fellowship Grant, this program will enable us to broaden our homelessness prevention efforts, helping more indigent clients maintain their housing.

Fellows will be integrated into one of ICLC's program teams, where they will engage directly with low-income tenants facing housing challenges, veterans needing discharge upgrades and VA benefits, individuals without access to public benefits, and those encountering other barriers to housing. Fellows will gain hands-on experience in various aspects of legal work, including research, legal writing, client-centered advocacy, and litigation. Their responsibilities will include assisting with intakes, drafting pleadings and motions, responding to discovery, and participating in settlement negotiations or trials. They will also support outreach and educational efforts to prevent homelessness.

Additionally, fellows will develop oral advocacy skills by shadowing experienced attorneys through depositions, hearings, and trials. Our supervising attorneys, with their extensive experience and successful track record of mentoring law students, provide invaluable guidance in procedural and substantive law.

Through this fellowship, ICLC not only expands its services by providing direct advocacy to clients at risk of homelessness but also continues to advance our commitment to housing justice while nurturing the next generation of public interest lawyers.



3. Organizational Benefit

Please describe in detail the larger impact the grant will have on the organization. (300-word limit)

Applicant should describe how the fellow(s)' contributions will impact the organization's programs and/or overall success.

Consider:

- The impact of hosting law fellow(s) on the applicant's work, including the applicant's ability to serve clients or streamline workflows
- The applicant's ability to recruit law student candidates for the summer and/or for future staff positions

ICLC's Summer Fellowship program is pivotal in advancing our mission to provide legal services to underserved populations. By attracting thoughtful, public-interest-focused law students, our program offers crucial support to clients at risk of homelessness and helps individuals and families avoid eviction. This hands-on experience not only benefits our clients but also serves as a pipeline to our Housing Justice Fellows project, a two-year fellowship designed for recent law school graduates pursuing careers in nonprofit law. Many of our Housing Justice Fellows transition into permanent staff positions at ICLC, reinforcing our commitment to safe and affordable housing.

Despite the success of these programs, recruiting and retaining talented attorneys remains a challenge for ICLC and the broader nonprofit legal services sector. This issue is particularly pressing given California's escalating housing and homelessness crisis. By integrating law students into our Summer Fellowship Program, we build a strong foundation for future recruitment, increasing the pool of skilled professionals dedicated to public service and expanding access to legal services for underserved communities.

In recent years, ICLC has more than doubled in size to address the growing demand for our services. Summer Fellows play a crucial role in this expansion, providing additional staff to manage the increased caseload and ensuring that we can assist more indigent clients. Funding for these fellowships is essential for making legal aid careers financially viable, thus attracting law students to public interest law. By introducing them to our work through the Summer Fellowship Program and presenting the Housing Justice Fellows project as a career pathway, we create a sustainable pipeline of passionate attorneys dedicated to nonprofit legal service.

Overall, this grant will enhance our ability to meet client needs, support our growth, and cultivate the next generation of advocates for housing justice.



4. Supervision/Administration

Please describe in detail how the organization and its supervisors will safeguard the quality of their fellow(s)' services to clients as well as the fellow(s)' own experience at the organization. (300-word limit)

Applicant should describe its robust supervision practices and other quality assurance measures to protect the experiences of both its clients and the fellow(s).

Consider:

- The supervisor(s) who will oversee the fellow(s) and their experiences with the project(s) and supervising others
- The supervisor(s)' steps to ensure that the fellow(s) provides safe, effective, and sensitive legal services to clients, particularly if the fellow(s) will be supervised remotely; this includes the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work

ICLC is committed to delivering exceptional legal services to clients while ensuring a supportive and enriching experience for our fellows. Our robust supervision and quality assurance practices are designed to maintain high standards.

Fellows start with a comprehensive orientation that includes training on organizational policies, trauma-informed lawyering, confidentiality, the Rules of Professional Conduct, and Diversity, Equity, and Inclusion (DEI) practices. This DEI training emphasizes cultural competence and ensures that our fellows are equipped to handle cases with sensitivity and respect for all clients.

Following orientation, fellows receive targeted training in their specific legal areas from ICLC's Directing and Supervising Attorneys, who bring extensive expertise in relevant procedural and substantive law.

To ensure high-quality legal services and a positive fellow experience, each fellow is assigned a dedicated supervisor. Supervisors conduct regular individual and weekly team meetings to provide guidance, review work, and offer constructive feedback. This structured approach guarantees thorough review of all legal work and continuous support for the fellows.

Our "see one, do one, teach one" supervision model allows fellows to observe experienced staff attorneys performing key tasks, such as conducting client intakes, before undertaking these responsibilities themselves under close supervision. Fellows are only permitted to handle tasks independently once supervisors are confident in their capabilities.

Quality assurance is reinforced through regular case management meetings, where teams review caseloads, discuss case developments, and coordinate case management practices. These meetings also provide opportunities for additional training and problem-solving.



The Director of Pro Bono oversees the Summer Fellowship Program, ensuring that fellows receive adequate training and produce high-quality work. This role includes promptly addressing any issues and adjusting improve the fellows' training and experience.

Through these comprehensive practices, ICLC ensures that our clients receive effective and sensitive legal services and that our fellows benefit from a supportive and educational professional environment.

5. Support/Evaluation

Please describe in detail how the organization will support and develop the fellow(s) over the course of the fellowship and in encouraging a career in legal services for indigent persons. (300-word limit)

Applicant should describe a thoughtful plan to provide onboarding, training, networking, and mentorship to the fellow(s).

Consider:

- How the fellow(s) will onboard, receive trainings, network, and collaborate with other staff
- The substantive law, legal skills, other trainings (e.g., strategies to address implicit bias; trauma-informed care; and cultural humility), and other supports (e.g., access to legal templates and commercial research databases, networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development
- Opportunities for the fellow(s) to provide feedback on their experiences

ICLC is committed to providing a comprehensive support system for our fellows to ensure their growth and preparation for a career in public interest law. Each fellow will receive extensive training and development opportunities designed to equip them with the skills and knowledge needed to address complex issues faced by public interest attorneys.

