



Texas RioGrande Legal Aid
**COMMUNITY
BUILDING WITH
ATTORNEY
RESOURCES**

Application for Pro Bono Legal Assistance

Name of Organization

Texas Community Building with Attorney Resources ([Texas CBAR](#)) is a free legal program that matches eligible Texas organizations with pro bono attorney volunteers. As a special project of [Texas RioGrande Legal Aid](#), Texas CBAR is required to adhere to our funding and eligibility guidelines.

The following matters or organizations are NOT eligible for Texas CBAR services:

- **No individual legal matters.** Texas CBAR assists organizations, not individuals. If you have an individual legal problem, contact the legal aid organization for your area.
 - **No litigation.** We cannot help organizations whose legal matter involves potential or active litigation (bringing a lawsuit or defending a lawsuit against the organization or an individual member, employee, or director within the organization).
 - **Organizations that work outside of Texas and/or the U.S.** The organization must assist low-income Texans. Organizations incorporated in other states that intend to operate in Texas may be eligible. Organizations whose work benefits individuals outside of the U.S. are ineligible.
 - **Churches, schools, booster clubs, amateur sports organizations.** Churches or schools, including public, private, charter, or church-based schools, are not eligible. Affiliated organizations, such as a food pantry or church ministry may be eligible. We do not have the capacity to serve school booster clubs, PTAs, PTOs, or amateur sports organizations.
 - **Foundations.** Organizations that provide or intend to provide financial support to other nonprofits or charities are ineligible. (Note: using “Foundation” in the organization’s name does not mean it is a foundation for [IRS](#) purposes).
 - **Scholarships, fellowships, and other individual beneficiaries.** Texas CBAR assists community based nonprofits directly involved in serving low income individuals and communities. Scholarships and fellowships are subject to special IRS rules and are outside of the scope of services we provide. Similarly, we cannot assist a group organized to meet the needs of a single individual (for example, a child with a rare disease).
- *Turnaround time and tight deadlines*—Please be aware that the process of evaluating your matter for eligibility and the subsequent referral process may take 2-6 weeks or longer.
- *Confidentiality* - Information in this Application and accompanying documents is confidential.

I. Organization Information

Name of Organization:

Organization Email

Organization Telephone

Mailing Address

City

County

,Texas

Zip code

Organization website

Other social media

II. Contact Person for Organization

(This section is required)

Name of authorized representative

Title with organization

Same address, email, and phone number as above?

Yes

No

If NO, complete the following:

Preferred Email

Best tel. no.to reach you.

Is this a cell?

Preferred mailing address

III. About the Organization

(This section is required)

1. Please describe the organization's nonprofit purpose(s).

2. Do *any* of the organization’s nonprofit activities benefit low-income individuals or communities?
- Yes No

If YES, describe *how* the organization’s activities benefit low-income individuals or communities:

3. Are the people or communities served by the organization *primarily* US citizens, or lawfully present in the US? *(this question is required by our funders)*
- Yes No

4. Does the organization lack the funds to hire a private attorney? Yes No

5. What is the organization’s current federal tax-exempt status?

- We ARE NOT an IRS tax exempt 501c3 nonprofit organization.
- We ARE a tax exempt 501(c)(3) nonprofit organization
- Other status (describe):

6. We are required to screen for potential conflicts of interest. Please list any individual, nonprofit, business, government agency, or other entity who may have an interest in this legal matter.
List even if you are unsure of the type or level of involvement:

No known conflicts

7. What Texas count(ies) does the organization serve (or intend to serve)?

8. What population in Texas does the organization serve (or intend to serve)?
(Examples: people with physical or intellectual disabilities; veterans; minor children; disaster survivors)

IV. Startup Organizations

If you are NEW nonprofit, complete this section.
If you are an established nonprofit, skip to Section V. below.

1. Has the organization previously applied for services through Texas CBAR? Yes No

2. What is the organization’s current incorporation status?

We are not incorporated. We have not filed any documents to become a nonprofit.

We incorporated as a nonprofit in a state *other* than Texas. State:

3. Which best describes the current activities of the organization?

We are actively doing the work of the nonprofit that we want to create.

We are waiting until we get our federal IRS 501(c) exemption before starting our nonprofit activities.

4. Does the organization have bylaws? Yes No

5. Does the organization have an EIN (Employer Identification Number)?

Yes EIN: No

6. Please list the names of *at least three people* who will be on the organization’s initial board of directors. You do not need to elect officers right now.

Name	Title (if any)

5A. Are any of the above named directors related to each other? Yes No

“Related” includes a director’s brother, sister, aunt, uncle, grandparents, children or grandchildren, spouse or partner, and in-laws.

If YES, what is the relationship?

