Equal Justice Works

Host Organization Resource Guide:

The Equal Justice Works Fellowship program provides financial and other forms of support to lawyers working on innovative legal projects throughout the U.S. The two-year Fellowships offer host organizations up to $50,000 annually for the Fellow's salary; generous loan repayment assistance; a national training and leadership development program; and other forms of support during the Fellowship term. Together, a host organization and a Fellowship candidate team up to design a new project that focuses on serving an unmet legal need on behalf of disenfranchised individuals or groups, or issues not adequately represented in our legal system. The application deadline is September 16, 2016, 8 p.m. EDT. All applications will be judged according to the quality of the proposed project, the host organization, and the individual candidate.

Benefits of a Fellowship

Host Organizations:

- Up to $50,000 annually towards the Fellow's salary to support an innovative project aligned with your organization’s strategic vision
- Increased capacity to expand legal services for a dedicated community or legal intervention
- Connections to prominent sponsors such as law firms, corporations, and foundations
• Pro bono relationships with sponsors and their legal teams that can add capacity to projects

Fellows:
• Opportunity to launch an entrepreneurial project with the support of an established host organization
• Competitive compensation, including health insurance and other fringe benefits, as well as generous loan repayment assistance
• Three-day intensive Leadership Development Training in Washington, DC with travel, lodging, and meals provided
• Access to the Equal Justice Works alumni network including job announcements, networking opportunities, and more

Timeline
1. Identify a candidate: January – August 2016
2. Design a project: April – August 2016
3. Submit the application: by September 16, 2016, 8:00 pm EDT
4. Candidates interview and Fellows are selected on a rolling basis: November 2016 – April 2017
5. Fellows begin working at their host organization: September 2017

Selecting a Candidate
Host organizations seeking a candidate to partner with on an Equal Justice Works Fellowship application have several options for finding and selecting a candidate. Many host organizations approach their interns, volunteers, or other law students and recent graduates with whom they have a relationship. Organizations may also run an internal solicitation process to find the best candidates. Organizations seeking to run an internal solicitation can follow these basic steps:

1. Create a solicitation notice: Solicitations often begin with an introduction to the program, details about the kind of project the organization is seeking to host, qualifications necessary, and instructions to submit (cover letter, resume, references, etc.). Organizations should review the sponsor preferences on our website, which provide a snapshot of the high funding priorities that year. Limiting proposals to specific issue areas is not necessary. Some organizations ask applicants to submit a short proposal in any issue area and will select the best or most innovative project. Samples of solicitations can be found here.

2. Share the solicitation notice: The solicitation should be shared far and wide. The best resources will be online tools such as your organization’s website, PSJD and NLADA. We also encourage you to share the solicitation with local law school career counselors. Equal Justice Works can help connect you to your local law school professionals. Email fellowships@equaljusticeworks.org for more information.

3. Select a candidate: The ideal candidate will be qualified for the project based on educational and work experience, have a connection to the community or issue being addressed, and have strong references. Host organizations may submit as many applications with different candidates to work on different projects as they like, however the host organization must have the financial and supervisory resources to support all applications they submit, in the event they are all funded.
4. **Design the project:** Project proposals should be the result of a collaborative effort between the candidate and the host organization. Working together to create a project for which the candidate is qualified and about which they are passionate, and that also aligns with the organization’s strategic goals is paramount to success. Pay particular attention to opportunities for pro bono involvement from sponsors, sustainability of the project, and the needs of the community being served. Each of these and more should be addressed in a well-designed proposal.

5. **Submit the application:** The application will be available to complete online until September 16, 8:00pm EDT. Login and create a profile well before then to start the application and ensure you have adequate time to finish each required section and edit the application to ensure a complete and typo-free submission. The application can be accessed here.

**Tips for Success**

1. **Start early.** Begin the search for a candidate and start designing a project as soon as possible.

2. **Review the sponsor preferences.** For a snapshot of funding priorities, take a look at our website to view the kinds of projects sponsors have funded in previous years.

3. **Use your networks to solicit candidates.** Reach out to as many qualified candidates as you can.

4. **Build in discrete pro bono opportunities for potential sponsors.** Involving sponsors is a great way to get the most out of a Fellowship experience and expand the impact of the project.

5. **Talk to Equal Justice Works alumni.** Get a firsthand account of the work of an Equal Justice Works Fellow. They may be able to share valuable experiences and insight into the application process, selection process and their own project. Our alumni and their projects can be found here; we encourage candidates and host organizations to reach out to them directly.

**Resources**

- [Register for a webinar](#) to get inside tips on designing a successful application (Or view a webinar recording here)
- [2017 Comprehensive Application Guide](#)
- [Frequently Asked Questions](#)
- [Sample solicitation notices for host organizations seeking candidates](#)
- [Sample PDF document of the 2017 application](#) (Actual application must be completed online)
- [Fellow profiles with project descriptions from 2008-Present](#)