

# Boston Bar Association

## Business Law Pro Bono Project

### Application for Assistance

This application is designed to provide the BBA Business Law Pro Bono Project with enough information about an organization and its legal needs so that an appropriate and effective referral can be made to one of our volunteer attorneys. Follow-up conversations are often needed to supplement the written application. *Making a match between an organization and an attorney generally takes between 2-4 weeks.* There is an application fee of \$75.00 (for start-ups) or \$150.00 (for established nonprofits) due upon making application. This fee will be refunded if we are unable to place your case with a pro bono attorney.

DATE OF APPLICATION: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**How did you hear about this Project?** United Way of Mass Bay \_\_\_\_\_ Volunteer Solutions (website) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

***Please answer the following questions on a separate piece of paper.***

1. Please provide a brief description of your organization and indicate if it is incorporated.
2. Please describe your legal matter in as much detail as possible.
3. Please attach a timeline for the matter, and explain any external deadlines that may apply.
4. Why is *pro bono* (volunteer) assistance needed?
5. Has your project previously used the services of an attorney? If yes, please describe.
6. If you have them, please send us copies of the following documents:
  - (a) the mission statement from your Articles of Organization,
  - (b) your project budget, and, if available, your organizational budget,
  - (c) your 501(c)(3) determination letter, and
  - (d) a list of your board of directors.

**Please mail or fax this application, any attachments and application fee to:**

The Lawyers Clearinghouse

16 Beacon Street, Boston MA 02108

Phone: 617.778.1954 Fax: 617.778.1955

legalreferral@lawyersclearinghouse.org