

Volunteer Lawyers for the Arts (VLA)
Arts Organization – Request for Legal Assistance

General Information

Name of Arts Organization

Name & Title of Person Completing Form

Executive Director's Name (if different from above)

Street Address

City

State

Zip

Daytime Phone

Evening Phone

Cell Phone

Fax Number

Work Email: _____ Use this account

Home Email: _____ Use this account

Do you check email daily? Y N

Check the box below that best describes the CURRENT status of your organization:

- Nonprofit, 501(c)(3) -Year established: _____
- New organization in process of filing for 501c3 status
- Organization operating under umbrella of another nonprofit, 501c3
Please provide name of umbrella organization: _____
- Incorporated as a For-profit. LLC S Corp Sole Proprietor
- Association (not incorporated)
- Other - please explain: _____

Please list your Employee Identification Number (EIN): _____ (ex. 00-0000000)

Background Information

In what Artistic Discipline(s) does your organization work? (Check all that apply)

- | | | | |
|--|---------------------------------------|--|--|
| <input type="checkbox"/> Visual Art | <input type="checkbox"/> Installation | <input type="checkbox"/> Performing Art | <input type="checkbox"/> Literary Art |
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> New Media | <input type="checkbox"/> Dance | <input type="checkbox"/> Creative Nonfiction |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Photography | <input type="checkbox"/> Music | <input type="checkbox"/> Fiction |
| <input type="checkbox"/> Drawing/Painting | <input type="checkbox"/> Printmaking | <input type="checkbox"/> Spoken Word | <input type="checkbox"/> Playwriting |
| <input type="checkbox"/> Fiber | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Storytelling | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> Film/Video | | <input type="checkbox"/> Theatre | <input type="checkbox"/> Other: |

Briefly describe the nature of your organization's purpose and activities:

Request for Assistance

To the best of your knowledge, please identify the area(s) of law in which you require assistance:

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Artist/Gallery Agreements | <input type="checkbox"/> Immigration |
| <input type="checkbox"/> Author/Agency/Publisher Relations | <input type="checkbox"/> Intellectual Property/Copyright |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Labor |
| <input type="checkbox"/> Business/Partnerships | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Collections/Small Claims | <input type="checkbox"/> Landlord/Tenant Relations |
| <input type="checkbox"/> Contract Law | <input type="checkbox"/> Litigation |
| <input type="checkbox"/> Defamation | <input type="checkbox"/> Nonprofit Law/Governance |
| <input type="checkbox"/> First Amendment | <input type="checkbox"/> Tax Law |
| <input type="checkbox"/> General Practice | <input type="checkbox"/> 501(c)(3) Nonprofit Filing |
| | <input type="checkbox"/> Other: |

Briefly describe the nature of the problem or need for which you are applying for assistance. Arts Council Staff will contact you to discuss your request in more detail:

*Confidentiality Notice: Attorneys licensed in Pennsylvania take an oath to abide by the Rules of Professional Conduct. These rules require an attorney to keep consultations confidential, even if no official attorney-client relationship is formed. However, to protect yourself in matters of litigation, **please do not disclose confidential information in this application or in your initial interview with a VLA attorney until you have confirmed that the VLA attorney or firm has completed a conflict of interest check.***

Please list ALL parties involved with your legal request.

(For example: other individuals, corporations, attorneys, law firms, etc.)

_____	_____
_____	_____
_____	_____

Have you consulted a lawyer about the problem previously? Yes No

501(c)(3) Checklist – Complete this section ONLY if requesting help for a 501(c)(3) filing.

- I have attended the Arts Council's *Starting an Arts 501c3 Workshop*. Date: _____
- I am enclosing the following materials with my application:
- Board of Directors, with professional affiliations (signed letters of agreement are encouraged)
 - Mission Statement (purpose, public served, area/region served, etc.)
 - Bylaw preparation, including:
 - Fiscal Year
 - Board Size (Not greater than x, nor less than y)
 - Length of Board Terms
 - Membership or Non-membership
 - Brief narrative describing what activities you wish to undertake during your first three (3) years (what activities you will undertake to fulfill your mission and goals)
 - Brief narrative describing how you intend to raise funds for your organization
 - Three (3) year draft budget showing income and expenses

Authorization & Financial Eligibility for Pro Bono Assistance

Has the Board of Directors for your organization authorized you to consult the Greater Pittsburgh Arts Council to find legal assistance? Yes No We do not have a Board

Greater Pittsburgh Arts Council funding sources frequently ask for documentation regarding who we have served. If it is determined that your organization is eligible for assistance, may we list your organization? (Your answer does not affect your eligibility in any way.) yes no

- I certify that my organization has an annual operating budget <\$250,000, and I have enclosed the following documentation to demonstrate my eligibility for VLA:
- Current annual budget
 - Audited 990 or financial statements for most recently completed fiscal year (or other year-end statements if audit not available)
 - IRS determination letter granting 501c3 status

I have enclosed the \$15 Application Fee* OR I am an Arts Council Member (fee waived)

- I hereby affirm that the information contained in this application is correct and, to the best of my knowledge, complete. This questionnaire fully and accurately describes the problem(s) for which the within named individual requires assistance. I understand that (1) Greater Pittsburgh Arts Council (GPAC)/VLA cannot guarantee that it will be able to refer our case to a business volunteer (2) GPAC/ VLA will not be responsible for the outcome of any referral it makes; (3) I am free to select/not select any business volunteer to whom my organization is referred; (4) any business volunteer to whom my organization is referred is free to accept/reject this referral; (5) GPAC/ VLA does not make any representation or guarantees about the quality of consulting service my organization will receive; (6) I will be advised by the referred consultant, and not GPAC/ VLA; and (7) I agree to promptly notify GPAC/VLA if my organization no longer requires volunteer services.

Applicant Signature (please type if submitting by email) **Date**

Submit by Email: Please save this document for your records, and email it as an attachment to David Seals at dseals@pittsburghartscouncil.org.

Submit by Mail or Fax: Mail to the Greater Pittsburgh Arts Council - BVA, 707 Penn Avenue, 2nd Floor, Pittsburgh, PA 15222-3401, or fax to 412.394.4280.

**Application fee can be paid via check to the address above, or by credit card through ProArtsTickets at www.ProArtsTickets.org or by phone at 412.394.3353.*

Questions? Contact David Seals at dseals@pittsburghartscouncil.org or 412.391.2060 x227.