APPLICATION FOR PRO BONO SERVICES
COMMUNITY ECONOMIC DEVELOPMENT PROJECT
D.C. BAR PRO BONO PROGRAM

Please fill out this form in order to apply for pro bono legal services with the Community Economic Development Project of the D.C. Bar Pro Bono Program. 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.

ATTACH ADDITIONAL SHEETS WHEREVER NECESSARY.

1) NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE/FAX: _____

E-MAIL: _____

WEBSITE:_____

2) NAME AND POSITION OF CONTACT PERSON:

_____

_____

3) WHO ELSE MAY BE CONTACTED FOR ADDITIONAL INFORMATION?

_____

_____

4) MISSION OF ORGANIZATION:

_____

_____

5) ARE YOU INCORPORATED AS A NONPROFIT? YES _____ NO_____

6) IF YES, WHEN WERE YOU INCORPORATED? _____

7) IN WHAT STATE ARE YOU INCORPORATED? _____

8) DOES YOUR ORGANIZATION HAVE A FISCAL AGENT? YES ____ NO____

9) HAVE YOU APPLIED FOR 501(C)(3) FEDERAL TAX EXEMPTION? YES ____ NO____

10) IF YOU HAVE OBTAINED FEDERAL TAX EXEMPTION, WHEN WERE YOU GRANTED THE EXEMPTION? _____

11) HAVE YOU OBTAINED YOUR DC TAX –EXEMPTION? YES ____ NO____

12) PLEASE DESCRIBE IN DETAIL THE TYPE OF LEGAL ASSISTANCE THE ORGANIZATION IS SEEKING.

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PLEASE SEND COPIES OF DOCUMENTS AND/OR CORRESPONDENCE RELATED TO THE MATTER.

13) HAS THE ORGANIZATION EVER USED THE SERVICES OF ANOTHER ATTORNEY? IF YES PLEASE LIST NAMES, TYPES OF SERVICE PROVIDED, WHETHER THE RELATIONSHIP IS ONGOING, AND WHETHER SERVICES WERE PAID OR PRO BONO.

_____

_____

_____

14) TOTAL BUDGETED INCOME: _____

15) PLEASE ATTACH COPIES OF ORGANIZATION'S:

- ARTICLES OF INCORPORATION,
- BY-LAWS,
- IRS DETERMINATION LETTER,
- LIST OF OFFICERS AND DIRECTORS,
- LATEST FORM 990,
- INCOME AND EXPENSE BUDGET FOR THE CURRENT YEAR,
- MOST RECENT AUDIT., AND
- BUSINESS PLAN AND RESUME OF FOUNDERS (FOR START-UPS ONLY)

16) HOW DID YOU HEAR ABOUT THE COMMUNITY ECONOMIC DEVELOPMENT PROJECT?

_____

Signature: _____ **Date:** _____

Title:_____

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

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