

Nonprofit Pro Bono Project¹

Application for Needs Assessment and Direct Assistance

The Nonprofit Pro Bono Project matches eligible nonprofit organizations with attorneys and CPAs who have volunteered to provide *pro bono* professional services. An application must be received on behalf of your nonprofit organization to consider eligibility for Needs Assessment and Direct Assistance. (See the next page for submission details).

Who is eligible for Needs Assessment and Direct Assistance services?

A group that already is a 501(c)(3), 501(c) (4), or 501(c)(6) or wants to become a nonprofit organization that focuses on activities or services that benefit:

- The Erie County Community,
- AND**
- the organization must be unable to pay for professional services without significant impairment of program resources.

Examples of eligible nonprofit organizations include:

- community-based organizations,
- arts organizations,
- social service providers,
- community development corporations, and
- faith-based institutions.

What services may be provided?

The Nonprofit Pro Bono Project matches nonprofit organizations (or people who want to form nonprofit organizations) with volunteer attorneys and CPAs. The volunteer professionals provide free (*pro bono*) legal and/or financial advice on a variety of issues related to operating a nonprofit organization. These issues include:

- incorporation,
- application for tax-exempt [501(c)(3), 501(c)(4), or 501(c)6] status,
- contract, real estate, tax, employment, and other areas of the law
- financial reporting and compliance.

While all services are free, nonprofit organizations are responsible for paying filing fees and any other out-of-pocket costs that may result during and/or from the consultation process.

Why does The Nonprofit Pro Bono Project need all of the information requested in application?

This application was designed to help The Nonprofit Pro Bono Project learn more about your organization and its legal needs. It will also help The Nonprofit Pro Bono Project determine whether your organization is eligible for its services. Needs Assessment and Direct Assistance services are aimed at small to medium-size nonprofits who could benefit from increased access to professional services. Eligibility will be determined on a case-by-case basis by representatives involved in the Nonprofit Pro Bono Project. Please fill out the application

¹ The Nonprofit Pro Bono Project is a collaborative effort of the Erie County Bar Association, The Nonprofit Partnership at The Erie Community Foundation, Northwestern Legal Services, and the Pennsylvania Institute of Certified Public Accountants, Erie Chapter.

completely and return it along with the requested documents. Include any additional information that you think might be helpful, using additional sheets if necessary. It is important that you provide as much detail and be as candid as possible so that The Nonprofit Pro Bono Project can evaluate your application quickly and fairly. The Nonprofit Pro Bono Project understands that some of these questions may not apply to your organization. For those questions, please write “not applicable” as your response.

What happens after I submit my application to The Nonprofit Pro Bono Project?

The Nonprofit Pro Bono Project will review your application to determine what your professional needs are and if you meet the eligibility requirements. If your organization is eligible for assistance, the case will then be referred to a volunteer attorney and/or CPA. The referral process can take from two to four weeks. If you have not heard from us in four weeks, please contact The Nonprofit Pro Bono Project at the Nonprofit Partnership (number listed below).

Please submit the application by mail or fax to:

**Nonprofit Partnership
PO Box 1698
Erie, PA 16507-0698**

Fax: 814-454-1572

E-mail: tnp@thenonprofitpartnership.org

If you have any questions, please call The Nonprofit Partnership at (814) 454-8800.