The Law Project (TLP) provides legal services to community-based organizations by matching them with qualified attorneys to fulfill those needs. The representation received from the volunteer attorneys is free of charge, although there may be costs such as filing fees and closing costs, which are the responsibility of the organization. TLP staff will serve as an ongoing resource throughout the representation.

Eligibility Guidelines

To be eligible for assistance from TLP, a group must meet the following criteria:

1. The organization is a not for profit tax-exempt organization or an organization seeking assistance to obtain recognition of tax exemption from the Internal Revenue Service.

2. The organization is not in need of legal representation for a dispute, litigation or matters that might reasonably lead to litigation.

3. The organization is engaged in activities that serve low-income populations or communities. Most client organizations are involved in the following activities:
   - job training, development, placement, retention and/or entrepreneurship
   - loan funds, community lending programs or a community credit union
   - child care, after school programs
   - civil rights, human rights
   - community education and awareness, health clinics, domestic violence
   - social services including food pantries, clothing and/or furniture distribution
   - arts and cultural organizations
   - real estate development (commercial, retail and affordable housing)
   - transitional housing, supportive housing, group homes, shelters
   - technical assistance providers

Application Fee

TLP requires an Application Fee. It is based upon the organization’s actual budget:

- $0 - $25,000 ................................................................. $75.00
- $25,000 - $100,000 ......................................................... $100.00
- $101,000 - $500,000 ....................................................... $150.00
- $501,000 - $1 million .................................................... $300.00
- More than $1 million ................................................... $500.00

This Application Fee is NON-REFUNDABLE. A separate fee will be charged for each request for legal assistance that requires the assignment of an attorney with expertise in a specialized area. An application fee waiver will be considered depending on circumstances. The Application Fee is separate from the Filing Fees Deposit which may be required for your organization. Refer to page 4 to see if a Filing Fees Deposit is required.
Nonprofit Application For Legal Assistance

1. Organization Name: ____________________________________________________________

2. Organization's contact information:
   Street Address _________________________________________________________________
   City, State, Zip ________________________________________________________________
   Phone __________________ Fax __________________
   Email __________________ Website __________________

3. Briefly describe the purpose(s) of the organization:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. Primary Contact Name: ________________________________________________________
   Position/Title with Organization________________________________________________
   Street Address _________________________________________________________________
   City, State, Zip ________________________________________________________________
   Bus. Phone __________________ Home __________________
   Email __________________ Cell __________________

5. Secondary Contact* Name: ____________________________________________________
   Position/Title with Organization________________________________________________
   Street Address _________________________________________________________________
   City, State, Zip ________________________________________________________________
   Bus. Phone __________________ Home __________________
   Email __________________ Cell __________________
   * If the organization is a tax-exempt entity, the secondary contact must be a board officer.

Statistical Information

TLP is a not-for-profit organization that is dependent on funding from government, corporate and private sources. Without this support, TLP would not be able to provide you with legal advice and representation. To apply for funding, we must supply statistics on our clients.

1. Will your organization specifically service one or more of the following constituencies?
   Native American ____  African American ____  Latino/Hispanic ____  Asian ____
   White ____  Disabled ____  Women ____  Homeless ____  Unemployed ____
   Other _________________________________________________________________

2. Does your organization specifically service one or more of the following age groups?
   Under 18 _____  60 & Over _____

3. If you are seeking assistance for a housing program, please state the type(s) of housing:
   Single Room Occupancy ____  Transitional ____  Permanent ____
   Emergency Shelter ____  Other ________________________________________________

4. Where will the programs be offered? (Identify the community or neighborhood, and provide the applicable Zip Code(s))

5. How did you hear about TLP? ________________________________________________

Revised: 1/2/13
THE FOLLOWING INFORMATION MUST BE SENT IN WITH THE APPLICATION. APPLICATIONS SUBMITTED WITHOUT THIS INFORMATION WILL BE RETURNED TO THE ORGANIZATION FOR COMPLETION.

1. Is your organization seeking income tax exemption (i.e., 501(c)(3) status)? Yes___ No___

   **If yes, please skip to pages 4-5 for the list of required materials for organizations seeking income tax exemption, and complete the questions.**

   If no, please complete questions 2-10 below, and include supporting materials with your application.

2. Describe in detail the type of legal assistance the group is seeking.

   __________________________________________________
   __________________________________________________

3. Include copies of all documents and correspondence related to the legal assistance your organization is requesting. (Keep originals for your records.)

4. Provide your mission statement, sample grant proposals, brochures, flyers, and informational materials for your organization.

5. Provide the names and addresses of all the officers and directors of the organization.

6. Provide a copy of the Articles of Incorporation.

7. Provide a copy of the Bylaws.

8. Provide a copy of your income and expenses budget for the current year, or the organization's most recent annual report.