Onboarding and Training: Fellows begin with a detailed orientation, which includes a five-page guide created by ICLC's Director of Pro Bono. This guide covers the fundamentals of public interest work, the unique needs of indigent clients in LA County, DEI principles, and the skills necessary for success as a public interest attorney. Additionally, fellows receive substantive training in specific legal areas such as eviction defense, as well as essential skills training in trial techniques, trauma-informed practices, and understanding redlining.

Ongoing Professional Development: Fellows are encouraged to engage with the broader legal community by participating in student organizations, bar associations, and community events. They will attend summer workshops and events conducted by ICLC's community partners to learn about other legal aid organizations and broaden their understanding of public interest law. This exposure helps



fellows build a network and gain insights into various aspects of legal advocacy.

Networking and Mentorship: Throughout the fellowship, fellows are invited to workshops focused on post-graduate opportunities, including ICLC's two-year Housing Justice Fellowship project. This initiative helps create a pipeline from summer fellowships to permanent positions, encouraging fellows to consider continuing their careers in public interest law. ICLC's Director of Pro Bono provides ongoing guidance and mentorship, supporting fellows who are interested in pursuing long-term careers in this field.

By combining substantive legal training, professional development opportunities, and a clear pathway to future employment, ICLC ensures that our fellows are well-prepared for successful careers in legal services for indigent persons.

6. Recruitment

Please describe how the organization recruited or will recruit, select, and confirm the fellow(s) by May 1, 2025. (300-word limit)

Applicant should describe the process to select a motivated and qualified candidate(s)—even if it has already selected a qualified candidate(s)—from a strong and diverse pool of candidates.

Consider:

- How the applicant plans to seek a strong and diverse pool of candidates, including outreach efforts
- How the applicant will gauge the candidates' interest in pursuing a career in legal services for indigent persons
- Whether/how the applicant's evaluation criteria in selecting the fellow(s) relate to the proposed project
- If the fellow(s) has already been selected, anything that makes them particularly qualified to perform the work proposed

ICLC is dedicated to recruiting a strong, diverse, and motivated group of candidates for our Summer Fellowship Program, aiming to select individuals well-suited for careers in public interest law.

Recruitment Efforts: To attract a diverse candidate pool, we will expand our outreach nationally, targeting law schools across the country. We will publicize the fellowship through over three dozen law schools, reaching out to public interest program heads, former interns, and more than 40 student organizations that serve students of color, first-generation college students, and those focused on public interest. Our recruitment strategy also includes extensive use of our website and social media platforms.

Evaluation Criteria: Candidates will be assessed based on their commitment to public interest law,



demonstrated empathy, and relevant skills. Ideal candidates will show strong dedication to justice, organizational skills, diverse language abilities, and lived experiences that reflect the needs of our clients. We also value candidates with prior work experience outside the legal field where they have acquired relevant skills.

Selection Process: Recruitment will begin in January, with a final selection of fellows by April 24, 2025. The State Bar's funding will allow us to offer a more competitive stipend, which will enhance our ability to attract qualified candidates.

Support and Development: Selected fellows will undergo comprehensive onboarding and training, covering substantive legal areas such as eviction defense, as well as trauma-informed practices and DEI education. They will also engage with the legal community through student organizations, bar associations, and events hosted by our community partners, providing opportunities to build a professional network and gain broader insights into legal aid.

By implementing this thorough recruitment and selection process, ICLC ensures that our fellows are not only highly qualified but also deeply committed to serving underserved populations, preparing them for impactful careers in public interest law.

7. Serves Rural Populations

Will the fellow(s) serve rural communities?

☐ Yes

☒ No

8. Serves Underserved Populations

Will the fellow(s) serve underserved communities?

☒ Yes

☐ No



If yes, describe the extent to which the fellow(s) would serve underserved communities. (This criterion refers to serving other populations beyond those in rural locations and that are underserved relative to the indigent population generally.) (300-word limit)

ICLC's clients face profound and enduring poverty and injustices deeply rooted in historical and structural inequities. We serve the most marginalized individuals, many of whom belong to minority populations and encounter severe barriers to accessing civil justice. Located in Skid Row, we are uniquely positioned to assist those who are homeless, precariously housed, disabled, and undocumented—groups that face even more significant challenges than the general indigent population.

Our ability to support undocumented immigrants, who are often exploited due to their vulnerable status, distinguishes us from many other legal aid providers. Through both direct services and policy advocacy, we connect individuals who are poor, homeless, or disabled with essential healthcare, income, and housing resources. Our “whatever it takes” approach ensures that we address the full spectrum of our clients’ needs, recognizing that issues related to health, housing, and poverty require multifaceted solutions.

ICLC focuses on individuals and families at imminent risk of losing their housing or who are already homeless. In 2023, we assisted over 3,100 individuals, with 25% being unhoused, 54% reporting at least one disability, and over 80% living below the federal poverty line. Of those served, 87% were People of Color, including 39% Latino, 30% Black, 13% mixed ethnicity, 4% Asian or Pacific Islander, and 1% Native American. Approximately 44% had incomes below \$10,000.

Many of our clients reside in substandard housing and include undocumented immigrant families who often lack English proficiency and may be illiterate in their native languages. Additionally, our homeless clients frequently face co-occurring disorders, such as PTSD and substance abuse. ICLC is committed to meeting these complex needs with comprehensive support and advocacy.

9. Serves Clients Regardless of Immigration or Citizenship Status

Will the fellow(s) serve clients regardless of immigration or citizenship status?

☒ Yes

☐ No



If yes, describe the extent to which the fellow(s) will serve clients regardless of immigration or citizenship status. (300-word limit)

ICLC is deeply committed to serving all clients, regardless of their immigration or citizenship status, and our Summer Fellows play a crucial role in this mission. Our clients include some of the most marginalized individuals in Los Angeles, many of whom face severe barriers to accessing legal services due to their undocumented status.

