



## MISSOURI PROSECUTING ATTORNEY OUTSTANDING SERVICE AWARD

### About the Program

The Missouri Prosecuting Attorney Outstanding Service Award provides up to \$50,000 for federal and institutional educational loan repayment to eligible assistant prosecuting attorneys currently practicing in the State of Missouri who are committed to a career in public service.

The purpose of the Missouri Prosecuting Attorney Outstanding Service Award is to recognize the achievements of individuals who have demonstrated leadership through outstanding public service and criminal prosecution and who aspire to remain in public service for the long term. Established in 2018 by a former prosecuting attorney, this opportunity recognizes the importance of the dedication of those committed to public service and this essential aspect of the law by providing financial assistance to prosecutors who have a desire to remain in the field.

- The amount of the award will be equal to the recipient's current student loan balance or \$50,000, whichever is the lower amount. Student loans from any level of post-secondary education are considered.
- The award will be paid in equal payments directly to the federal or institutional loan provider over five years, if eligibility requirements continue to be met.
- Loan repayment is considered income for tax purposes. The award recipient is responsible for all applicable taxes.

### Eligibility

- An applicant must be a Missouri, full-time (32 hours/week or more), currently practicing assistant prosecuting attorney, assistant circuit attorney, or state assistant attorney general engaged in prosecution, with at least three years of experience as a prosecutor.
- Recipients must maintain continuous licensing and be employed full time to prosecute criminal or juvenile delinquency cases.
- Prosecuting attorneys currently in default on their student loans will not be considered.
- Elected prosecutors are not eligible.

### Application

To apply, the first three listed application materials must be sent as pdf attachments in one message to [scholarships@stlgives.org](mailto:scholarships@stlgives.org) at the St. Louis Community Foundation by midnight on October 31:

1. Fully completed and signed application. Note: To verify financial information, a copy of your federal tax return or other information may be requested;
2. An essay that addresses the items discussed in the application;
3. The other materials referenced in the application;
4. Two letters of reference (provide each with a copy of the included form):
  - a. one from a supervisor or attorney who has had professional experience with your work, and
  - b. one from a colleague, judge, victim advocate, elected prosecutor, or another attorney who has had professional experience with your work.

Letters of reference should be mailed or e-mailed separately, directly from the writer. Letters of reference must be received by the application deadline, midnight on October 31.

**Selection Criteria**

The applicant will be evaluated on the strength of the essay and letters of reference.

Recipients will be selected based upon a balancing of the following criteria:

- outstanding character and integrity,
- quality of work,
- leadership,
- the ideals and best practices as an attorney, including high ethical standards,
- a continuing commitment to public service,
- contributions to community, legal profession, and protection of victim's rights, and
- financial need in the form of outstanding student loan debt.

**To Maintain Eligibility**

Once awarded, a Missouri Prosecuting Attorney Outstanding Service Award recipient must annually submit a renewal form (provided with award letter) to certify current position and employer, loan balance, service provider(s), and current contact information. The renewal form should be submitted during the month of September in each of the four years following the initial award. Failure to provide the form by midnight on September 30 will result in forfeiture of remaining support.

**Award Distribution**

For recipients who maintain eligibility determined through the annual renewal application and verification process, one-fifth of the award amount (not to exceed the recipient's student loan balance) will be distributed by December 31 each year directly to the loan provider(s).

The Missouri Prosecuting Attorney Outstanding Service Award Fund is a component fund of the St. Louis Community Foundation, and the loan repayment program is administered by the Foundation. The Foundation does not discriminate on the basis of race, religion, creed, national origin, gender identity or expression, age, color, sexual orientation, protected veteran status, or physical or mental disability, or any other characteristic protected by law. Final decisions on eligibility, selection, and award amount will be determined by the St. Louis Community Foundation.

# MISSOURI PROSECUTING ATTORNEY OUTSTANDING SERVICE AWARD 2023 APPLICATION

Complete all items. If you need more room on the application, please add another page. Label all attachments with your full name. Email completed, signed application and supporting materials to [scholarships@stlgives.org](mailto:scholarships@stlgives.org) by midnight on October 31. Unsigned or incomplete applications will not be considered.

