



WHAT IS THE PRO BONO PARTNERSHIP?

The Pro Bono Partnership provides legal services to 501(c)(3) nonprofit organizations in Connecticut and New Jersey, and in Westchester, Orange, Putnam, and Rockland Counties in New York. We assist organizations in surrounding areas on a case-by-case basis.

The Pro Bono Partnership is dedicated to providing legal services of the highest quality to nonprofit organizations and actively promotes best practices and accountability within the nonprofit sector.

ELIGIBILITY FOR LEGAL ASSISTANCE

To be eligible for legal assistance, an organization must be:

1. A nonprofit, community-service organization working with the poor and disadvantaged or otherwise providing important social services, as well as arts and civic organizations, and environmental and conservation groups, and
2. Unable to pay for legal services without significantly impairing resources for programs.

WHAT SERVICES DO WE OFFER?

Using our experienced in-house staff as well as a resource network of hundreds of volunteer legal professionals from corporations and law firms in the tri-state area, the Pro Bono Partnership provides eligible community-based organizations with a variety of free services.

Legal Services

We offer advice and counsel on matters related to:

Contracts and leases	Intellectual property
Corporate structure and governance	Lobbying and political activity
Employment law	Merger, bankruptcy and dissolution
Environmental law	Nonprofit Law
Finance	Real estate
Fundraising	Regulatory compliance

When we receive an application for legal assistance, we review it and make a preliminary determination of whether the organization is eligible for our legal assistance. If it is, we will meet with a representative or representatives of the organization to discuss its application and legal needs in depth. Following this meeting, if the organization is accepted as a client, we will search for volunteer lawyers to assist the organization or a Partnership staff attorney may work on the matter. With a few limited exceptions, such as (1) assistance with incorporation and tax-exempt status and (2) workshops, there will be no charge for legal services provided.

Education and Training

The Pro Bono Partnership also runs numerous workshops on the laws pertaining to nonprofit and tax exempt organizations, with easy to understand materials on legal issues that can be used for problem solving or practical guidance. To register to receive email notices of upcoming workshops, visit our website: www.probonopartnership.org.



For more information, please contact us:

New York and Fairfield County, CT: 914-328-0674

New Jersey: 973-968-7043

Greater Hartford, CT: 860-541-4950

Email: information@probonopartner.org

[The Request for Pro Bono Legal Assistance form is immediately below]

Request for Pro Bono Legal Assistance

This form, and the required documents described at the end of this form, will help the Pro Bono Partnership learn more about your organization and its legal needs.

Returning Clients: You do not need to fill out this form if your organization previously received direct legal services from the Pro Bono Partnership. Call your local Pro Bono Partnership office (see below) for assistance with new matters.

New Clients: To request legal assistance and to help the Partnership learn more about your organization and its legal needs, please

1. Download a [MS Word](#) or [Adobe Acrobat](#) Request Form, or fill out the form below and click on "Submit".
2. Fax, mail or email to the Partnership, the required documents listed at the end of the form. This information will help the Partnership learn more about your organization and its legal needs.

Please note that while the Partnership generally does not charge for its services, there is a \$500.00 non-refundable fee (in addition to all required state and federal filing fees) for groups we help with incorporation and/or applying for tax exemption.

Please send the completed form and the required documents to the Partnership by mail or fax:

NY & Fairfield County, CT

237 Mamaroneck Avenue
Suite 300
White Plains, NY 10605
Phone: 914-328-0674
Fax: 914-328-0538

New Jersey

160 Littleton Road, Suite 205
Parsippany, NJ 07054
Phone: 973-968-7043
Fax: 973-394-7943

Hartford, CT

280 Trumbull Street
Hartford, CT 06103
Phone: 860-541-4950
Fax: 860-275-8299

1. a. Name of your organization _____
b. Address _____
c. Phone Number _____
e. Email _____
d. Fax Number _____
f. Website address _____
2. a. Name of contact person _____
b. Work Phone _____
c. Title _____
d. Email _____
e. Evening/Cell Phone _____
3. Describe the purpose and/or mission of your organization. You may [email, fax, or mail](#) brochures and/or a one-page mission statement, if desired. _____
4. a. How long has your organization existed? _____
b. Is your organization incorporated? YES NO Tax-Exempt? YES NO

5. How many people are involved in running the organization?
 Board Members _____ Staff _____ Volunteers _____
6. About how many people does your organization currently serve? _____
7. a. What is your organization's annual budget? \$_____
- b. Is there a line item for legal fees? YES NO; c. If yes, how much? _____
8. Please describe the specific kinds of legal assistance you now need or anticipate needing in the future. Attach an additional sheet if necessary. _____
9. Please provide the name, telephone number, and affiliation of any attorney(s) that is now helping or has helped your organization, briefly describing the services provided. _____
10. Please provide the name, telephone number, and affiliation of any attorney(s) that sit on the organization's board of directors or board of trustees. _____
11. Please tell us where you heard about the Pro Bono Partnership. _____
12. **Please be sure to [email, fax, or mail](#) to us the information/documents set forth below.**

Signature _____

Print Name and Title _____

Date _____

Additional Required Information/Documents

A. For existing organizations: please provide the following (if you can't locate any of these documents, simply submit the completed form with the documentation you currently have):

1. Certificate of Incorporation (sometimes referred to as Articles of Incorporation)
2. IRS tax determination letter
3. List of board members and officers, including titles and affiliations
4. Bylaws
5. Line item budget

6. Any other organizational information that you think might be helpful to us (brochures, annual reports, program description, etc.)
7. The documents you would like us to review (e.g., personnel policies, contracts, waiver forms)

B. For groups seeking to incorporate and/or obtain 501(c)(3) tax exemption: please provide the following:

1. **A business plan or similar document.** At a minimum, this should address the following:
 - a. The mission of the organization
 - b. A detailed description of the proposed activities that will accomplish the mission
 - c. The target beneficiaries of the organization
 - d. The communities where the activities will be conducted
 - e. Identification of other groups that are addressing the same issues in these communities, and a description of how your organization differs
 - f. Expected sources of financial support
 - g. Specific fundraising plans
 - h. Proposed three year budget
 - i. Proposed staffing of the organization (employees and/or volunteers)
 - j. List of prospective board members
 - k. A description of your experience, if any, working with a charitable organization
 - l. A summary of steps taken, if any, to partner with another organization to carry out your activities
2. Sample **grant proposals** (if any)
3. **Brochures, fliers or similar materials** (if any) that describe your organization

C. For groups seeking to incorporate and/or obtain 501(c)(3) tax exemption: If the Partnership determines that we can help your group with incorporation and/or applying for tax exemption, there will be a non-refundable \$500.00 fee for that service (in addition to all required state and federal filing fees).