

2013 CHARITY CORPS APPLICATION
Request for Assistance with Nonprofit Compliance and Governance

Charity Corps: Lawyers Helping Nonprofits is a joint initiative of the New York State Bar Association and the New York State Attorney General's Office Charities Bureau. We match volunteer attorneys with charities in need, to provide pro bono legal assistance with nonprofit corporate law, governance and compliance matters. Following a successful initial pilot year in 2012, the program once again is accepting applications through FEBRUARY 1 (extended deadline) for matching and services to take place in 2013. Nonprofits based in New York State with operating budgets of less than \$1 million are eligible to apply for help with matters such as:

- updating bylaws;
- clarifying fundraising law requirements and enhancing compliance;
- reviewing how to maintain tax exempt status in good standing;
- preparing or updating important governance documents such as conflict of interest policies and questionnaires, audit committee charters, whistleblower policies, and document retention policies;
- explaining limitations and restrictions on political activities by charities;
- implementing proper procedures for executive compensation;
- helping with legal elements of IRS Form 990 and NYS CHAR 500; and
- other nonprofit corporate law, governance and compliance needs.

Who should apply?

- Charitable organizations incorporated and doing business in New York State
- 501(c)(3) tax exempt status in good standing
- Lack of in-house counsel and an inability to afford outside counsel
- Annual operating budget under \$1,000,000
- No local affiliates of national nonprofits
- No private/family foundations
- No schools or religious institutions

If your organization meets the criteria above and would benefit from being matched with a pro bono attorney for help with any of the listed matters, please submit your completed application form, together with the supplemental documents, to charitycorps@nysba.org no later than **February 1, 2013**. Charities selected to participate will hear back by mid-April.

Organizations are encouraged to check the website, www.nysba.org/CharityCorps, for information about upcoming trainings and other resources. Please be advised that in order to process your application, the Charity Corps program may share the information provided on a limited basis with pro bono legal service providers. Under no circumstances will information provided in the application be shared with the Attorney General's Office.

Charity Corps is one of several attorney referral programs sponsored by NYSBA. It is intended to provide pro bono assistance with nonprofit corporate law, governance and compliance matters. It is not equipped at this time to provide general counsel services, legal assistance with other types of matters such as intellectual property or employment law questions, or assistance with major regulatory or litigation matters that may threaten the validity of the organization's tax exemption or its ongoing corporate existence. For such referrals, please contact the New York State Bar Association Lawyer Referral and Information Service at 1 (800) 342-3661 or by email, lr@nysba.org.

Organization's Contact Information

Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____

Board Member Contact Information (person with whom attorney would interact)

Name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

Executive Director/Staff Contact Information (person with whom attorney may interact)

Name: _____

Title: _____

Phone: _____ Fax: _____

Email: _____

NOTE: An average Charity Corps project involves 10 hours over a six month period. Please be sure that the persons listed above are able to devote the time to this work.

Mission of Organization (may be attached if more space is needed)

Intended Beneficiaries of the Organization – whom does it serve (primarily)?

Board Information

How many Board slots are there? _____ How many are filled now? _____

Dates of four most recent Board meetings/Average Attendance by Board members

1. _____ / _____ 3. _____ / _____
2. _____ / _____ 4. _____ / _____

Does the Board currently receive basic training on nonprofit governance?

Yes _____ No _____

Would Board members be willing to attend training about nonprofit governance as a condition of eligibility for Charity Corps?

Yes _____ No _____

Additional Organization Information

Number of current staff: full-time: _____ part-time: _____ volunteers: _____

Annual operating budget: _____

Year of incorporation: _____ Year of tax-exempt status: _____

- Nature of Nonprofit Corporate Law, Governance and/or Compliance Advice Requested (e.g., updating bylaws, clarifying fundraising laws, maintaining tax exempt status, preparing or updating governance documents such as conflict of interest policies and questionnaires, audit committee charters, whistleblower policies, and document retention policies, understanding limitations and restrictions on political activities by charities, implementing proper procedures for executive compensation, other corporate law, governance or compliance need)

Legal Representation and Providers

Is your organization currently represented by counsel? Yes _____ No _____

Does your organization pay for legal services? Yes _____ No _____

When was the last time it paid for legal services? _____

When was the last time your organization received free legal services? _____

Has your organization ever worked with any of the provider organizations listed below?

Lawyers Alliance for New York Yes _____ No _____

Legal Aid Society Yes _____ No _____

Legal Services for New York City Yes _____ No _____

New York Council of Nonprofits, Inc. Yes _____ No _____

New York Lawyers for the Public Interest, Inc. Yes _____ No _____

Pro Bono Partnership Yes _____ No _____

Volunteers of Legal Service Yes _____ No _____

Other provider organization: _____

If you answered YES to any on the list above, would your organization be willing to work with that provider organization again on the matters for which you are now seeking assistance?

Yes _____ No _____

Has a lawyer ever worked with you, or the organization, on the issues for which you now seek legal advice? Yes _____ No _____

If so, provide a description of the work and the dates when the work was performed:

How did you hear about Charity Corps? _____

SUPPLEMENTAL DOCUMENTS (PLEASE SUBMIT WITH APPLICATION)

1. Certificate of incorporation, and any amendments filed
2. Current bylaws
3. IRS tax exemption letter
4. Most recent federal informational return (IRS Form 990)
5. Most recent New York Charities Bureau filing (CHAR 500 or CHAR 410)
6. Financial statement
7. Business or strategic plan (if applicable)
8. Board orientation materials (if applicable)
9. List of board members and their professional affiliations (mandatory)
10. Direct reports to the Executive Director
11. Any other organizational information relevant to a referral