9. Are there any attorneys involved with your organization who have provided legal assistance to your group?

   Yes___ No___

   **If yes, provide the following:**

   Name of the attorney(s): ______________________________________________________

   Legal work provided: _______________________________________________________

   Do you still have an ongoing relationship? Yes___ No___

   Did you pay for the above-described services? Yes___ No___

   **If yes, please explain why pro bono assistance is now being requested:**

   __________________________________________________
   __________________________________________________

Application Materials for New Nonprofits

If your group is seeking legal assistance with obtaining recognition of income tax exemption, please submit the following materials with the Application, Application Fee, and Filing Fees Deposit. Applications submitted without this information will be returned to the organization for completion.

1. Provide the following information for all the directors, officers, and employees of the organization:
   a. The person’s name, personal address, phone, and email address.
   b. Whether s/he will be a director, officer and/or employee. For officers, provide which officer role. For employees, please provide the employee title. For more information, see our Understanding Not-For-Profit Board Composition FAQ.
   c. The reasons this person is involved with the organization, including the qualities and experiences that will help the organization achieve its goals. (Examples include the person’s resume or a biographical statement.)
   d. If the person will be paid, list how much, for what role, and who makes that decision.
   e. Whether the organization will purchase or rent goods or services from this person, and describe the arrangement.

2. The organization’s business plan. At a minimum, the business plan should include:
   a. The organization’s mission and vision statements.
   b. The problem(s) the organization seeks to address.
   c. A description of the population to be served.
   d. A very detailed description of the organization’s activities and programs that will accomplish the organization’s goals.
   e. The neighborhood or community where the activities are to be conducted.
   f. Identification of other organizations addressing the same issues in the community, and how this organization differs.
   g. The organization’s sources of financial support and its plans for fundraising.

3. The organization’s projected budget. Provide in spreadsheet format, or see form on page 5 if needed.

4. Is the organization incorporated? Yes___ No____
   If yes, send a copy of the organization’s Articles of Incorporation.
   If no, the volunteer attorney will prepare them.

5. Does the organization have Bylaws? Yes___ No____
   If yes, send a copy of the organization’s Bylaws.
   If no, the volunteer attorney will prepare them.

6. Does the organization have its FEIN? Yes___ No____
   If yes, send a copy of the letter from the IRS, or provide the FEIN number.
   If no, the volunteer attorney will help you obtain it.

7. Application Fee. Refer to page 1 to determine your Application Fee.

8. Filing Fees Deposit. A deposit of at least $400 into TLP’s Client Trust Account for use towards the organization’s filing fees. Please note that the IRS filing fee for income tax exemption is usually $850. The Filing Fees Deposit is separate from the Application Fee. Example: if your organization has less than $25,000, you must submit $475 ($75 for the Application Fee, plus $400 for the Filing Fees Deposit). There may be additional filing fees required to complete the organization’s legal work. It is the responsibility of the organization to provide funds for all filing fees.

Application Materials for New Nonprofits  
Projected Budget Information

Following are categories for a nonprofit organization's income and expense statement. Your organization should give serious thought to these and other items unique to your organization's activities. This is a start-up budget, and represents your best guess regarding the needs of your organization and the sources and amounts of income needed to meet its expenses.

Your expenses should not exceed your income. Although your organization is unique, a good ballpark amount for a first year budget might be $75,000. If your organization had that amount of money, how would it spend the monies? Where would this money come from? You are encouraged to talk to people who operate similar organizations in the Chicago area to get a feel for the kinds and amounts of equipment you will need and the expenses that you will have.

### Projected Expenses

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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Executive Director</td>
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<tr>
<td>Rent</td>
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<td>Utilities - electricity, gas</td>
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<td>Copying &amp; printing</td>
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<td>Publications &amp; dues</td>
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### Projected Income

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<td>Private Foundation Grants</td>
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<tr>
<td>TOTAL</td>
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</table>
For all Nonprofit Organizations: If the organization is eligible and upon receipt of application materials, Application Fee, and if applicable a Filing Fees Deposit, TLP will recruit a volunteer attorney to work with the organization. When the volunteer attorney’s law firm approves the work, we will contact you to schedule the first meeting.