ICLC's location in Skid Row and our focus on serving homeless and precariously housed individuals uniquely position us to assist a diverse client base, including undocumented immigrants. Unlike many legal aid providers, we are able to advocate for and provide legal assistance to undocumented clients, who are often exploited due to their vulnerable status. This commitment extends across all our programs, including housing advocacy, eviction defense, and access to essential benefits.

Our Summer Fellows will directly contribute to this mission by engaging with clients regardless of their immigration status. They will assist with legal matters, such as eviction defense for those at risk of losing their homes, and support for clients facing challenges accessing public benefits. This work includes advocating for undocumented individuals who face heightened risks and barriers to securing legal protections.

Fellows will also gain experience in navigating the complexities of legal issues affecting undocumented clients. Through their work, fellows will help ensure that our services remain inclusive and responsive to the needs of all clients, irrespective of their immigration status.

By providing legal support to clients without regard to their immigration status, our summer fellows will directly impact the lives of some of the most vulnerable individuals in our community, reinforcing ICLC's commitment to justice and equity for all.

Form C - Fellowship Budget

2025 Law School Fellowship Grant Budget

	Budget for Each Fellowship Grant	Total Funding
1. Fellow Compensation	\$7,500	\$37,500
2. Payroll taxes, benefits and other direct or indirect costs (up to \$2,500)	\$2,500	\$12,500
TOTAL	\$10,000	\$50,000



Form D - Budget Narrative

If applicable, describe all payroll taxes, benefits, and other direct or indirect costs that are part of your budget calculation in Form C. (300-word limit)

Payroll taxes, benefits and other direct or indirect costs include: 0.05 FTE per Summer Fellow for supervisory staff. Salary, fringe and indirect allocated based on 0.05 FTE.

Form E - Fellow(s) Application Materials

1. Fellow(s)' cover letter and/or resume (optional)

Successful applicants must select and confirm fellow(s) by May 1, 2025.

If the organization has already selected fellow(s), it may use this tab to upload the fellow(s)' cover letter and/or resume as part of its application.

Upload all documents in a single pdf.

Form F - Project Assurances

Upload Signed Assurances Document

1. Download the Project Assurances document.
2. Obtain the wet signature or verified digital signature of the Executive Director and Board Chair or another authorized board representative. Digital and/or e-signatures are permitted.
3. Re-upload the signed document as a PDF on SmartSimple.

State_Bar_summer_intern_app_(part_1)_-_signed.pdf
274.3 KB - 09/13/2024 7:12 PM

part_2_State_Bar_summer_intern_app_-_audit.pdf
67.3 KB - 09/13/2024 7:12 PM

Total Files: 2



Grant Year: 2025

Grant Season: Summer

Due Date (5:00 p.m.): 09/16/2024

Prepared by: [Stephanie Penrod](#)

Email: spenrod@fvlc.org

Contact Phone: 510-208-0220

Funding Opportunity: Legal Aid Leaders Fellowship Grant

Project Title: Family Violence Fellowship

Program Name: Family Violence Law Center

Applicant Title: Grants & Contracts Manager

Address: 470 27th Street

City: Oakland

I verify that I have read, and am familiar with, the 2025 Legal Aid Leaders Fellowship Grant RFP.

☒ There is limited funding for LALF Grants. California ChangeLawyers may be able to fund additional law students for summer 2025. Please check this box if you agree to allow the State Bar to share your application with California ChangeLawyers to be considered for additional law student summer fellowship funding.

Reminder

In order to submit this application, you must first click "Save & Finish Later".

Form A - Project Profile

1. Application Contact: Stephanie Penrod

Job Title: Grants & Contracts Manager



Email: spenrod@fvlc.org

Telephone: 510-208-0220

**2. Number of Fellows for 2
which Funding is
Requested:**

Enter the number of State Bar-funded fellows the applicant seeks to compensate with requested funding.

**3. Total Amount \$20,000
Requested:**

Request project amounts divisible evenly by \$500.

**4. Length of Proposed 10
Budget:**

Select the number of weeks for the organization's fellowship period.

**a. Fellowship actual or 06/02/2025
anticipated start date:**

Enter the actual or anticipated start date for the organization's fellowship. Must be on or after May 1, 2025.



**b. Fellowship actual or 08/15/2025
anticipated end date:**

Enter the actual or
anticipated end date for the
organization's fellowship.
Must be on or before
September 16, 2025.

**5. Current Summer Law \$0.00
Student Compensation:**

If the organization currently
compensates summer law
student interns/fellows,
enter the average
compensation for each law
student.

6. County(ies) Served by the Fellow(s) Table

County(ies) Served by the Fellow(s)

Alameda

7. Substantive Area(s)

- | | |
|---|--|
| <input type="checkbox"/> Conservatorship | <input type="checkbox"/> Consumer/Finance |
| <input type="checkbox"/> Disability Rights | <input checked="" type="checkbox"/> Family/Domestic Violence |
| <input type="checkbox"/> Education | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Guardianship | <input type="checkbox"/> Health and Long-term Care |
| <input checked="" type="checkbox"/> Housing | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Income Maintenance | <input type="checkbox"/> Juvenile |
| <input type="checkbox"/> Other | |

Form B - Fellowship Description

The Legal Aid Leaders Fellowship Grants Committee has developed selection criteria for the 2025 Legal Aid Leaders Fellowship Grant that will direct awards toward those applicants best equipped to support their



fellow(s) on a compelling project, thereby maximizing the fellow(s)' access to civil justice contribution while protecting clients. This includes looking at the organization's ability and plan to recruit, train, mentor, guide, and supervise its fellow(s) on projects that fall within its existing experience and expertise.

Please see the RFP for selection criteria, grant parameters, and definitions. All responses must be self-contained and should only refer to materials uploaded with this proposal.

