



For internal use only:
 Date rec'd: _____
 Case #: _____

APPLICATION FOR LEGAL TRAINING OR WORKSHOP

CONTACT INFORMATION

Contact Person:		Title:	
Organization Name:			
Address:		County (or Balt City):	
City:		State:	ZIP code:
Work #:	Cell #:	Home #:	
Fax #:	Email:		
Preferred Method of Contact:	Website:		

ORGANIZATION'S PURPOSE & OPERATION

Mission Statement or Purpose(s) of Organization:

Activities of Organization:

If your community or nonprofit organization is seeking information to resolve a specific problem, please provide as much detail as possible:

Type of Organization: Consumer Education Employment Family/Children Arts Health Housing Religious Environmental Neighborhood Assoc. Community Development Animal Welfare Substance Abuse/Treatment Other: _____

Attach additional pages where needed. Keep a copy of this application for your files.

STANDARD WORKSHOP OR TRAINING REQUESTED

Board Member Boot Camp

In this 1.5 – 2 hour workshop, attendees will learn the roles, duties, and responsibilities of the Board of Directors and individual officers. This workshop is appropriate for any new Board members, officers or Boards that are restructuring or updating their policies and procedures.

Bylaws Scavenger Hunt

In this 1.5 -2 hour workshop, attendees will bring the bylaws from their own organization and will be asked to find certain provisions and answer questions based on how their own bylaws are written. A set of sample bylaws and best practices will be discussed. This workshop is appropriate for groups that want to better understand why bylaws are important and how to interpret them. If the group would like an attorney to assist with updating or revising their bylaws, the organization is encouraged in submit an Application for Legal Services (communitylaw.org/apply-for-services) instead so the attorney can discuss the specific situation with the group instead of providing general information.

Maintaining a Small Nonprofit Organization in Maryland

In this 2 hour workshop, attendees will learn the legal requirements for maintaining a tax-exempt nonprofit organization in Maryland. This workshop is appropriate for new and existing Board and staff members of small organizations in Maryland.

Bar Bad Bars: Addressing Nuisance Liquor Licenses in Your Community

In this 2 hour workshop, attendees will learn the legal requirements for protesting a liquor license in Baltimore City as well as lesser alternatives designed to create a neighborly relationship with a liquor establishment. This workshop is appropriate for community residents in Baltimore City concerned about liquor licenses. If there are concerns about a particular liquor establishment, the organization is encouraged in submit an Application for Legal Services (communitylaw.org/apply-for-services) instead so the attorney can discuss the specific situation with the group instead of providing general information.

Legal Strategies for Community Associations to Fight Neighborhood Nuisances

In this 2 hour workshop, attendees will learn the legal remedies available to neighborhood association to address nuisances Baltimore City with an emphasis on vacant properties. This workshop is appropriate for community residents in Baltimore City concerned about vacant properties. Other issues such as problem bars, trash dumping, and zoning will also be briefly discussed. If there are concerns about a particular problem, the organization is encouraged in submit an Application for Legal Services (communitylaw.org/apply-for-services) instead so the attorney can discuss the specific situation with the group instead of providing general information.

Starting and Maintaining a Tenant Council

In this 1.5 – 2 hour workshop, attendees will discuss the potential roles of a tenant council and learn the legal requirements, roles, duties, and responsibilities of the Board of Directors and individual officers. This workshop is appropriate for any group of tenants thinking about starting a tenant advocacy organization.

We are requesting a workshop about a special topic or circumstance described on page 1

Date* (option 1):

Date (option 2):

Number of attendees expected: _____

* Please select dates at least 2 weeks from date of application.

NONREFUNDABLE APPLICATION FEE

A nonrefundable application fee is due upon submission of this form. A workshop will not be scheduled unless payment, or an arrangement for payment, is made in advance.

