**REQUEST FOR LEGAL ASSISTANCE**

**Nonprofit**

The EILC provide legal assistance to nonprofit organizations in West Virginia that are unable to pay market rates for legal services and fit our other selection criteria. This form helps us learn more about your organization so we can determine whether your organization qualifies for services.

The Clinic strives to serve as many groups and small businesses as possible, but unfortunately cannot meet all of the requests for our services. Completing this form does not guarantee legal services. We accept clients based on many factors, including our capacity, the likelihood that we will be able to do what prospective clients are asking, educational value and others.

Please complete this form to the best of your ability. If you do not know the answer, please write “do not know” as your answer. This form is not intended to limit what you tell us, so please feel free to add any information that you think we should have, even if we don’t specifically ask for it in this form. Please feel free to attach additional sheets of paper.

Name of Organization

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Contact Information (Organization’s Address, Phone Number, Email, Website)

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Your Name & Title

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Your Contact Information (Mailing Address, Email, Phone Number)

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Please describe in as much detail as possible the legal issue(s) that the organization needs help with. (Example: If you need assistance drafting contracts, please include details about the parties, the purpose of the contract, etc. Please Note: The Clinic can only provide assistance for **nonlitigation** matters.)

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Are there timelines or deadlines we should know about? What are they?

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**Background Information**

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| Is the organization currently incorporated? Yes ☐ No ☐  If yes, where (what state)? |
| Is the organization tax exempt? Yes ☐ No ☐ |
| How long has the organization existed? |
| If it is just starting, what steps have been taken to create the organization? |
| What community does the organization serve? |
| What is or will be the mission of the organization? |
| What are the current or anticipated sources of funding? (donations, grants, etc.) If you have received funding, please approximate how much and the source. Example: $2,000 from individual donations, $1,000 from XYZ Foundation |
| What are the current and planned activities of the organization? Please include as much detail as possible when describing program activities. Please list any partner organizations you work with or plan to work with. |
| Have you talked to/worked with another lawyer already? Who? What happened? Why is that lawyer no longer working with you? |
| Who are the Board of Directors? Please include names. If none yet, who do you expect will be on the Board? |
| Have you filed any other paperwork for the business? Licenses, Permits, etc.?  If Yes, Please list them below. |
| Does the organization have employees? How many? |

**General Questions**

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| How did you hear about the Clinic’s legal services? (check all that apply) | | | |
| State/Local Agency  ☐ | Clinic Website  ☐ | Clinic Student  ☐ | WVU –specify department  ☐ |
| Clinic Client  ☐ | SBA  ☐ | Foundation  ☐ | Other – please specify  ☐ |

If you have them, please attach:

* 1. Incorporation/LLC formation documents
  2. Bylaws
  3. Letters from IRS
  4. Most recent financial statement
  5. Budget for coming year
  6. Flyers, Brochures, Promotional Materials.
  7. Grant Proposal

Any additional information you would like to share with the Clinic?

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