1. QLSP or Support Center Project

Verify whether the summer law student fellow(s)' work will count towards the organization's qualified expenditures for IOLTA funding (See California [Business and Professions Code sections 6210-6228.](#))

Will this work count towards the organization's qualified expenditures for IOLTA funding?

- ☒ Yes
☐ No

2. Impact



Please describe in detail the legal work that the fellow(s) will perform over the grant period (from May 1, 2025 to September 16, 2025). (300-word limit)

The applicant should leverage the fellow(s) on a project(s) that is well within the organization's experience and expertise.

Consider:

- The type of work (e.g. intakes, clinics, case work) with which the fellow(s) will engage and the fellow(s)' role
- The areas of law with which the fellow(s) will be assisting
- The organization's experience and expertise in the fellow(s)' proposed projects

With the ongoing support of the Legal Aid Leaders Fellowship Grant program, FVLC's Family Violence Fellowship will provide a hands-on, high-volume legal advocacy experience for law students interested in direct client services and issues surrounding gender-based violence. Working in the substantive areas of civil protective orders, family and housing law, FVLC Family Violence Fellows will: (1) conduct client appointments for survivors of domestic violence, sexual assault and/or stalking who are seeking Domestic Violence Prevention Act or Civil Harassment restraining orders; (2) prepare legal paperwork in family law and housing cases; (3) provide legal research and writing; (4) under the supervision of a staff attorney, and with State Bar Certified Law Clerk certification, represent clients in court appearances in restraining order and related family law or housing matters; (5) offer in-person and telephone crisis counseling; and (6) provide pro per and attorney case management support. With structured supervisor and team support, Family Violence Fellows will develop the specialized expertise needed to meet the unique legal and emotional needs of survivors of domestic violence, sexual assault and stalking, especially those who are low-income and/or have limited English-speaking skills. All Family Violence Fellows will have opportunities to provide direct client services from the outset to the conclusion of cases.

3. Organizational Benefit



Please describe in detail the larger impact the grant will have on the organization. (300-word limit)

Applicant should describe how the fellow(s)' contributions will impact the organization's programs and/or overall success.

Consider:

- The impact of hosting law fellow(s) on the applicant's work, including the applicant's ability to serve clients or streamline workflows
- The applicant's ability to recruit law student candidates for the summer and/or for future staff positions

FVLC remains the only domestic violence agency in Alameda County to staff a team of attorneys who provide free legal assistance solely to domestic violence, sexual assault and stalking survivors, and we reach an incredibly high volume of clients, serving 979 legal clients in FY 23-24. To meet this demand for our services, FVLC relies on heavily on traditionally unpaid legal interns, as our budget is tightly balanced and most of our funds are heavily restricted. Historically, this has resulted in unequal opportunities for students who cannot afford to work full-time, all summer, for free. Legal Aid Leaders Fellowship Grant funding allows FVLC to compensate our law student interns for their work on behalf of our clients, increasing organizational equity and access in line with our agency values. Moreover, the extra work provided by our full-time summer interns is critical to enabling FVLC to meet the high demand for legal services for survivors. Many times, FVLC summer interns have had such positive experiences that they have asked to continue volunteering with FVLC in subsequent semesters, further increasing our capacity to serve survivors in Alameda County. In fact, FVLC's legal interns are often so successful that they are routinely recruited for paid positions within the agency; at this time, 2 paid legal team roles at FVLC are held by former law student interns.

4. Supervision/Administration



Please describe in detail how the organization and its supervisors will safeguard the quality of their fellow(s)' services to clients as well as the fellow(s)' own experience at the organization. (300-word limit)

Applicant should describe its robust supervision practices and other quality assurance measures to protect the experiences of both its clients and the fellow(s).

Consider:

- The supervisor(s) who will oversee the fellow(s) and their experiences with the project(s) and supervising others
- The supervisor(s)' steps to ensure that the fellow(s) provides safe, effective, and sensitive legal services to clients, particularly if the fellow(s) will be supervised remotely; this includes the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work

Erin Scott, Esq., FVLC's Executive Director since 2014, continues to oversee all program areas and directs agency evaluation, compliance, and growth. Erin has 20+ years' experience as a domestic violence/sexual assault advocate, 15+ years' experience in public interest law, and 12+ years' experience in nonprofit management. Laura MacInnis, FVLC's Managing Attorney, joined FVLC as a Staff Attorney and later as Senior Staff Attorney. Laura directly supervises the legal department, overseeing Senior Staff Attorneys, Staff Attorneys, Legal Fellows, and interns/volunteers. Laura leads weekly legal case management meetings; confirm that conflict checks are routinely performed; ensures client eligibility is accurately assessed and clearly communicated; directs the overall evaluation of FVLC legal services; and oversee the continuing education program for legal staff to ensure all attorneys remain in compliance with State Bar requirements. Supervision of legal staff and volunteers is conducted using the following mechanisms: 1) weekly check-ins with staff attorneys; 2) annual written evaluations; 3) periodic court watch to observe attorneys in the courtroom; 4) weekly legal department meetings; and 5) an FVLC calendaring system (both electronic and paper) that assists the Managing Attorney in monitoring attorney workload. All Fellows will shadow legal department staff and conduct client appointments with a FVLC staff attorney present before they work with clients alone. All paperwork prepared by Fellows is reviewed by a FVLC attorney before filing. Cases are closed after the Managing Attorney reviews the file to determine whether everything has been completed, including a case closing letter sent to the client and a substitution of attorney filed with the court. All Family Violence Fellows will sign Confidentiality Agreements with FVLC and are covered under FVLC's malpractice insurance. FVLC's procedures are modeled after the American Bar Association's Standards for Providers of Civil Legal Services to the Poor.

5. Support/Evaluation



Please describe in detail how the organization will support and develop the fellow(s) over the course of the fellowship and in encouraging a career in legal services for indigent persons. (300-word limit)

Applicant should describe a thoughtful plan to provide onboarding, training, networking, and mentorship to the fellow(s).

