



*For internal use only:*

Date received \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_

CB - \_\_\_\_\_

\_\_\_\_\_  
**NAME OF ORGANIZATION** (Print Name)

## Application for *New Client* - Nonprofit Organization

Use this Application if you are requesting services from Texas Community Building with Attorney Resources (Texas CBAR) for the first time. Texas CBAR provides free legal help to eligible Texas organizations by matching them with attorney volunteers. We are a special project of Texas RioGrande Legal Aid, a nonprofit legal services provider, and must adhere to certain client eligibility requirements. The following matters or groups are **not eligible for Texas CBAR services**:

- **No litigation.** We do not assist in matters involving potential or active litigation (bringing or defending a lawsuit or a threatened lawsuit).
- **Organizations that work outside of the U.S.** The organization must help low-income Texans. Organizations whose *primary* activities take place in other countries are ineligible. Established nonprofit operations incorporated in another state (“foreign corporations”) wishing to expand charitable operations to Texas may be eligible.
- **Churches, schools, booster clubs.** Entities such as churches or schools, including public, private, charter, or church-based schools, are not eligible. Affiliated organizations, for example a food pantry or church ministry, may be eligible. We do not have the capacity to assist school booster clubs, PTAs, PTOs, or amateur sports organizations.
- **Foundations.** If your organization’s purpose is to provide funding to other charities, you are probably a foundation and therefore ineligible. Note: use of the word “foundation” in the organization’s name does not make it a foundation. Read about foundations from the [IRS](#).

**Note: Turnaround time and tight deadlines**—If your application meets CBAR’s eligibility criteria, we will place it on our weekly referral list. If your organization is thereafter matched with a volunteer lawyer, please be aware that the law firm must clear your matter through its own internal procedures before legal work can commence. *This may take 2-6 weeks or longer.*

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**Texas CBAR is required to collect information on nonprofit eligibility for funding purposes.  
Please check ALL that apply; do not leave blank.**

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Yes  No **Does your organization lack the funds, or practical means to obtain the funds, to retain private counsel?**

Yes  No **Does your organization engage in a principal activity (not necessarily the only activity) that serves low-income persons in Texas?** If YES, describe how the organization has or will benefit low-income persons:

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Yes  No **Does your organization engage in a principal activity that primarily benefits U.S. citizens, persons lawfully present in the U.S., or those with claims of lawful presence in the U.S.?**  
*If Yes*, does your organization collect information confirming citizenship or claims to lawfully remain in the U.S.?  Yes  No

**PART 1. CLIENT INFORMATION**

Contact person for Application	Title with org.
Org. mailing address	Best tel. no. to reach you.  Is this a cell? <input type="checkbox"/>
Org. main phone	Org. fax
Email address	Website/social media

Is org. **incorporated as a nonprofit with the Texas Secretary of State?**     Yes     No

If Yes, date of incorporation \_\_\_\_\_

EIN: \_\_\_\_\_

Is your organization a **tax-exempt nonprofit under IRC Section 501(c)(3)?**     Yes     No  
 Application filed with IRS, awaiting decision.

If Yes, date exemption granted (IRS determination letter) \_\_\_\_\_

Is your org. **current on last 3 years of IRS Form 990** annual returns?     Yes     No  
*(use the [IRS Exempt Org select check tool](#) for current filing info)*

Does your organization have **bylaws?**     Yes     No

If yes, have they been reviewed and updated in the past 5 years?     Yes     No

**Charitable purpose** as stated in your incorporation documents or bylaws *(for startups, use your mission statement)*

  
  
  
  
  
  
  
  
  
  

Does the organization provide, or plan to provide, affordable housing services?     Yes     No

What **community or geographic region** does the organization serve (ex. South Dallas, West Texas)?

  
  
  

**Special populations:** Estimate number of individuals are currently served by your organization and/or or affected by the services it provides:

- Elderly \_\_\_\_\_
- Children (under 18 years of age or living in a household affected by the services provided) \_\_\_\_\_
- Veterans \_\_\_\_\_
- Victims of domestic violence, sexual assault, or human trafficking \_\_\_\_\_
- Persons with disabilities \_\_\_\_\_
- Other \_\_\_\_\_

**PART 2. ORGANIZATIONAL BACKGROUND AND STRUCTURE**

**Board of Directors:** Please list all of the Directors/Officers currently serving on your Board of Directors. (minimum of 3; Pres. and Secretary cannot be the same person).

President \_\_\_\_\_

Secretary \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Director \_\_\_\_\_

Are any board members related? (“related” includes brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any board member; child or grandchild of board member or board member’s spouse).  Yes  No

If yes, please explain which member(s) and how related:

**Employees and Volunteers:**

Does your organization have any paid officers, employees, or staff members?  Yes  No

If yes, how many? \_\_\_\_\_ No. full-time \_\_\_\_\_ No. part-time \_\_\_\_\_

Do you have written employment policies/ employee handbook?

Does your organization use volunteers?  Yes  No If yes, how many? \_\_\_\_\_

Do you have written volunteer policies/ volunteer handbook?

