



**Community  
LEGAL  
Resources**

**Detroit Office**

615 Griswold, Suite 1805, Detroit, MI 48226

T: 313.969.7204 | F: 313 962 0797

**Mid Michigan Office**

107 E. Grand River Ave., Lansing, MI 48906

T: 517.881.1667 | F: 313 962 0797

[info@mi-community.org](mailto:info@mi-community.org) | [www.mi-community.org](http://www.mi-community.org)

**Nonprofit Organization  
Request for Legal Assistance Form**

Michigan Community Resources, home of Community Legal Resources (CLR) works to meet the long-term legal needs of community-based organizations throughout Michigan by identifying community groups that need assistance and matching them with qualified volunteer attorneys who can help these organizations. All legal services are free of charge. Your organization is responsible only for out-of-pocket expenses such as copying costs and governmental filing fees. CLR's staff will monitor your organization's relationship with the volunteer lawyer and work to ensure that both the attorney and your organization are satisfied with the representation.

This form will help CLR learn more about your organization and its legal needs. Please include any information that you think is useful, using additional sheets if necessary. It is important that you provide as much detail and be as candid as possible so that CLR's staff can evaluate your application quickly and fairly. Please note that CLR is not able to serve every nonprofit that requests legal assistance. CLR considers a number of factors such as the community and/or population served, whether the client has the ability to pay for an attorney, capacity of an organization to work with an attorney, and whether the legal issue involves litigation. Although CLR cannot guarantee that it will be able to locate a volunteer attorney to assist your organization, CLR will strive to place your organization's request with a qualified attorney.

To be eligible for CLR assistance, your organization **must meet one of these criteria:**

- (1) 51% percent of the organization's membership is comprised of low-income persons (defined as persons whose income does not exceed 125% of the Federal Poverty Income Guidelines) or organizations that serve low-income individuals or communities;
- (2) The organization's statement of purpose includes activities to benefit low-income, disadvantaged and/or distressed communities; **or**
- (3) The matter on which legal assistance is sought raises issues of significant legal consequence to low-income, disadvantaged and/or distressed communities.

Organization Name:		
Address:	City:	Zip:
Phone #:	Fax #:	
Website Address:		

**Contact Information**

Name of Contact Person:	
Signature:	Date:
Position/Relation to Organization:	
Work Address:	
Work Phone:	Home Phone:
Mobile Phone:	Email Address:

**Organizational Background and Structure**

Please describe the purpose and/or mission of the organization:


When and how did the organization form?


Is your organization incorporated?

Yes  No

If so, attach a copy of your current Articles of Incorporation and by-laws.

Has your organization ever applied for tax-exempt status with the Internal Revenue Service?

Yes – What was the outcome? (Circle One)

- a) tax- exempt (please attach copy of your IRS determination letter)
- b) open
- c) closed (FT file-terminated)
- d) denied
- e) revoked

No

Does the organization have members?  Yes  No

If so, how many members? \_\_\_\_\_

About how many individuals does the organization serve annually? \_\_\_\_\_

What geographic region and/or population does the organization serve?


Please attach a list of Board members and staff, or list these individuals and their positions below:


**Program Activities**

Please list the services and/or programs offered by the organization. If you have written brochures or other materials, please include them.


Please list your organization's "service targets" for the current year, if available (e.g. "build 10 units of affordable housing," "provide employment training for 100 youth").


Would you describe your organization as "faith-based?"  Yes  No

If so, please describe how your program, or the legal issue at hand, relates to the broader community, i.e. what is your community base outside of the congregation?


**Financial Information**

What is the organization's annual budget? \_\_\_\_\_. Please attach a 2-3 year budget for your organization and/or attach actual income statements from the past 2 years (with breakdown of revenue and expenses). If you have an annual report, please attach this document, as well.



Has a lawyer ever worked with your organization on the problems for which you now seek legal advice?

Yes  No If so, please provide the lawyer's name, firm name and telephone number, as well as a description of the work that was done.


Why is this lawyer no longer representing your organization in this matter?


Have you contacted your insurance company for legal representation on this matter?


Aside from this matter, please provide the names and affiliations of all lawyers who have represented your organization and describe the services s/he provided.


How did you hear of Community Legal Resources?


***Before mailing this form, please be sure that you have included the following:***

**1. For established nonprofits requesting legal assistance**

- List of Board of Directors
- Current annual budget (w/detailed expenses and revenues)
- Annual report
- Brochures of other promotional material
- Articles of incorporation
- By-laws
- IRS determination letter
- If legal request is related to a specific project, a narrative summary of the project (i.e., w/CDC's requesting real estate assistance with a particular development) is also required.
- Any other info required to better understand the nature of the legal matter (i.e., the contracts, agreements or other legal documents directly related to the legal matter, any court filings, regulatory correspondence, or correspondence between relevant parties)
- Identification of potential adverse parties

## 2. For Clients Requesting Start-Up Legal Assistance:

If you require legal assistance with forming your nonprofit (i.e., help with drafting articles of incorporation and by-laws or help with applying for tax-exempt status), we will need the following information from you (we will not evaluate your application for placement unless these materials are provided to us):

- Evidence that the organization will be serving a low-income population/ community (such as statistics of target area)
- Articles of incorporation and By-laws (if applicable)
- List of person serving or willing to serve as Board members and evidence that they've met at least once (such as board meeting minutes with signatures)
- A business plan or narrative that includes the organization's mission, goals, timelines for achieving the goals, description of programs and services, market analysis, and plans to hire staff and/or recruit volunteers (Refer to sample business plan and required narrative description from Part IV of the 1023 application)
- 3 year budget and financial projections outline, including detailed expenses and revenues. (See required financials from Part IX of the 1023 application)
- Detailed fundraising plan identifying specific committed and potential sources of funding

Return Your Application To:

**Metro Detroit & SE Michigan:** Samira Guyot - [sguyot@mi-community.org](mailto:sguyot@mi-community.org)

***Michigan Community Resources***

**Attention: Samira Guyot**

615 Griswold, Suite 1805

Detroit, Michigan 48226

TEL: 313.969.7199 FAX: (313) 962-0797

**Outside SE MI & Statewide** Justin Sheehan - [jsheehan@mi-community.org](mailto:jsheehan@mi-community.org)

***Michigan Community Resources***

**Attention: Justin Sheehan**

107 E. Grand River Ave.

Lansing, MI 48906

Direct Line: 517.881.1667