Consider:

- How the fellow(s) will onboard, receive trainings, network, and collaborate with other staff
- The substantive law, legal skills, other trainings (e.g., strategies to address implicit bias; trauma-informed care; and cultural humility), and other supports (e.g., access to legal templates and commercial research databases, networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development
- Opportunities for the fellow(s) to provide feedback on their experiences

FVLC provides orientation and training for all aspects of the Family Violence Fellowship and Fellows are closely supervised. FVLC has a well-developed onboarding schedule, and the first two weeks of the placement will provide orientation to agency policies and best practices, as well as comprehensive training on domestic violence, sexual assault, the judicial process, community resources, direct service best practices, and service challenges for survivors of domestic violence within Alameda County and California. Fellows will receive extensive training on dynamics and legal components of domestic violence-related cases, laws pertaining to Domestic Violence Protection Act restraining orders and relevant housing laws, and legal form completion. Fellows will shadow and conduct client appointments with a staff attorney present before working with clients alone. Fellows will attend weekly legal team meetings to discuss issues and strategies that arise in case work and will have weekly check-ins with supervisors to discuss experiences, observations and issues that come up in their legal work. FVLC encourages feedback from staff and volunteers; in particular, during our evaluation process, Fellows are asked to consider and give feedback on training, support, or structure and on how FVLC can support performance and career goals. Feedback from our 2024 Legal Aid Fellowship Grantee indicated FVLC's organizational support, combined with the State Bar stipend, were instrumental in making her summer work experience exceptional. One Fellow shared, "Receiving the stipend was certainly a huge relief and alleviated some of the inevitable pressure that comes from working in the nonprofit world. I also appreciated the associated webinars and the opportunity to hear from practitioners in various fields who could speak to the experiences of working in legal aid spaces. I was able to accept additional money from my school's public interest fund, so in total received enough funding to feel comfortable for the summer!"

6. Recruitment



Please describe how the organization recruited or will recruit, select, and confirm the fellow(s) by May 1, 2025. (300-word limit)

Applicant should describe the process to select a motivated and qualified candidate(s)—even if it has already selected a qualified candidate(s)—from a strong and diverse pool of candidates.

Consider:

- How the applicant plans to seek a strong and diverse pool of candidates, including outreach efforts
- How the applicant will gauge the candidates' interest in pursuing a career in legal services for indigent persons
- Whether/how the applicant's evaluation criteria in selecting the fellow(s) relate to the proposed project
- If the fellow(s) has already been selected, anything that makes them particularly qualified to perform the work proposed

FVLC has extensive experience recruiting legal interns and we routinely host 2-4 unpaid interns per summer with great success. FVLC regularly attends Northern California Public Interest/Public Service recruitment fair at UC San Francisco College of Law and the U.C. Berkeley Public Interest Career Fair. FVLC encourages applicants who have a demonstrated interest in gender-based violence issues and/or dedicated public service experience, as well as applicants who speak Spanish or have other language skills. FVLC actively recruits from all local law schools and engages in specific outreach to affinity associations such as the Charles Houston Bar Association and the San Francisco Bar Association's Justice and Diversity Center, in the hopes of recruiting a diverse direct service staff which is intentionally representative of the communities we serve.

7. Serves Rural Populations

Will the fellow(s) serve rural communities?

- ☒ Yes
☐ No



If yes, describe the extent to which the fellow(s) would serve rural communities and identify the MSSA tract(s) where fellow(s) will provide services. Please identify the MSSA tract where the fellow(s) will provide service (300-word limit)

Although FVLC is based in Oakland, we serve all of Alameda County, which spans 813 square miles and encompasses 14 cities and 6 unincorporated communities and rural areas. The majority of our clients are not from rural communities, but the Fellow may be assigned to serve any survivor from or with a connection to Alameda County, including those from unincorporated communities and rural areas.

8. Serves Underserved Populations

Will the fellow(s) serve underserved communities?

- ☒ Yes
☐ No

If yes, describe the extent to which the fellow(s) would serve underserved communities. (This criterion refers to serving other populations beyond those in rural locations and that are underserved relative to the indigent population generally.) (300-word limit)

The Fellow will spend the majority of their time at FVLC working with underserved communities. Family Violence Law Center's mission is to help diverse communities in Alameda County heal from domestic violence and sexual assault, advocating for justice and healthy relationships. The majority of FVLC's legal clients are low-income women of color, primarily female heads of household with limited resources to relocate or provide for basic needs in times of crisis. FVLC has expertise, including language and cultural capacity, and serves high numbers within these populations, as low-income women of color are among the populations at highest risk of intimate partner violence. In FY 23-24, FVLC's legal clients reported the following demographics: 83% were people of color (38% Latinx, 30% African American, 13% Asian/Pacific Islander, and 2% Native American/Alaskan Indian); 95% were female-identified; 46% were Female Heads of Household; 27% were immigrants; 17% required the use of an interpreter; 17% were disabled; and 5% were veterans and 4% were homeless at the time of service. In FY 23-24, FVLC served clients in Spanish, Mam, Arabic, Cantonese, Mandarin, Khmer/Cambodian, Korean, Vietnamese, Urdu, and Portuguese. FVLC's primarily low-income client base, especially those with limited English skills, are especially vulnerable as they try to escape abuse and are in particular need of legal services to help them achieve safety. Without the aid of a program like FVLC's, which is dependent on interns and Fellows to meet the high demand for services, these victims would lack a full understanding of the legal process and are less likely to obtain necessary protections and pursue available remedies.



9. Serves Clients Regardless of Immigration or Citizenship Status

Will the fellow(s) serve clients regardless of immigration or citizenship status?

- ☒ Yes
☐ No

If yes, describe the extent to which the fellow(s) will serve clients regardless of immigration or citizenship status. (300-word limit)

All FVLC staff, including any Fellows, will always serve clients regardless of immigration status.