If the organization is eligible to be a client of Community Law Center, use the following chart to determine your application fee based on your budget for the current fiscal year:

ELIGIBLE CLIENTS	PROJECTED GROSS REVENUE FOR CURRENT FISCAL YEAR OF EXISTING ORGANIZATIONS	APPLICATION FEE* FOR WORKSHOPS (ELIGIBLE CLIENTS ONLY)
	\$0 – 2,499	\$100
	\$2,500 – 9,999	\$125
	\$10,000 – 19,999	\$155
	\$20,000 – 39,999	\$180
	\$40,000 – 59,999	\$200
	\$60,000 – 79,999	\$220
	\$80,000 – 99,999	\$240
	\$100,000 – 149,999	\$260
	\$150,000 – 199,999	\$280
	\$200,000 – 249,999	\$300
	\$250,000 – 299,999	\$320
	\$300,000 – 499,999	\$350
\$500,000 +	\$500	

If the organization does not qualify to be a client of Community Law Center, use the following chart to determine your application fee based on the location and type of presentation:

NON-CLIENTS		OUTSIDE OF BALTIMORE CITY	WITHIN BALTIMORE CITY
	NEW OR SPECIALIZED PRESENTATION	\$1250	\$1050
	STANDARD PRESENTATION	\$650	\$450

**The application fee is not meant to be a barrier to obtain assistance. If your organization cannot afford the full application fee, a reduced fee may be considered in limited circumstances.*

Return completed application, affidavit, and fee to:
 Community Law Center, Inc.
 c/o Ingrid Hitchens
 3355 Keswick Road, Suite 200, Baltimore, MD 21211

Email: IngridH@communitylaw.org (please do not send attachments over 35MB)

Please contact Ingrid Hitchens with any questions at 410-366-0922 x113 or IngridH@communitylaw.org.

AFFIDAVIT OF GROUP ELIGIBILITY, AUTHORIZATION, RELEASE & VERIFICATION

All applicants must complete the affidavit of group eligibility. Please read the information below carefully.

Not Legal Representation: I understand that this is NOT an application for legal services. The workshop information provided is for general informational purposes only. If my organization wishes to obtain legal advice, I understand that we must submit an Application for Legal Services (communitylaw.org/apply-for-services).

Application Information: I hereby authorize Community Law Center and its agents and employees to verify, disclose and make copies of any and all information provided in this application in the course of determining eligibility and availability in securing an attorney to provide the training.

Release: I hereby release any person or entity complying with this authorization from any and all claims relating to the disclosure of any such information and documents.

Acknowledgement: I hereby authorize Community Law Center and its agents and employees to use non-identifying information regarding my application for legal services and the legal services that I receive.

Validity: A copy of this authorization shall be as valid as the original.

By preparing and submitting this form, I certify that I am authorized to represent the organization in securing the services of Community Law Center. I understand that it is my responsibility to convey the information provided to the Board of Directors of the organization named below.

Organization name: _____

I hereby certify that, to the best of my knowledge, **the organization listed above has no practical means of obtaining funds to retain private counsel**, and:
Please check the *first* category that applies:

<input type="checkbox"/> a. has a Board of Directors or a membership that is primarily composed of persons that are at or below the income guidelines in the Family Income Limits table.
<input type="checkbox"/> b. provides services to persons that are at or below the income guidelines in the Family Income Limits table.
<input type="checkbox"/> c. other. If you do not check "Yes" for a. or b., please explain your inability to pay market rate legal services. You may still qualify for assistance.

Family Income Limits (7/1/24 – 6/30/25) 50% of Maryland Median Family Income			
Family Size	Annual Income	Monthly Income	Weekly Income
1	\$38,805	\$3,234	\$746
2	\$50,745	\$4,229	\$976
3	\$62,685	\$5,224	\$1,205
4	\$74,625	\$6,219	\$1,435
5	\$86,564	\$7,214	\$1,665
6	\$98,504	\$8,209	\$1,894
7	\$100,743	\$8,395	\$1,937
8	\$102,982	\$8,582	\$1,980
9	\$105,221	\$8,768	\$2,023
10	\$107,459	\$8,955	\$2,067

Signature of Applicant: _____ Date: _____

Printed Name: _____ Title: _____