**PART 3. LEGAL NEEDS**

Organization needs legal assistance with (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> Incorporation as a nonprofit                    | <input type="checkbox"/> Review specific contract, agreement or MOU |
| <input type="checkbox"/> Application for IRS tax- exempt status          | <input type="checkbox"/> Draft contract, agreement, or MOU          |
| <input type="checkbox"/> Review of bylaws (Org. has bylaws)              | <input type="checkbox"/> Review lease agreement                     |
| <input type="checkbox"/> Draft of bylaws (Org. does not have any bylaws) | <input type="checkbox"/> Draft lease agreement                      |

Other legal assistance needed (please describe:

**Deadlines:** Please describe deadlines, if any. *We will do our best to accommodate deadlines. The referral and acceptance process may take from two to four weeks or longer.*

**PART 4. FINANCIAL INFORMATION**

We are required to have proof of financial eligibility.

Actual income and assets: \$ \_\_\_\_\_ Outstanding obligations and expenses: \$ \_\_\_\_\_  
*Please attach financial information, such as current financial statement/report or your most recent IRS Form 990, 990-EZ, or 990-N.*

How does your organization raise funds?  Grants  Fundraising activities (describe):

**PART 5. CONFLICTS OF INTEREST**

Texas CBAR is required assess potential conflicts of interest between your organization and the lawyer or law firm to which your matter may be referred. *Please list the names of individuals, organizations or parties involved in the transaction for which you seek legal assistance – business or entity, government agency, seller’s name, title company. List them even if you are unsure of the type or level of involvement.*

1. \_\_\_\_\_ 2. \_\_\_\_\_

**PART 6. APPLICATION CHECKLIST**

***We cannot review your legal matter without copies of your legal documents. Send copies of related documents (ex. project proposals, contracts, title documents) along with this Application. Digital copies preferred! Please do not send original documents.***

**Documents required:**

- This Application
- Authorization Form (at the end of this application)
- Organizational documents (certificate of formation, bylaws, and amendments)
- Financial information (current financial statement/ or most recent IRS Form 990, 990-EZ, or 990-N)
- IRS determination letter (if tax-exemption granted)
- For Start-up organizations please provide the following: organizational documents (if any), board members bio’s, current/projected budget, narrative of activities/services, and fundraising plan.

**Additional documents:**

- Documents or contracts related to current matter for which you seek legal assistance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about Texas CBAR?

- Other Nonprofit
- Texas Secretary of State
- Other \_\_\_\_\_

## AUTHORIZATION TO RELEASE INFORMATION AND VERIFICATION

**Application Information:** I hereby authorize Texas CBAR, its collaborating organizations and their agents and employees, to verify, disclose and make copies of any and all information provided in this Application in the course of determining eligibility and in securing a volunteer attorney.

**Release:** I hereby release any person or entity complying with this Authorization from any and all claims relating to the disclosure of any such information and documents.

**Validity:** A copy of this Authorization shall be as valid as the original.

**Certification and Verification:** I hereby certify that all of the information in this Application is true, correct, and complete, and that I am authorized by the above organization to submit this Application to Texas CBAR. As the Applicant, I agree to notify Texas CBAR of any changes to the information in this Application. I further understand and agree that Texas CBAR has the right to reject any application or to withdraw from representing a client who submits an application containing inaccurate information.

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Print Name

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Title/ Position with Organization

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Signature

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Date

## Texas CBAR Application for New Clients - NEXT STEPS

1. **Please return this Application, attached Authorization Form and supporting documents** by email attachment to [texasbar@trla.org](mailto:texasbar@trla.org), by mail to Texas CBAR, 4920 N. IH-35, Austin Texas 78751, or by fax to 512.447.3940.
2. After we receive the above, we will notify you and let you know if additional documents may be required to process your application.
3. We cannot accept all legal matters for representation. Case type, CBAR attorney resources, the availability of attorney volunteers, and the sufficiency of information you provided to us are all factors that can affect whether your matter can be placed.
4. If we determine that your matter is eligible to refer, we will send you a CBAR Client Services Agreement. This is your written permission allowing CBAR to refer your case to private attorney(s).
5. If accepted, we will send letters to you and to your volunteer attorney(s). Your letter will have the contact information for your attorneys. You are responsible for contacting them first.
6. All legal *services* are free of charge; however, your organization is responsible for external costs, such as filing fees charged by the IRS or other governmental agencies.
7. Texas CBAR is required to review and close cases in a timely manner, and cannot maintain inactive files. Please be responsive to requests from your attorney and from Texas CBAR so that we may keep your file open until the conclusion of your legal matter.
8. Texas CBAR will serve as ongoing resource from start to finish. We will request periodic status updates from your organization and your lawyers regarding the progress of your legal matter.

**We have resources!** Visit Texas CBAR's online Legal Resource Library, with links, legal forms, guides, and resources on dozens of legal topics that affect nonprofits – such as fundraising issues, tax compliance, sample bylaws, Nonprofit Legal Toolkit, How to Start a Nonprofit Tax Exempt Corporation in Texas, and more.

**We're here to help!** If you need more help or information, please email [texasbar@trla.org](mailto:texasbar@trla.org), or call us at 512.374.2712.

**Please return this application by email attachment, mail, or fax, to:**