Form C - Fellowship Budget

2025 Law School Fellowship Grant Budget

	Budget for Each Fellowship Grant	Total Funding
1. Fellow Compensation	\$7,500	\$15,000
2. Payroll taxes, benefits and other direct or indirect costs (up to \$2,500)	\$2,500	\$5,000
TOTAL	\$10,000	\$20,000

Form D - Budget Narrative

If applicable, describe all payroll taxes, benefits, and other direct or indirect costs that are part of your budget calculation in Form C. (300-word limit)

Payroll taxes include FICA, Medicare, SUI at a 20% rate for each fellow = \$1500. Direct costs for travel to file and attend court at \$250 and indirect costs at the de minimus rate of 8.1% include supervision of fellows by FVLC Staff and grant reporting by FVLC Grants & Contracts Manager = \$750 for a grand total of \$2500.

Form E - Fellow(s) Application Materials



1. Fellow(s)' cover letter and/or resume (optional)

Successful applicants must select and confirm fellow(s) by May 1, 2025.

If the organization has already selected fellow(s), it may use this tab to upload the fellow(s)' cover letter and/or resume as part of its application.

Upload all documents in a single pdf.

Form F - Project Assurances

Upload Signed Assurances Document

1. Download the Project Assurances document.
2. Obtain the wet signature or verified digital signature of the Executive Director and Board Chair or another authorized board representative. Digital and/or e-signatures are permitted.
3. Re-upload the signed document as a PDF on SmartSimple.

2025_LALF_Assurances_-_signed.pdf
364.2 KB - 09/04/2024 6:22 PM

Total Files: 1



Grant Year 2025

Funding Period

Grant Season Summer

Due Date (5:00 p.m.) 09/16/2024

Prepared by: [Michelle Kezirian](#)

Email: mkezirian@centralcallegal.org

Contact Phone: 559-570-1200

Funding Opportunity: Legal Aid Leaders Fellowship Grant

Project Title: 2025 Central California Rural Law Fellowship

Program Name: Central California Legal Services

Applicant Title: Executive Director

Address: 2115 Kern Street Suite 200

City: Fresno

I verify that I have read, and am familiar with, the 2025 Legal Aid Leaders Fellowship Grant RFP.

☒ There is limited funding for LALF Grants. California ChangeLawyers may be able to fund additional law students for summer 2025. Please check this box if you agree to allow the State Bar to share your application with California ChangeLawyers to be considered for additional law student summer fellowship funding.

Reminder

In order to submit this application, you must first click "Save & Finish Later".

Form A - Project Profile



1. Application Contact Michelle Kezirian

Job Title Executive Director

Email mkezirian@centralcallegal.org

Telephone 5595701214

**2. Number of Fellows for 3
which Funding is
Requested**

Enter the number of State Bar-funded fellows the applicant seeks to compensate with requested funding.

**3. Total Amount \$24,000
Requested**

Request project amounts divisible evenly by \$500.

**4. Length of Proposed 10
Budget**

Select the number of weeks for the organization's fellowship period.

**a. Fellowship actual or 05/06/2025
anticipated start date**

Enter the actual or anticipated start date for the organization's fellowship. Must be on or after May 1, 2025.



**b. Fellowship actual or 08/15/2025
anticipated end date**

Enter the actual or anticipated end date for the organization's fellowship. Must be on or before September 16, 2025.

**5. Current Summer Law \$20.00
Student Compensation**

If the organization currently compensates summer law student interns/fellows, enter the average compensation for each law student.

6. County(ies) Served by the Fellow(s) Table

County(ies) Served by the Fellow(s)

Fresno

7. Substantive Area(s)

- | | |
|--|---|
| <input type="checkbox"/> Conservatorship | <input checked="" type="checkbox"/> Consumer/Finance |
| <input type="checkbox"/> Disability Rights | <input checked="" type="checkbox"/> Family/Domestic Violence |
| <input type="checkbox"/> Education | <input type="checkbox"/> Employment |
| <input checked="" type="checkbox"/> Guardianship | <input checked="" type="checkbox"/> Health and Long-term Care |
| <input checked="" type="checkbox"/> Housing | <input checked="" type="checkbox"/> Immigration |
| <input checked="" type="checkbox"/> Income Maintenance | <input type="checkbox"/> Juvenile |
| <input type="checkbox"/> Other | |

Form B - Fellowship Description

The Legal Aid Leaders Fellowship Grants Committee has developed selection criteria for the 2025 Legal Aid Leaders Fellowship Grant that will direct awards toward those applicants best equipped to support their fellow(s) on a compelling project, thereby maximizing the fellow(s)' access to civil justice contribution while protecting clients. This includes looking at the organization's ability and plan to recruit, train, mentor, guide,



and supervise its fellow(s) on projects that fall within its existing experience and expertise.

Please see the RFP for selection criteria, grant parameters, and definitions. All responses must be self-contained and should only refer to materials uploaded with this proposal.

1. QLSP or Support Center Project

Verify whether the summer law student fellow(s)' work will count towards the organization's qualified expenditures for IOLTA funding (See California [Business and Professions Code sections 6210-6228.](#))

Will this work count towards the organization's qualified expenditures for IOLTA funding?

☒ Yes

☐ No

2. Impact



Please describe in detail the legal work that the fellow(s) will perform over the grant period (from May 1, 2025 to September 16, 2025). (300-word limit)

The applicant should leverage the fellow(s) on a project(s) that is well within the organization's experience and expertise.

Consider:

- The type of work (e.g. intakes, clinics, case work) with which the fellow(s) will engage and the fellow(s)' role
- The areas of law with which the fellow(s) will be assisting
- The organization's experience and expertise in the fellow(s)' proposed projects

Summer Fellows bring valuable passion and energy while providing invaluable legal services alongside dedicated staff, pro bono attorneys, and other volunteers. Assigned to one or more substantive law practice groups (Housing, Health, Family/Immigration, Consumer/Seniors/Benefits), Fellows may work directly with clients or engage in signature projects under attorney supervision, on issues disproportionately affecting low-income communities.

