



GREATER PITTSBURGH ARTS COUNCIL
Arts loud and clear

APPLICATION FOR LEGAL ASSISTANCE Volunteer Lawyers for the Arts

ARTS ORGANIZATION

BACKGROUND INFORMATION

Name of Arts Organization

Name & Title of Person Completing Form

Executive Director's Name (If different)

Street

City

State

Zip

Email

Phone

Cell

Website/Online Page

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

- Nonprofit, 501(c)(3) -Year established: _____
- New organization that has not formed a legal entity
- Organization operating under fiscal sponsorship of another nonprofit

Please provide name of fiscal sponsor: _____

- Organized as a For-profit: LLC S Corp Other

- Other - please explain: _____

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

In what artistic discipline is your organization involved? (Check all that apply)

- | | | | |
|--------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Drawing/Painting | <input type="checkbox"/> Media Arts | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Fiction | <input type="checkbox"/> Multidisciplinary | <input type="checkbox"/> Storytelling |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Folk Arts | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Design Arts | <input type="checkbox"/> Literature | <input type="checkbox"/> Photography | <input type="checkbox"/> Other: _____ |

DESCRIPTION OF LEGAL ASSISTANCE REQUESTED

Briefly describe the nature of the problem or need for which you are applying for assistance:

Please list ALL names and addresses of additional parties involved with your legal request. For example, list other individuals, board members, corporations, attorneys, etc. involved with or against you. Attach additional pages if necessary.

	<u>Name</u>	<u>Address</u>
1.	_____	_____
2.	_____	_____

Why do we ask for this? The attorney involved in your case must make sure that there is no conflict of interest between anyone involved in this matter and the other clients they or their law firm already represent.

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 has completed a conflict of interest check.

FINANCIAL ELIGIBILITY FOR VLA LEGAL ASSISTANCE

- I certify that my organization has annual operating budget below \$1,000,000, and I have enclosed:
 - The 990 form for most recently completed fiscal year, or
 - Audited financial statements for the most recently completed fiscal year, or
 - Other financial records that accurately reflect the current financial situation of the organization.

Your application cannot be processed without confirmation of the organization's annual operating budget.

FEES AND AUTHORIZATIONS

- I have enclosed the **Application Fee (\$35 for GPAC Members and \$50 for non-Members)**
Application fee can be paid via check or by credit card at <https://www.pittsburghartscouncil.org/bvavlafee>
- 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 organization requires assistance. I understand that
 - (1) Greater Pittsburgh Arts Council (GPAC)/VLA cannot guarantee that an attorney will agree to take on our request;
 - (2) GPAC/VLA will not be responsible for the outcome of any request handled by a VLA Volunteer Attorney;
 - (3) I am free to engage or decline representation by any attorney who may offer to represent our organization;
 - (4) The scope of any representation by a VLA Volunteer Attorney is limited to the above described problem as may be further defined in any subsequent engagement letter between us and the VLA Volunteer Attorney;
 - (5) The VLA Volunteer Attorney may withdraw from the engagement if I insist on taking action with which the attorney has a fundamental disagreement or is beyond the objectives of the representation;
 - (6) GPAC/VLA does not make any representations or guarantees about the quality of legal services my organization will receive;
 - (7) I will be advised by the VLA Volunteer Attorney, and not GPAC/VLA; and
 - (8) I agree to promptly notify GPAC/VLA if my organization no longer requires the services of a VLA Volunteer Attorney.

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

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 Larry Castner at lcaster@pittsburghartscouncil.org

Submit by Mail or Fax: Mail to the Greater Pittsburgh Arts Council - VLA, 810 Penn Avenue, Sixth Floor, Pittsburgh, PA 15222-3401, or fax to 412.394.4280.

Questions? Contact Larry Castner at lcaster@pittsburghartscouncil.org or 412.391.2060 x229.