## General Information

Name \_\_\_\_\_ Preferred name, if any: \_\_\_\_\_  
First Middle Last

Permanent Address \_\_\_\_\_  
Street City/State Zip

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email \_\_\_\_\_

## Education

Undergraduate College: \_\_\_\_\_ College graduation: \_\_\_\_\_  
Month and Year

Law School: \_\_\_\_\_ Law school graduation: \_\_\_\_\_  
Name City, State Month and Year

Other degrees and conferring institution: \_\_\_\_\_

## Employment

Current Position \_\_\_\_\_ Approximate number of hours worked/week \_\_\_\_\_

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_

Supervisor's Name, Telephone and Email: \_\_\_\_\_

Previous employers and dates of employment: \_\_\_\_\_

States in which you are licensed to practice: \_\_\_\_\_

Do you have a public record of discipline and/or pending proceedings in any state in which you are licensed to practice?

If yes, provide case number and an explanation: \_\_\_\_\_

## Financial Information

Current gross annual salary: \$ \_\_\_\_\_ Total household income: \$ \_\_\_\_\_ Number and age of dependents: \_\_\_\_\_

Applicant's current total student loan balance from all sources: \$ \_\_\_\_\_ Law school portion of total: \$ \_\_\_\_\_

Federal loan portion: \$ \_\_\_\_\_ Institutional loan portion: \$ \_\_\_\_\_ Monthly Student Loan Payment: \$ \_\_\_\_\_

Other household (spouse, dependents) student loans not included above: \$ \_\_\_\_\_

Applicant Loan Provider Name(s) \_\_\_\_\_

Are you receiving benefit of any other student loan repayment programs? ☐ Yes ☐ No

If yes, provide annual amount: \$ \_\_\_\_\_ Total amount: \$ \_\_\_\_\_ Provider: \_\_\_\_\_

Have you ever been delinquent or are you currently in default under any student loans? ☐ Yes ☐ No If yes, please explain:

\_\_\_\_\_

## Essay

Attach an essay (in 12-point font and no more than three pages in length), headed by your full name, that discusses why you became a prosecutor, what makes you stay, a general description of your practice, special awards or recognitions that you've received for your work, and your aspirations regarding future public service. Your essay should speak to your qualifications relative to the eligibility and selection criteria and make the case for why you should be given the award — your commitment to public service as a prosecutor and the qualities you believe embody a good prosecutor, with examples of how you live these qualities. The selection criteria to be used in making an award will be based upon the following:

- outstanding character and integrity,
- quality of work,
- leadership,
- ideals and best practices as an attorney, including high ethical standards,
- a continuing commitment to public service,
- contributions to community, legal profession, and protection of victim's rights, and
- financial need in the form of outstanding student loan debt.

## Optional

If you would like to provide information about unusual circumstances about your application or your financial circumstances that have not otherwise been conveyed, attach a letter (in 12-point font and no more than one page in length) headed by your full name.

## Other Materials

In addition to your essay and letters of reference, your completed/signed application should be accompanied by the following documents:

- recent paystub from your current employer,
- current resume, and
- current summary statements from all student loan lenders

By my signature below, I certify that:

- all information provided in this application is true,
- I am current in repaying my student loans and am not classified as in default,
- I understand that this award is a supplement to, not a substitute for, my personal obligation to repay my student loans,
- I will provide most recent federal tax returns or other information to confirm the financial information provided, if requested,
- if selected for the award, I will
  - provide all necessary documentation of federal/institutional loan and payment information,
  - inform the St. Louis Community Foundation of changes in contact information or employment,
  - report the amount received as income and pay all applicable taxes, and
  - annually submit the required renewal update documentation during the month of September (no later than midnight September 30) in each of the four years following the initial award.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Award recipient will be required to provide detailed Student Loan and Payment Information**

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## INSTRUCTIONS FOR LETTER OF REFERENCE

Thank you for providing a reference for this applicant.

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**By midnight on October 31**, please provide your letter of reference for consideration one of two ways.

You may

1. E-mail it directly to [scholarships@stlgives.org](mailto:scholarships@stlgives.org) identifying the subject of the email as Reference for Missouri Prosecuting Attorney Scholarship, or
2. Mail your reference to:  
Missouri Prosecuting Attorney Scholarship Program  
St. Louis Community Foundation  
#2 Oak Knoll Park  
St. Louis, MO 63105

Letters of reference must be received by the application deadline, midnight on October 31.

Please include the applicant's full name, identify your relationship to the applicant, and address why this person is a great prosecutor, including the criteria on which the applicant will be evaluated:

- character and integrity,
- quality of work,
- leadership,
- the ideals and best practices as an attorney, including high ethical standards,
- continuing commitment to public service,
- contributions to community, legal profession, and the protection of victim's rights.

If you are the applicant's supervisor, please address the above criteria as they pertain to your office and the communities you serve.