BY SIGNING THIS FORM YOU UNDERSTAND AND AGREE THAT:

1. THE APPLICATION AND INFORMATION SUBMITTED IS TRUE AND CORRECT; AND
2. TLP MAY DISCLOSE THE INFORMATION AND APPLICATION MATERIALS TO VOLUNTEER ATTORNEYS AND LAW FIRMS IN ITS EFFORTS TO RECRUIT PRO BONO ASSISTANCE FOR THE ORGANIZATION; AND
3. TLP MAY DISCLOSE TO OUR FUNDERS THE ORGANIZATION’S NAME, THE GENERAL NATURE OF THE ORGANIZATION’S LEGAL MATTER, AND OUR EFFORTS TO RECRUIT PRO BONO ASSISTANCE FOR THE ORGANIZATION, BUT NOT OTHER CONFIDENTIAL INFORMATION IT OBTAINS FROM THE ORGANIZATION; AND
4. ACCEPTANCE OF THIS APPLICATION BY TLP IS ONLY FOR THE REPRESENTATION OF THE ORGANIZATION FOR THE LIMITED PURPOSE OF COORDINATING PRO BONO LEGAL REPRESENTATION FROM VOLUNTEER ATTORNEYS AND TLP WILL NOT BE REPRESENTING THE ORGANIZATION AS ITS ATTORNEY UNLESS A SEPARATE ENGAGEMENT LETTER AGREEMENT IS ENTERED INTO BETWEEN THE ORGANIZATION AND TLP; AND
5. THE VOLUNTEER ATTORNEY REPRESENTING THE ORGANIZATION IN A MATTER MAY CHOOSE TO HAVE TLP ACT AS THE ATTORNEY’S AGENT IN CONNECTION WITH THE REPRESENTATION, AND MAY SHARE CONFIDENTIAL INFORMATION ABOUT THE REPRESENTATION WITH TLP AS NECESSARY FOR TLP TO ACT AS AGENT; AND
6. EVEN IF THE VOLUNTEER ATTORNEY DOES NOT CHOOSE TO HAVE TLP ACT AS AGENT IN CONNECTION WITH THE REPRESENTATION OF THE ORGANIZATION, THE VOLUNTEER ATTORNEY MAY SHARE GENERAL, NON-PRIVILEGED INFORMATION ABOUT THE STATUS OF THE REPRESENTATION WITH TLP, AND MAY INFORM TLP OF ANY SUBSEQUENT MATTERS IN WHICH THE VOLUNTEER ATTORNEY OR THE VOLUNTEER ATTORNEY’S LAW FIRM CHOOSES TO REPRESENT THE ORGANIZATION; AND
7. TLP’S CLIENT IS THE ORGANIZATION/CORPORATION AND NOT ANY PARENT, SUBSIDIARIES, AFFILIATES OR INDIVIDUALS ASSOCIATED WITH THE ORGANIZATION/CORPORATION; AND
8. THE VOLUNTEER ATTORNEY MAY REQUIRE A SEPARATE PRO BONO ENGAGEMENT LETTER. AFTER EXECUTION OF THE ENGAGEMENT LETTER, AND IF APPLICABLE, THE FILING FEES DEPOSITED IN TLP’S CLIENT TRUST ACCOUNT WILL BE TRANSFERRED TO THE CLIENT TRUST ACCOUNT OF THE VOLUNTEER ATTORNEY’S LAW FIRM OR TO THE ORGANIZATION; AND
9. TLP RECRUITS VOLUNTEER ATTORNEYS FOR MANY DIFFERENT NONPROFIT ENTITIES IN THE CHICAGO AREA. IT IS POSSIBLE THAT THE ORGANIZATION HAS OR WILL HAVE A RELATIONSHIP WITH ONE OF THE OTHER ENTITIES TLP IS ASSISTING. BECAUSE OF THE LIMITED NATURE OF OUR ENGAGEMENT WITH THE ORGANIZATION, WE DO NOT BELIEVE THAT OUR ASSISTANCE OF THESE OTHER NONPROFIT ENTITIES IS OR WILL BE DIRECTLY ADVERSE TO THE ORGANIZATION, AND SO BY SIGNING THIS APPLICATION AND AGREEMENT, CLIENT AGREES:
   A. THAT TLP CAN CONTINUE TO RECRUIT VOLUNTEER ATTORNEYS TO REPRESENT OTHER NONPROFIT ENTITIES CONSISTENT WITH APPLICABLE ETHICAL RESTRICTIONS; AND
   B. TO A WAIVER OF ANY CONFLICTS OF INTEREST THAT MIGHT BE DEEMED TO ARISE FROM TLP’S REPRESENTATION OF SUCH OTHER NONPROFIT ENTITIES; AND
   C. THAT TO THE EXTENT PERMITTED UNDER APPLICABLE ETHICAL STANDARDS, TLP MAY RECRUIT VOLUNTEER ATTORNEYS TO REPRESENT OTHER CLIENTS WHOSE INTERESTS ARE OR MAY BE ADVERSE TO THE ORGANIZATION IN ANY MATTER.

Accepted and Agreed:

Organization: _______________________________________________

By: (signature) ___________________________ Date: ____________

Printed Name: ______________________________________________

Title: ______________________________________________________

Revised: 1/2/13