



## Application for Pro Bono Legal Services for Established Nonprofits

### What is LawWorks?

LawWorks<sup>1</sup> matches eligible 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 already have federal tax-exempt status, please use our “Application for Established Nonprofit Organizations” available at <https://www.phillyvip.org/get-legal-help/small-businessnonprofit-law-works/>.

If you are a for-profit small business, please use our “Small Business Application” available at <https://www.phillyvip.org/get-legal-help/small-businessnonprofit-law-works/>.

### What services does 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 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 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.**

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

**Fax: 215-564-0845  
Email: [phillyvip@phillyvip.org](mailto:phillyvip@phillyvip.org)**

If you have any questions or concerns, please contact Alison Merrick at [amerrick@phillyvip.org](mailto:amerrick@phillyvip.org) or 215-523-9565.

<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.

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 Pro Bono Legal Services for  
 Established Nonprofits**

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

**1. Please state the mission of the organization.**

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

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

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**4. Has a corporation already been formed? \_\_\_Yes \_\_\_No**

If yes, please list where \_\_\_\_\_



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

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**10. How did you hear about Philadelphia LawWorks?**

- Generocity
- Nonprofit Center at LaSalle University
- PHENND
- Regional Foundation Center
- Other (Please specify): \_\_\_\_\_



## Application for Pro Bono Legal Services for Established Nonprofits

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