DC BAR Pro Bono Center

NONPROFIT APPLICATION FOR PRO BONO SERVICES

Please fill out this form in order to apply for pro bono legal services with the D.C. Bar Pro Bono Center. In order to qualify for assistance, a nonprofit organization must meet the following requirements:

- **The organization is a charitable, religious, civic, community or educational organization;**
- **A substantial percentage of its activities are designed to provide direct services to persons of limited means living in the District of Columbia; and**
- **The payment of legal fees would significantly deplete the organization's ability to provide services or would be otherwise inappropriate.**

ORGANIZATION CONTACT INFORMATION		
Name of Organization:		
Mailing address:		
City:	State:	ZIP Code:
Main Phone:	Main Fax:	Website:

CONTACT PEOPLE	
Contact Name, Position Title:	
Phone:	Email:
Second Contact Name, Position Title:	
Phone:	Email:

MISSION OF ORGANIZATION

ORGANIZATION DETAILS
Employer Identification Number (EIN):
Does your organization rent or own the space where it is headquartered?
Number of Employees: Paid: Unpaid:
Number of Board Members:
Budgeted Income for Current Fiscal Year:
Income Sources (please estimate percentage from foundation grants, government grants, individual donors, fees, etc.):
Is the organization incorporated as a nonprofit?: (If yes, include date and state.)
Does the organization have IRS tax-exempt status?: (If yes, include date.)

If organization does not have IRS tax-exempt status, has it applied for it? (If yes, include date.)
FOR START-UPS ONLY (IF NOT A START-UP, SKIP TO NEXT SECTION)
Does the organization have a Fiscal Sponsor?: (If yes, list name of organization.)
List founders of the organization:
EXPLAIN THE LEGAL ASSISTANCE THE ORGANIZATION SEEKS:
Has the organization worked with an attorney before? (If yes, list attorney name, law firm name, legal matter, dates of assistance, and if it was paid or pro bono.)
How did you hear about the Pro Bono Center?

Signature of Applicant:	Date:

Please attach a copy of the documents listed below, as well as <u>any documents/ correspondence related</u> to the legal matter:

EXISTING NONPROFITS: • **Articles of Incorporation** • **Bylaws** • **IRS determination letter** • **Board List** • **Latest IRS Form 990** • **Income and expense budget for the current year** • **Most recent audit (if available)**	**START-UP NONPROFITS:** • **Business Plan** • **Board List** • **Income and expense budget for the current year** • **Resumes of Founders** • **Articles of Incorporation (if available)** • **Bylaws (if available)**

Submit this completed application and materials via email or postal mail to:

Lauren Paley, Associate Manager
D.C. Bar Pro Bono Center
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Email: LPALEY@DCBAR.ORG
Phone: 202-780-2755
Fax: 202-626-3474