
MEMORANDUM

The DC Bar Pro Bono Program maintains the Community Economic Development Project. Its mission is to assist non-profit organizations in obtaining pro bono legal counsel. In the past two years, the Project has arranged pro bono counsel for over 50 non-profit organizations.

The non-profits have received assistance with such areas as: corporate governance, contract review, government grant compliance, real estate matters, employment law, intellectual property and tax advice.

In order to qualify for assistance, a non-profit organization must meet the following eligibility requirements:

- The organization is a non-profit 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;
- The payment of legal fees would significantly deplete the organization's ability to provide services or would be otherwise inappropriate; and
- In the case of anyone seeking to start a non-profit organization, the person seeking assistance must have a business plan or have attended a business training course at a recognized business training center.

The non-profit organization must complete a short application form, a copy of which is attached.

If your organization needs legal assistance, please feel free to contact the CED Project at the following:

Regina Hopkins, Supervising Attorney
Darryl Maxwell, Staff Attorney
Community Economic Development Project
DC Bar Pro Bono Program
1101 K Street, NW
Second Floor
Washington, DC 20005
202-737-4700
rhopkins@dcbar.org
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COMMUNITY ECONOMIC DEVELOPMENT PRO BONO PROJECT

NONPROFIT ORGANIZATIONS

APPLICATION FOR PRO BONO LEGAL SERVICES

ATTACH ADDITIONAL SHEETS WHEREVER NECESSARY.

1) NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE/FAX: _____

E-MAIL: _____

2) NAME AND POSITION OF CONTACT PERSON:

3) WHO ELSE MAY BE CONTACTED FOR ADDITIONAL INFORMATION?
NAME AND POSITION:

**PLEASE ATTACH ANY COPIES OF MISSION STATEMENTS, SAMPLE
GRANT PROPOSALS, BROCHURES, FLYERS, OR SIMILAR MATERIALS
DESCRIBING YOUR GOALS AND ACTIVITIES.**

4) PURPOSE OF ORGANIZATION:

A) STATE THE PROBLEMS, ISSUES, AND CONCERNS THAT THE GROUP IS OR WILL BE
ADDRESSING.

B) DESCRIBE IN DETAIL THE PROGRAMS, PROJECTS AND SERVICES THAT ARE OR WILL BE OFFERED BY THE ORGANIZATION.

5) NUMBER OF STAFF PERSONS: PAID _____ UNPAID _____

6) DOES YOUR ORGANIZATION HAVE A FISCAL AGENT? IF YES:

NAME: _____

Address: _____

Telephone: _____

7) DATE GROUP ESTABLISHED/ORGANIZED/INCORPORATED: _____

8) CONSTITUENCY/PERSONS SERVED:

9) COMMUNITY / AREA(S) OF SERVICE

10) IF MEMBERSHIP ORGANIZATION, NUMBER AND TYPE OF MEMBERS:

11) OFFICERS/DIRECTORS OF THE ORGANIZATION:

PLEASE ATTACH LIST OF ALL OFFICERS AND DIRECTORS, WITH ADDRESSES AND PHONE NUMBERS.

12) ARE YOU INCORPORATED AS A DISTRICT OF COLUMBIA NONPROFIT? YES _____ NO _____
IF YES, WHEN WERE YOU INCORPORATED? _____

13) HAVE YOU APPLIED FOR 501(C)(3) FEDERAL TAX EXEMPTION? YES ____ NO ____

14) HAVE YOU OBTAINED FEDERAL TAX EXEMPTION? YES ____ NO ____

IF YES, WHEN WERE YOU GRANTED THE EXEMPTION? _____

PLEASE ATTACH COPIES OF ALL ARTICLES OF INCORPORATION, BY-LAWS, APPLICATIONS FOR TAX EXEMPTION, AND IRS DETERMINATION LETTERS. ATTACH ADDITIONAL SHEETS IF NECESSARY.

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

PLEASE SEND COPIES OF RELATED DOCUMENTS AND/OR CORRESPONDENCE.

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

17) PLEASE ATTACH A COPY OF YOUR INCOME AND EXPENSES BUDGET FOR THE CURRENT YEAR. YOUR REQUEST CANNOT BE PROCESSED WITHOUT THIS.

18) INCOME SOURCES:

FOUNDATION/CORPORATION/OTHER AMOUNT PROGRAM GENERAL:

OTHER INCOME SOURCES: MEMBERSHIP DUES, INDIVIDUAL DONATIONS ETC.:

19) TOTAL BUDGETED INCOME: _____

20) DO YOU LEASE SPACE FROM, OR RENT TO ANY OTHER NON-PROFIT? (IF SO, PLEASE LIST.)

21) DO YOU CONTRACT FOR SERVICES FROM ANY OTHER NON-PROFIT OR PROVIDE SERVICES TO ANY OTHER NON-PROFIT? (IF SO, PLEASE LIST.)

22) ARE YOU INVOLVED IN ANY JOINT FUNDING APPLICATIONS OR JOINT VENTURES WITH ANOTHER NON-PROFIT? (IF SO, PLEASE LIST.)

23) DO YOU ANTICIPATE ANY NEW RELATIONSHIPS WITH ANY OTHER NON-PROFITS IN THE NEAR FUTURE? (IF SO, PLEASE LIST.)

24) DO YOU HAVE ANY LEGAL DISPUTES WITH ANY OTHER NON-PROFIT? (IF SO, PLEASE LIST.)

25) DO YOU HAVE ANY OTHER RELATIONSHIPS WITH NON-PROFITS NOT ADDRESSED IN THE PREVIOUS QUESTIONS? (IF SO, PLEASE LIST.)

26) HOW DID YOU HEAR ABOUT THE COMMUNITY ECONOMIC DEVELOPMENT PRO BONO PROJECT?

Signature: _____ **Date:** _____

Title: _____