

### What is Philadelphia LawWorks?

Philadelphia LawWorks<sup>1</sup> matches eligible homeowners, non-profit organizations, and small businesses with attorneys who provide free (*pro bono*) legal services and education. This is the application for non-profit organizations. If you have a small business issue, please fill out our “Small Business Application for *Pro Bono* Legal Assistance.”

### What services does Philadelphia LawWorks provide?

LawWorks volunteers are able to assist on issues including, but not limited to: incorporation, application for tax-exempt (501(c)(3)) status, contracts, real estate, tax, and employment.

Note: While all legal services are free, clients are responsible for paying filing fees and any other out-of-pocket costs.

### Who is eligible for Philadelphia LawWorks legal services?

Eligible groups for LawWorks services are established nonprofits, community groups, and start-ups that wish to achieve nonprofit status. The group’s goals must be to benefit low income persons or communities, or otherwise benefit Philadelphia’s public interest. The group must be able to demonstrate that the organization is unable to pay for legal services without significant impairment of program resources.

### What happens after I submit my application to Philadelphia LawWorks?

Philadelphia LawWorks will review your application to determine what your legal needs are and if you meet the eligibility requirements. If your organization is eligible for assistance, we will attempt to refer your case to a volunteer attorney.

**Return the application  
by mail, fax or e-mail to:**

**Philadelphia LawWorks  
Stefanie F. Seldin, Managing Attorney  
42 South 15<sup>th</sup> Street, 4<sup>th</sup> Floor  
Philadelphia PA 19102  
Fax: 215-564-0845  
e-mail: [sfseldin@phillyvip.org](mailto:sfseldin@phillyvip.org)**

<sup>1</sup>Philadelphia LawWorks was created in 2002, when the Philadelphia Bar Association, Philadelphia VIP, Community Legal Services and other local public interest programs collaborated to better address the transactional legal needs of the Philadelphia community and provide business lawyers with an opportunity to serve that community.



a project of Philadelphia VIP

## Nonprofit Application for Pro Bono Legal Services

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

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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# Nonprofit Application for Pro Bono Legal Services

**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: \_\_\_\_\_