The type of work may include case services, legal research, fact-gathering, and document drafting. Fellows may also support non-case legal services including community outreach, community education, and self-help clinics. Examples of clinic-based services include our successful pro bono legal clinics for Guardianship, Expungement, and Workers' Rights.

Throughout its 58-year history, CCLS has relied on law students to enhance its reach both geographically and programmatically. Recently, several UC Berkeley law students volunteered with CCLS' Housing Practice Group to help design a clinic for housing habitability issues. The law students helped develop step-by-step guides, scripts, and letter templates, emphasizing the importance of code enforcement. Students engaged in outreach and shared these resources with the community, empowering residents to self-advocate for safe and livable housing conditions.

By partnering with prestigious law schools such as UC Berkeley, Santa Clara, and others, CCLS remains dedicated to training and mentoring the next generation of social justice attorneys.

3. Organizational Benefit



Please describe in detail the larger impact the grant will have on the organization. (300-word limit)

Applicant should describe how the fellow(s)' contributions will impact the organization's programs and/or overall success.

Consider:

- The impact of hosting law fellow(s) on the applicant's work, including the applicant's ability to serve clients or streamline workflows
- The applicant's ability to recruit law student candidates for the summer and/or for future staff positions

Hosting summer law Fellows benefits CCLS by helping expand our capacity, develop and provide new services, while maintaining current projects throughout our service territory. Fellows contribute directly to client services and play a key role in growing innovative signature projects.

The Fellows' contributions impact attorney hiring challenges faced by legal aid organizations statewide, by creating a potential pipeline for future new staff attorneys committed to social justice and serving underserved communities.

The impact of hosting a Fellow benefits the organization beyond the grant's duration. While at CCLS, Fellows engage in short-term projects with long-term implications, including piloting new initiatives like our medical-legal partnership and legal services for veterans project. Fellows may contribute to advancing CCLS' policy work through research, data analysis, and written advocacy; supplementing staff's policy efforts while providing direct services.

CCLS has a demonstrated track record of its ability to recruit and successfully engage law students. We partner with multiple law schools, including UC Berkeley, Santa Clara University, San Joaquin College of Law, and others. In 2024, CCLS hosted two fellows through Equal Justice Works and the California State Bar, and five UC Berkeley law students during spring break.

4. Supervision/Administration



Please describe in detail how the organization and its supervisors will safeguard the quality of their fellow(s)' services to clients as well as the fellow(s)' own experience at the organization. (300-word limit)

Applicant should describe its robust supervision practices and other quality assurance measures to protect the experiences of both its clients and the fellow(s).

Consider:

- The supervisor(s) who will oversee the fellow(s) and their experiences with the project(s) and supervising others
- The supervisor(s)' steps to ensure that the fellow(s) provides safe, effective, and sensitive legal services to clients, particularly if the fellow(s) will be supervised remotely; this includes the frequency with which the fellow(s) will meet with the supervisor(s) and the process for the review of their legal work

The Director of Pro Bono and Strategic Partnerships is responsible for the firm's volunteer management, including the legal Fellows. She will provide training and support to the Fellows and to the Directing Attorneys throughout the term of the fellowship to ensure that the Fellows' experience is meaningful. The Director schedules regular one-on-one check-ins with each fellow to discuss their progress and respond to questions or issues that have arisen. The Director of Pro Bono will also provide opportunities for the Fellows to engage with other Fellows, pro bono volunteers, and interns.

Directing Attorneys manage the delivery of legal services upon receiving the case from our intake line through case closing; providing direct supervision, training, and mentoring to their team members. This structure facilitates management oversight, assuring the provision of high-quality legal services. Past Fellows have participated with the Housing Team, Consumers/Seniors/Benefits Team or the Health Team. HR and the Director of Pro Bono will check-in with the Fellow to confirm the experience they are receiving is appropriate.

All Directing Attorneys conduct a weekly team meeting to conduct case review, discuss challenging cases, brainstorm handling of new cases, receive training, and report back on case progress. Attorneys and paralegal advocates meet at least monthly, and more frequently, for one-on-one open case reviews with their supervisor. The purpose of these monthly meetings is to monitor the progress of each case and to ensure the timely provision of legal services.

Fellows have access to all library materials, training opportunities with the tools (computers, internet) necessary to conduct their work. The CCLS Litigation and Advocacy Manual contains procedures and systems for all relevant issues including intake, eligibility and documentation, conflicts, case opening, handling, closing, and retainers.

5. Support/Evaluation



Please describe in detail how the organization will support and develop the fellow(s) over the course of the fellowship and in encouraging a career in legal services for indigent persons. (300-word limit)

Applicant should describe a thoughtful plan to provide onboarding, training, networking, and mentorship to the fellow(s).

Consider:

- How the fellow(s) will onboard, receive trainings, network, and collaborate with other staff
- The substantive law, legal skills, other trainings (e.g., strategies to address implicit bias; trauma-informed care; and cultural humility), and other supports (e.g., access to legal templates and commercial research databases, networking opportunities, etc.) that will be provided to the fellow(s) to support their professional development
- Opportunities for the fellow(s) to provide feedback on their experiences

The Director of Pro Bono and Strategic Partnerships at CCLS oversees the recruitment, training, and support of fellows, volunteers, and interns. Fellows are offered diverse, hands-on opportunities, such as assisting in specialized clinics—including Know Your Rights (housing and healthcare access), expungement, and guardianship—or supporting survivors of domestic violence through Project First Step. They gain experience by working on critical legal issues like unemployment benefits, housing rights, and workers' protections.

