

Community Economic Development Law Project

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SMALL BUSINESS PROGRAM ELIGIBILITY STANDARDS

In determining whether an individual is eligible for pro bono legal services, CEDLP will consider both the individual and the business' potential impact on the surrounding community. Specifically, the CEDLP will evaluate the following factors:

- Household income
- Access to credit and capital
- Family size
- Number and quality of jobs created for local residents
- Benefit to the community

Income Eligibility Criteria:

We will take into consideration extenuating circumstances and special needs when evaluating an applicant's income eligibility (i.e. child care, required educational expenses, child support or alimony, special employment expenses or other emergency type financial obligations.)

<u>Size of Household</u>	<u>Maximum Gross Household Income Per Year</u>
1	\$40,000.00
2	\$45,000.00
3	\$50,000.00
4	\$55,000.00
5	\$60,000.00

Referral:

Applicants must also meet one of the following criteria:

- Referral by community based organization;
 - Completion or participation in small business development training program sponsored by the community organization; or
 - Demonstrate that he/she does not need to take a training class because of sufficient business experience and because the business will be of economic benefit to the community;
- and—*
- Have a written business plan.

Area of Legal Services Requested:

The nature of the legal services provided are limited to general legal advice/counsel, forming and/or operating a business, contract review/development, review of commercial leases, trademarks or copyrights and employment issues. No litigation services are provided.



TECHNICAL ASSISTANCE AGENCIES

Uptown Center Hull House SBDC

4520 N. Beacon
Chicago, Illinois 60640
(773) 561-3500

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SBDU-Southside

Parkway Community Center

500 East 67th Street
Chicago, Illinois 60637
(773) 955-8027
www.hullhouse.org

Women's Business Development Center

8 S. Michigan Avenue – Suite 400
Chicago, Illinois 60603
(312) 853-3477
www.wbdc.org

Duman Microenterprise Center and Loan Fund

Website: www.jvschicago.org/duman/
E-mail: sbdcdumancenter@jvschicago.org
For information or to schedule an appointment,
call (312) 673-3429

COMMUNITY ECONOMIC DEVELOPMENT LAW PROJECT
SMALL BUSINESS PROGRAM

LEGAL ASSISTANCE APPLICATION

A required non-refundable application fee of \$25.00 (cash or money order only) **must** be submitted **with** this application. **The application cannot be processed until the application fee has been received.**

PART I: GENERAL INFORMATION

1. Personal Details:

Your Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Business Phone: (____) _____ Cell Phone: (____) _____

E-mail: _____ Website: _____

Can we have the name and number of one alternative contact in case you are unavailable?

Alt. Contact Name: _____ Alt. Phone: (____) _____

2. Statistical Information:

The CEDLP is a not-for-profit service organization that is dependent on funding from government, corporate and private sources. Without this support we would not be able to provide you with legal advice and representation. To apply for funding, the CEDLP must supply statistics on its clients.

Please check the appropriate spaces:

<p><u>Race:</u> Asian __ African American __ Latino/Hispanic __ White __ Native American __ Other __</p>	<p><u>Gender:</u> Male _____ Female _____</p>
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We occasionally need to use non-confidential information about our clients and their cases in public relations materials. May we release your name and non-confidential information about your case for such purposes? Yes _____ No _____

PART II: BUSINESS INFORMATION

You are seeking legal assistance for your current business or a business you are starting, answer the following questions about this business.

NOTE: You must have a business plan, please attached a copy. If not, please refer to the attached listing of technical assistance agencies that may assist you with a business plan.

1. Business Name: _____

2. Business Address: _____

Identify the neighborhood where the business is located. _____

If it is a home-based business, please identify your neighborhood of residence. _____

3. What service or product does your business provide?

Part III. If you are currently conducting business, answer the following questions. If not, skip to Part IV.

1. Please attach copies of any formation documents-such as an assumed name certificate, articles of incorporation and bylaws or partnership agreement.
2. Attach a current copy of the balance sheet and profit and loss statement.
3. Are you conducting business as a Sole Proprietor ___ Partnership ___ Corporation ___ Other Entity ___
Please check one.
4. When did you start doing business? _____
5. How many employees do you currently employ? _____
6. Do you have any outstanding leases? ___ yes ___ no
If yes, please list and submit a copy of the lease. **(submit a copy of the lease)**
7. Did your business have any revenue last year? Yes ___ No ___
(a) If yes, what was the total amount? \$ _____
(b) If yes, what is the revenue for your business to date (total for all years in business)? \$ _____

Part IV. Legal Assistance

1. Briefly describe the nature of your legal problem. (Examples: contract review or preparation, need to incorporate, employee problems, review of lease, licensing problems, trademark/copyright issues). **Please submit a copy of relevant documents with this application.** _____

2. Have you consulted an attorney concerning any of the above matters? Yes ___ No ___
(a) If yes, please provide the name, address and telephone number of the attorney consulted:

(b) Was the attorney paid? Yes ___ No ___
(c) Why are you not continuing to pursue this matter with the attorney consulted?

3. Have you received any assistance from an organization on starting your own business? Yes ___ No ___
If yes, please identify the organization: CHA _____ Women's Business Dev. Center _____ Monroe
Foundation _____ Other _____

4. Please identify the organization/person that referred you to CEDLP:

PART V: FINANCIAL INFORMATION

Your application will not be considered without the following financial information:

1. What is the total annual gross income from all members of your household? \$ _____
(a) What is your gross annual income? \$ _____
(b) What is the source of your income? _____
(c) Please list the following information for other household members:
Member: _____ gross income: \$ _____ Source: _____
Member: _____ gross income: \$ _____ Source: _____
(d) How many people are in your household? _____

2. Is your business being financed in part or in full by a source other than yourself? Yes ___ No ___
(a) If yes, by whom? (Examples: family members, friends, banks, grants) Please list:

3. Have you applied for any loans to finance your business? Yes _____ No _____
If yes, from what financial institution(s)? _____

4. Do you have any partners in your business? Yes _____ No _____
(a) if yes, list the following:
Name: _____ Total annual gross household income \$ _____
Name: _____ Total annual gross household income \$ _____
Name: _____ Total annual gross household income \$ _____

5. Please include any other information that would assist us in evaluating your application for assistance

from the Community Economic Development Law Project.

I hereby certify that all of the information in this application is true to the best of my knowledge. I understand that CEDLP may use this information in evaluating my eligibility for free legal services.

By signing this form you are agreeing that the information you provided to CEDLP may be disclosed to attorney/volunteers in efforts to recruit pro bono assistance for your business. You also agree that CEDLP may disclose to its funders information about your business.

Signature: _____ Date: _____

Please return this completed form and direct all questions to:

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