7. Does the organization have any money to support its operations? Yes No

If YES, estimate amount of funds on hand: \$

8. How will the organization raise funds to support its activities?

9. Does the organization intend to charge money for the goods or services it provides?

Yes

No

If YES, please describe the type of goods or services to be sold:

10. In what location or site will the organization's nonprofit activities take place?

Example: community center; online only; leased space. This does not refer to back end or administrative tasks.

V. Established 501(c) Nonprofits

If you are an ESTABLISHED nonprofit, complete this Section.

(If you are startup (new) nonprofit, complete section IV above)

1. Has the organization previously applied for services through this program?

Yes

No

Approximate number of persons served by organization annually:

2. Please list the names the Directors/Officers currently serving on the Board of Directors:

President

Vice President

Secretary

Treasurer

Director

Director

Director

Director

Director

3. Has it been over 5 years since the organization’s bylaws were reviewed or amended?
Yes No

4. Does the organization have any of the following personnel?

Executive Director
Does the ED serve on the board of directors? Yes No

Employees Current full time: Part time:

Volunteers

Interns

Independent Contractors

5. Financials

Annual gross receipts/income:

If over \$50,000 annually, please provide a copy of your current IRS Form 990 series Information Return.

VI. Legal Needs

All Applicants

Please describe your legal needs in the space below. You do not need to use “legal” terms. If we need clarification, we’ll contact you directly.

Deadlines: Please list any urgent deadlines and reason for urgency:

VII. Application Checklist

All Applicants

Please provide digital copies of the following:

Exempt Organizations

- This completed Application
- IRS determination letter (exempt organizations only)
- Most recent IRS Form 990 series information return
- Current bylaws
- Documents related to current matter for which you seek legal assistance.

Startups/Non-exempt Organizations:

- This completed Application
- Financial statement or proposed budget
- Certificate of Formation (Articles of Incorporation) and amendments (if filed)
- Current bylaws and amendments (if adopted)
- Documents related to current matter for which you seek legal assistance.

How did you hear about Texas RioGrande Legal Aid's Texas CBAR program?

Texas Secretary of State

Internet search

TRLA website

Other:

VIII. Acknowledgment

All Applicants

Certification and Verification: I certify that that I am authorized by the above organization to submit this Application to the Texas CBAR program of Texas RioGrande Legal Aid. I further certify that the information in this Application is true, correct, and complete. I will notify Texas CBAR of any changes to the information contained in this Application. I acknowledge that Texas CBAR has the right to reject any application. I understand that Texas CBAR can withdraw any organization from pro bono services that submits false or inaccurate information, or that fails to notify Texas CBAR of circumstances that may affect its eligibility for our services.

Signature

Date

Title

Next Steps

Thank you for applying to Texas CBAR! Please return this completed Application and supporting documents **by email attachment to texasbar@trla.org, by mail to Texas CBAR, 4920 N. IH-35, Austin Texas 78751**, or by fax to 512.447.3940. We will confirm receipt of the application and inform you if additional documents or information is required.

1. **Not all matters accepted.** We cannot accept all legal matters for pro bono referral. Texas RioGrande Legal Aid's eligibility requirements, case type, Texas CBAR resources, availability of attorney volunteers, and the sufficiency of information you provided are all factors in our acceptance.
2. **Pro Bono Referral Authorization.** If eligible, we will provide a *Pro Bono Referral Authorization Form* to complete and return to us. This is your organization's written permission to place your legal matter for pro bono referral.
3. **Acceptance by volunteer attorney/law firm.** The law firm must check for conflicts of interest before they can formally accept your organization as a client. After conflicts have cleared, Texas CBAR will introduce the attorney(s) by email. You are responsible for maintaining contact with your attorney.
4. **Unresponsive or inactive.** Please let Texas CBAR know if your legal matter is not progressing or moving forward with your volunteer attorney. If you are unresponsive, no longer in need of services, or fail to update your attorney with new contact information, upon reasonable notice, we reserve the right to close your file with Texas CBAR.
5. **User fees and costs.** All attorney time and legal services are free of charge. Other costs, like filing fees or IRS user fees, are the responsibility of the organization. These can run into several hundred dollars. Please ask your attorney about external costs or fees.
6. **Role of Texas CBAR.** Texas CBAR is a pro bono referral program only. *Your organization and its members or directors are not clients of TRLA or Texas CBAR, and we do not represent your organization.* We are not responsible for the quality or level of services provided by your organization's volunteer attorney, but please let us know if you are having issues with your current representation.

Texas Community Building with Attorney Resources (Texas CBAR)

A special project of Texas RioGrande Legal Aid

4920 N. IH-35, Austin TX 78751

Email: Texasbar@trla.org

www.trla.org/nonprofits