



Timothy J. Penny Public Service Fellowship

Application Form Draft

The purpose of the **Timothy J. Penny State Public Service Fellowship** is to provide Minnesota State students with the financial opportunity to grow as public servants through participation in state or local government internships. Fellowships of \$2,500 each will be given out to students for internships or legislative internships or internships with a Minnesota state agency. Once a fellowship is granted, the successful applicant has up to one year to implement an internship activity.

The purpose of the **Timothy J. Penny Federal Public Service Fellowship** is to provide Minnesota State students with the financial opportunity to grow as public servants through participation in federal government internships in the Washington, DC area. Fellowships of \$5,000 each will be given out to students. Once a fellowship is granted, the successful applicant has up to one year to implement an internship activity.

To be eligible to apply for either fellowship, you must meet the following criteria:

- Be enrolled at a Minnesota State college or university for at least one semester prior to the application
- Have a minimum GPA of 2.5 on a 4.0 scale
- Plan to take an internship in state or federal public service within one calendar year

Internship Requirements for Timothy J. Penny Public Service Fellowships:

- Internships for the Timothy J. Penny Federal Public Service Fellowship must be with the federal government or an agency thereof outside of Minnesota. Internships for the Timothy J. Penny State Public Service Fellowship must be in the state of Minnesota.
- You do not need to have an internship secured at the time of your fellowship application. If awarded, you will have up to one year to implement your internship plan/proposal, and assistance in securing an internship may be available from Students United/The Penny Program upon request. If you have already secured an internship at the time of your fellowship application, please include a letter of confirmation from the internship supervisor.
- Fellowships are not retroactive, and internships may not already be underway at the application deadline. Internships may begin after the application deadline (when your fellowship application is under consideration). If you are granted a Penny Fellowship, you will be required to provide confirmation from the supervisor of the internship before funds are released.

Applicants must prepare an internship plan/proposal and attach it in the Penny Fellowship application. The plan should include the following:

The internship's purpose

- Projects and/or major areas of responsibilities
- Goals for the internship
- Timeline for accomplishing goals and projects
- Methods of evaluation for the goals and projects
- Impact of the internship

All applications for the Penny Programs are due April 1 annually. Applications must be submitted through the electronic form or paper form below by the deadline to be considered.

Applications should be submitted online at: <https://www.studentsunited.org/scholarships> An online application is the preferred method of submitted application. If you need to mail a paper application, please make sure it is postmarked by April 1st and send it to:

Students United
Attn: Kalista Mangahas
413 Wacouta Street, Suite 420
St. Paul, MN 55101

Name _____ Last Name _____

Current Mailing Address

Permanent Mailing Address (*If different*)

Email _____ Primary Phone _____

Expected Graduation Date _____

Major/Minor _____ Year in School _____

Current MN State College or University _____

Student ID _____ GPA (4.0 scale) _____

How did you learn about the program? Please check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Friend/Family Member | <input type="checkbox"/> Academic Advisor | <input type="checkbox"/> Professor/Instructor |
| <input type="checkbox"/> Flyer/Brochure | <input type="checkbox"/> College/University Website | <input type="checkbox"/> University Staff Member |

- | | | |
|--|---|---|
| <input type="checkbox"/> Student Government Office | <input type="checkbox"/> Students United Website/Social Media | <input type="checkbox"/> Event/Class Presentation |
| <input type="checkbox"/> Students United Staff | | <input type="checkbox"/> Other |

All applicants must include the following materials with your completed application form:

- An essay highlighting your commitment, interest, background, and future plans in community service (minimum two pages)
- A current resume including work, academic and community service activities
- A unofficial college/university transcript
- One to three letters of recommendation (from an academic advisor, counselor, instructor or community professional with whom you have worked)
- Internship plan/proposal (*see proposal requirements at the top of this application*)

If an internship has already been secured, please provide an additional attachment including:

- Internship title
- Agency/Internship site
- Internship address
- Name of internship supervisor
- Supervisor phone number
- Supervisor email
- Start date of internship
- Internship credits to be earned
- Number of credits completed or in progress
- Name of Academic Advisor

Are you applying for the State or Federal Fellowship? (Please circle) State Federal

Scholarship Agreement

The information provided is true and accurate to the best of my knowledge. I understand that a Penny Fellowship may be taxable under IRS regulations and that all such taxes are the responsibility of the recipient. If applying to the Timothy J. Penny Public Service Fellowship, I understand, should I be awarded and accept, the award will be disbursed in two installments. At the beginning of the internship, 75% of the total award will be disbursed. At the end of the internship and upon completion of the internship evaluations, the final 25% of the total award will be disbursed.

Applicant Signature

Date

www.studentsunited.org/scholarships