



Application for Pro Bono Legal Services for Established Nonprofits

What is Philadelphia LawWorks?

Philadelphia LawWorks¹ matches eligible homeowners, nonprofit organizations, and small businesses with attorneys who provide free (*pro bono*) legal services and education. **This is the application for established nonprofit organizations.**

If you are trying to apply for tax exempt status, please use our “Application to Incorporate/Apply for 501(c)(3) Status” available at <http://phillyvip.org/content/apply-assistance>.

If you are a for-profit small business, please use our “Small Business Application” available at <http://phillyvip.org/content/apply-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. LawWorks only accepts litigation cases in extraordinary circumstances. *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?

Groups that are eligible for LawWorks services include 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?

LawWorks will review your application to determine what your legal needs are and if you meet the eligibility requirements. Once we determine that your organization is eligible for assistance, we will contact the person listed as the primary contact *within two weeks* of receiving the application. If you do not hear from us after two weeks, you may contact Philadelphia VIP/LawWorks at 215-523-9550 to ask about your application. After we are satisfied that your application is complete, we will attempt to refer your case to a volunteer attorney.

You may submit the LawWorks application by mail, fax or email to the contact information listed below. Please contact Alison Merrick with any questions or concerns.

**Alison Merrick
Philadelphia VIP, LawWorks Project
1500 Walnut Street, Suite 400
Philadelphia, PA 19102**

**Phone: 215-523-9565
Fax: 215-564-0845
Email: amerrick@phillyvip.org**

¹Philadelphia 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.

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	Organization	Contact Person	Contact Person 2	Contact Person 3
Name				
Address				
Phone	Phone: Fax:	Work: Cell:	Work: Cell:	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

If yes, please list where _____

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

If no, please note that this is the application for established nonprofits. If you are trying to obtain tax exempt status, please use our “Start-up Nonprofit Application” available at <http://phillyvip.org/content/apply-assistance>.

6. 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.

6a. Philadelphia VIP’s nonprofit legal assessment program will match a team of pro bono attorneys with a nonprofit to assess the nonprofit’s legal liabilities across a range of practice areas such as internal controls, fundraising, taxes and corporate governance. If you are interested in a nonprofit legal assessment, please complete the “Nonprofit Legal Assessment Checklist” and submit it with this application. Please specify any particular legal needs in the space above. The checklist is available here: <http://phillyvip.org/content/apply-assistance>

7. 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.

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8. 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.

9. Please list any special needs of the contact people listed, such as the use of an interpreter or accommodations for persons with disabilities.

10. 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.

- _____ 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 agents and employees to verify and make copies of any and all information provided in this application and to disclose such information to the extent necessary to evaluate and refer the applicant’s request for pro bono legal assistance. I understand that LawWorks will not share this information without my permission with anyone other than volunteer attorneys interested in this application.

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.

Contact Person’s Name: _____

Organization’s Name: _____

Title: _____

Signature: _____

Date: _____