

REQUEST FOR LEGAL ASSISTANCE

This form will help ISLP learn more about your organization and its legal needs. Please fill it out as completely as possible. **If you are an existing foreign-based organization that is seeking help in establishing a U.S.-based affiliate, please fill out two versions of this application**, one for your existing organization and one for the organization that you propose to establish. Please mark “Existing” and “Proposed” at the top of the form pertaining to each.

To be considered for assistance, PLEASE FILL OUT THIS APPLICATION COMPLETELY AND RETURN IT ALONG WITH THE REQUESTED ATTACHMENTS.

1. **a.** Name of Organization:

 b. Address:

 c. Phone Number:

 d. Fax Number:

2. **a.** Name of Contact Person:

 b. Position in/Relationship to Organization:

 c. Address (if different from above):
 d. Work Phone:
 Home Phone:
 e. Email Address:

Please place a check mark by the address and telephone number at which you would like ISLP to contact the contact person.

3. Please list the purpose and/or mission of the organization.

4. Please list the activities/programs of your organization or its leadership which have taken place in the past which are related to your current or planned operation. If you have written brochures or other materials, please include them.

5. Please list any plans of the organization for future activities and/or programs. You may indicate here whether past programs will be ongoing.

6. **a.** How long has the organization existed?

 b. Is your organization incorporated? ___YES ___NO Tax-Exempt? ___YES ___NO
If incorporated, enclose a copy of your certificate of incorporation, by-laws and any amendments to the aforementioned articles. If your organization is tax-exempt in the United States, please enclose a copy of the Internal Revenue Service (IRS) letter indicating your status.

7. How many people are involved in running the organization?
Attach a list of the officers and directors of the organization, and include names, titles and addresses. Attach a list of staff members of the organization, including names and titles.
8. a. How many people does the organization currently serve (or if newly forming, how many people does the organization plan to serve)?
- b. What geographic region does the organization currently serve (or if newly forming, what geographic region does the organization plan to serve)?
9. a. How much money has your organization received this year?
- b. Does your funding this year include a line for legal fees?
- c. How much money has your organization spent in the last year?
Please include an annual report or income/expense statement (with a breakdown of income sources and expenses) for the most recent fiscal year. If you are starting a new organization, please attach a three-year proposed income/expense statement.
- d. If you received funding this year, please list the sources and amounts.
- e. If your organization is just forming, please list specifically where the organization has sought or plans to seek funding.
10. Describe as specifically as possible the legal problem for which the organization seeks assistance. If you have documents such as project proposals and budgets, legal papers, contracts or letters relevant to your problem, include copies of them.
11. If you have a need for ongoing legal advice, please list those issues for which you need advice.
12. a. Has a lawyer worked with your organization before on the problem described in question 10 above? YES NO
- b. If so, what is that lawyer's name and affiliation?
- c. What work has been done? He advised me on changes to the current by-laws, but without incorporating a membership structure.
- d. Why is she/he no longer representing your organization in this matter?
13. a. Aside from this problem, have you had a lawyer's help in the past? YES NO
- b. If so, what is that lawyer's name and affiliation?
- c. What assistance did she/he provide?
14. How did you hear of ISLP?
Signature:
Print Name:

Title:

Date:

NOTE: Please be sure that you have included the following, if applicable. Your application will not be processed until our office receives all required information:

- _____ Program outline, brochures and/or other descriptive materials
- _____ Organizational documents, i.e., certificate of incorporation, by-laws and amendments
- _____ IRS Confirmation of tax exempt status, i. e., determination letter, if any
- _____ List of officers and directors, list of staff members
- _____ Annual report or income & expense statement (or three-year proposed budget if group is newly forming)
- _____ Proposal for project funding

Return the application and/or direct any questions regarding this application to our office. We look forward to hearing from your organization and hope that we can be of assistance. Please send the completed application and supporting documents to:

Jean Berman
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