



a project of Philadelphia VIP

Nonprofit Application for Pro Bono Legal Services

	Organization	Contact Person	Contact Person 2	Contact Person 3
Name				
Address				
Phone	Phone: Fax:	Home: Work: Cell:	Home: Work: Cell:	Home: Work: Cell:
E-mail/ Website				
Title or Position				

1. Please state the mission of the organization.

2. Please describe your organization's activities and programs.

3. What geographic area and/or population does the organization serve?

4. Has a corporation already been formed? ___Yes ___No

a. If yes, please list where _____

5. Has the organization applied for federal tax-exempt status? ___Yes ___No

6. Has the organization obtained federal tax-exemption? ___Yes ___No

- 7. If the organization is or will be a membership organization, please describe the number and type of members. If not applicable, please write N/A.**

- 8. Describe the legal needs of your organization, with as much detail as possible. Please include any deadline(s) relating to your request for assistance. Attach a separate sheet of paper if necessary.**

- 9. List the names, addresses, and telephone numbers of any attorneys who have worked with your organization. This includes lawyers active in your organization who may have provided legal assistance to your organization. Please include what type of work the attorney(s) provided. Explain why the attorney is currently unable to provide your organization with assistance.**

- 10. If you are seeking legal assistance for a matter that involves other people, organizations, or businesses, list their names below. LawWorks must eliminate all conflicts of interest before we are able to refer your case to a volunteer attorney. Attach a separate sheet of paper if necessary.**

- 11. Please list any special needs, such as the use of an interpreter or accommodations for persons with disabilities.**

- 12. How did you hear about Philadelphia LawWorks?**



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PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION. In addition, enclose any other documents that may assist Philadelphia LawWorks in assessing your application including copies of all documents related to the organization’s specific legal problem(s).

If your group is seeking 501(c)(3) status, you will need to submit:

- _____ Copy of mission statement, brochures, reports, or other documents that describe organization’s activities and programs, *if available*.
- _____ Articles of Incorporation, *if available*.
- _____ Bylaws, *if available*.
- _____ List of all officers and directors with their names, titles, addresses, phone numbers, and affiliations. Please indicate which persons are officers.
- _____ List of staff or volunteers and their position titles, *if applicable*.
- _____ Copy of budget or income/expense statement for most recent fiscal year.

If your group is an established nonprofit, you will need to submit:

- _____ Copy of mission statement, brochures, reports, or other documents that describe organization’s activities and programs.
- _____ IRS determination of 501(c)(3) or 501(c)(4) status.
- _____ List of all officers and directors with their names, titles, addresses, phone numbers, and affiliations. Please indicate which persons are officers.
- _____ Most recent audit, *if available*. If audit is not available, send a current budget.
- _____ Copies of all documents related to the organization’s specific legal problem(s).

AUTHORIZATION TO RELEASE INFORMATION AND VERIFICATION

Application Information: I hereby authorize Philadelphia LawWorks, its collaborating organizations and their agents and employees, to verify, disclose and make copies of any and all information provided in this application in the course of determining eligibility and in securing a volunteer attorney.

Release: I hereby release any person or entity complying with this Authorization from any and all claims relating to the disclosure of any such information and documents.

Validity: A copy of this Authorization shall be as valid as the original.

The undersigned hereby certifies that all of the information in this application is true, correct, and complete, and that he/she is authorized by the above organization to submit this application to Philadelphia LawWorks. The applicant further agrees to notify Philadelphia LawWorks in the event of any changes to this information and understands and agrees that Philadelphia LawWorks has the right to reject any applicant or withdraw from representing a client that submits an application with inaccurate information.

Print Name: _____ Title: _____

Signature: _____ Date: _____