To ensure their professional development, fellows receive comprehensive training across several legal areas, including employment law, domestic violence protections, and expungement of criminal records. These trainings are conducted by experienced attorneys, judges, and CCLS staff, supplemented with educational materials such as case law, legal codes, and sample forms. Fellows also have access to free online training through the Practicing Law Institute, the Pro Bono Training Institute, and CCLS's legal resources, including an extensive law library and video tutorials.

CCLS encourages ongoing professional growth through networking and collaboration with attorneys and community partners. Fellows participate in collaborative casework, gaining insights into substantive law and key skills like trauma-informed care, cultural humility, and diversity, equity, and inclusion practices. They are also invited to free MCLE-accredited trainings tailored to their projects.

To promote continuous improvement, fellows are invited to provide feedback via an end-of-fellowship exit interview and a survey tool. Responses and feedback from both are reviewed and analyzed to enhance future programming. This support structure fosters both the personal and professional development of fellows, encouraging long-term careers in legal services for indigent populations.

6. Recruitment



Please describe how the organization recruited or will recruit, select, and confirm the fellow(s) by May 1, 2025. (300-word limit)

Applicant should describe the process to select a motivated and qualified candidate(s)—even if it has already selected a qualified candidate(s)—from a strong and diverse pool of candidates.

Consider:

- How the applicant plans to seek a strong and diverse pool of candidates, including outreach efforts
- How the applicant will gauge the candidates' interest in pursuing a career in legal services for indigent persons
- Whether/how the applicant's evaluation criteria in selecting the fellow(s) relate to the proposed project
- If the fellow(s) has already been selected, anything that makes them particularly qualified to perform the work proposed

Recruitment strategies incorporate partnerships with law schools and universities. HR staff participate in virtual and in-person recruitment invitations received. The main recruitment is NorCal and SoCal PIPS Day, both of which take place in February, and with the UCLA Law career days, Southwestern Career Day, and the local San Joaquin College of Law (SJCL) Career Day.

The Pro Bono Program (PBP) receives inquiries from the following universities and places students with projects as needed: UC Irvine, UC Law School San Francisco, UCLA, UC Davis, Santa Clara University, Loyola Law School, and Santa Barbara.

San Joaquin College of Law – Law Students for Community Advancement (LSCA) is a student organization at SJCL that helps engage law students with “positive and impactful relationships” in the community. LSCA students participate in PBP legal clinics, law clerk positions, and special projects.

UC Berkeley School of Law – Law students travel to Fresno during their Spring Break to volunteer with CCLS for a full work week assisting with various Pro Bono Program projects including Workers' Rights, Criminal Record Expungement, Know Your Right web series, etc.

UCLA School of Law – Law students assist with clinics. In the past, law students participated in CCLS' Know Your Rights Web Series Project. A goal is to increase UCLA School of Law participation in CCLS pro bono activities.

UC Irvine School of Law – Volunteer law students with the UCI Clean Slate Program assist with Criminal Record Expungement Clinic.



7. Serves Rural Populations

Will the fellow(s) serve rural communities?

- ☒ Yes
☐ No

If yes, describe the extent to which the fellow(s) would serve rural communities and identify the MSSA tract(s) where fellow(s) will provide services. Please identify the MSSA tract where the fellow(s) will provide service (300-word limit)

Fellows help meet the needs of rural residents through direct services, community outreach, legal education, and clinics, and in partnership with the private bar and community organizations. Rural residents receive the full range of legal assistance including attorney representation to protect and preserve their rights, and advice on a variety of legal issues. Bilingual staff provide rural residents and non-English speaking individuals with Know Your Rights information. The population includes families living in isolated rural communities, immigrants, seniors, veterans, and others who struggle with limited transportation, internet access and other barriers. These communities are primarily Latino, with high poverty rates and include communities such as Mendota, Huron, Parlier, Selma and the many unincorporated communities (excluding City of Fresno).

8. Serves Underserved Populations

Will the fellow(s) serve underserved communities?

- ☒ Yes
☐ No

If yes, describe the extent to which the fellow(s) would serve underserved communities. (This criterion refers to serving other populations beyond those in rural locations and that are underserved relative to the indigent population generally.) (300-word limit)

Similar to rural residents, underserved communities receive information about their legal rights, are informed of the legal services available enabling them to access services in a timely manner. Community-wide collaborative efforts enhance CCLS' ability to stay abreast of emerging issues impacting low-income communities.

9. Serves Clients Regardless of Immigration or Citizenship Status



Will the fellow(s) serve clients regardless of immigration or citizenship status?

☐ Yes

☒ No

Form C - Fellowship Budget

2025 Law School Fellowship Grant Budget

	Budget for Each Fellowship Grant	Total Funding
1. Fellow Compensation	\$7,500	\$22,500
2. Payroll taxes, benefits and other direct or indirect costs (up to \$2,500)	\$500	\$1,500
TOTAL	\$8,000	\$24,000

Form D - Budget Narrative

If applicable, describe all payroll taxes, benefits, and other direct or indirect costs that are part of your budget calculation in Form C. (300-word limit)

Payroll taxes calculated at 7.65% (FICA). Also includes workers comp calculated at .61% of wages (based on 3 year average) and unemployment calculated at .39% of wages (based on 3 year average). Sum reduced by \$447 to fit grant parameters.

Form E - Fellow(s) Application Materials

1. Fellow(s)' cover letter and/or resume (optional)

Successful applicants must select and confirm fellow(s) by May 1, 2025.

If the organization has already selected fellow(s), it may use this tab to upload the fellow(s)' cover letter and/or resume as part of its application.

Upload all documents in a single pdf.



Form F - Project Assurances

Upload Signed Assurances Document

1. Download the Project Assurances document.
2. Obtain the wet signature or verified digital signature of the Executive Director and Board Chair or another authorized board representative. Digital and/or e-signatures are permitted.
3. Re-upload the signed document as a PDF on SmartSimple.

2025_Project_Assurances.pdf
200.3 KB - 09/16/2024 7:22 PM

Total Files: 1