



Application for Legal Services – Existing Nonprofits

If you are a California nonprofit public benefit corporation that is exempt from federal income tax under Internal Revenue Code §501(c)(3), and your mission and work benefit low-income individuals or operate in underserved communities in Los Angeles County, you may be eligible for legal assistance from the Community Development Project.

Please provide us with the following information in order to help us determine whether your organization qualifies for our services. **We cannot assist you unless we receive all information requested below.** The Community Development Project retains complete discretion as to which matters it accepts, both for organizations that are new to Public Counsel and for organizations that have been clients of Public Counsel in the past.

If you are already a client of Public Counsel

If your nonprofit organization has been assisted by the Community Development Project in the past, please mail or fax a letter to us that specifically describes the legal matter with which your organization needs assistance. Please also include, if possible, a copy of any supporting documentation relating to the legal matter that would help us determine whether we will be able to assist you. For example, if you need assistance with the review of a contract or a lease, please include a copy of the contract or lease. Fax and mailing information is at the end of this page.

If you are a new potential client

If your nonprofit organization has not been assisted by the Community Development Project before, please fax or mail the following information:

- 1) A letter that specifically describes the legal matter with which your organization needs assistance.
- 2) Contact information of the person(s) to be contacted regarding this application.
- 3) Your letter of determination from the Internal Revenue Service that verifies your status as a tax exempt organization under section 501(c)(3)
- 4) A copy of your Articles of Incorporation
- 5) A copy of your Bylaws
- 6) A description of the programs or services provided by your organization
- 7) Any supporting documentation relating to the legal matter that would help us determine whether we will be able to assist your organization. For example, if you need assistance with the review of a contract or a lease, please include a copy of the contract or lease.

Fax and mail information

Please fax any materials to (213) 385-9089, Attention: CDP Intake, or send materials by mail to Public Counsel, Community Development Project Intake, 610 South Ardmore Avenue, Los Angeles, CA 90005. Please call (213) 385-2977 ext. 200 for more information.