



Connecting Lawyers and Communities  
615 Griswold, Suite 1400, Detroit, Michigan 48226  
(313) 962-3171 phone • (313) 962-0797 fax • [www.clronline.org](http://www.clronline.org)

## Nonprofit Organization Request for Legal Assistance Form

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 the following criteria (please check):

- (1) fifty-one (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.

Name of Organization:		
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.

Are you now a Michigan State Housing Development Authority (MSHDA) grantee?

Yes  No

If not, are you planning to apply to become one?

Yes  No

Does your budget contain a line for legal fees?

Yes  No

If yes, what is the amount? \$\_\_\_\_\_

What amount, if any, has your organization spent on legal fees in the past 2 years?

Year 1: \$\_\_\_\_\_

Year 2: \$\_\_\_\_\_

### **Legal Needs**

Please specifically describe the legal needs for which your organization seeks assistance. If you need assistance with reviewing a contract, negotiating with other parties, resolving a dispute or any other matter that involves other organizations or individuals not affiliated with your organization, please identify those entities or individuals. Please also state whether you believe your



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 (if applicable)
- By-laws (if applicable)
- IRS determination letter (if applicable)
- 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):

List of Board of Directors

Articles of incorporation

By-laws

A 2-4 page Business Plan that describes your organization, its mission, its programs and services and its goals

2-3 year financial projections, including detailed expenses and revenues. In order to qualify for tax-exempt status you will need to show that you have will be able to obtain several different sources of funding.

Detailed fundraising plan identifying specific sources of funding that will be pursued

Copy of recent board meeting minutes or other documentation verifying that a board is forming for the purpose of governing the emerging nonprofit

Return this application to...

Community Legal Resources  
Attention: Leor Barak, Pro Bono Program Manager  
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