

Application Cover Page

LawWorks Services:

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 rarely accepts litigation cases – that is, cases that involve going to court.

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

Eligibility Requirements:

1. The group must be able to demonstrate that the organization is unable to pay for legal services without significant impairment of program resources, *and*
2. The group's services must benefit low-income persons or communities, or otherwise benefit Philadelphia's public interest.

PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH 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. ***We cannot open your case without this information.***
- _____ Most recent audit, *if available*. If audit is not available, send a current budget. ***We cannot open your case without this information.***
- _____ Copies of all documents related to the organization's specific legal problem(s).



Application for Pro Bono Legal Services for Established Nonprofits

What is LawWorks?

LawWorks¹ 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 are trying to apply for tax exempt status, please use our “Application to Incorporate/Apply for 501(c)(3) Status” 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 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.

Incomplete applications will not be considered for free legal assistance.

Please answer all questions as completely and accurately as possible. The only exception is where the application specifically provides that you may skip a section. If you need extra space at any point, please feel free to attach extra paper. All information in the application and in documents submitted to LawWorks will remain confidential with LawWorks and with any volunteer attorney(s) we may match you with.

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**

If you have any questions or concerns, please contact Ivelisse Cruz at icruz@phillyvip.org or 215-523-9565.

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.

Contact Person Information

Contact Person Responsibilities

Please specify a primary contact person. This is the person whom we will contact when we need additional information about your organization or need to discuss the status of your application. Please inform us immediately if the primary contact person changes. You may also specify an additional contact person if you so choose.

	Primary Contact Person	Additional Contact Person
Name:	_____	_____
Address:	_____	_____
Preferred Phone Number:	_____	_____
Email:	_____	_____
Title or Position:	_____	_____

Basic Organization Information

Name of Organization: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

Website: _____

1. Please state the mission of the organization.



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

3. What geographic area and/or population does the organization serve? (Note: you MUST provide services or benefits to Philadelphians to qualify.)

4. Demographics: Of the leadership team and all paid staff of your nonprofit organization, what number and percentage identify as people of color, women, and/or people with disabilities? (We collect this information for our own statistical purpose and it will be kept confidential.)

	Total Number	Percentage
People of Color	_____	_____
Women	_____	_____
People with Disabilities	_____	_____

5. Has a corporation already been formed? Yes No
If yes, please list where _____

6. 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 <https://www.phillyvip.org/get-legal-help/small-businessnonprofit-law-works/>.

7. 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.



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8. 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.

9. If you are seeking legal assistance for a matter that involves other people, organizations, or businesses, list their names and addresses 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.

10. Please list any special needs of the contact person(s) for your organization, such as the use of an interpreter or accommodations for persons with disabilities. This information will be provided to the volunteer attorney if we are able to refer your case to an attorney.



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11. How did you hear about Philadelphia LawWorks?

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

AUTHORIZATION TO RELEASE INFORMATION AND VERIFICATION



Application for Pro Bono Legal Services for Established Nonprofits

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: _____