

**PVLA APPLICATION FEE HARDSHIP POLICY**

Philadelphia Volunteer Lawyers for the Arts is a legal referral service. Attorneys generally charge for legal services. All clients seeking a PVLA referral for **Pro Bono Representation to a Volunteer Lawyer** (the lawyer’s time is free) must meet an income or budget cap.

The PVLA pro bono referral process requires a non-refundable application fee of \$50 which can be waived at the Director’s discretion. Each case requires a new application fee and some extended-representation cases require additional application fees. Our application fees directly support the PVLA program and help us to continue our 30-year tradition of providing access to justice and legal aid for the regional arts community.

Generally waivers are only granted to low-income individuals with an annual gross income below 187.5% of the Federal Poverty Line or extenuating circumstances.

Waiver of the application fee does not include a waiver of any other fees that may arise as a result of the advice of a PVLA volunteer attorney (e.g. mailing, trademark, copyright, corporate formation or court fees paid to the government or another party).

Please contact us or refer to the PVLA Terms and Conditions at [www.artsandbusinessphila.org/pvla/terms](http://www.artsandbusinessphila.org/pvla/terms) for more information.

**FEE WAIVER APPLICATION**

**CLIENT CONTACT INFORMATION** †

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Organization Name (write “self” if you are an individual artist) \_\_\_\_\_

Street Address \_\_\_\_\_ Apt: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

**STATEMENT OF FINANCIAL HARDSHIP**

1. **Please state how the referral service application fee would constitute a financial hardship:**

\_\_\_\_\_

\_\_\_\_\_

2. **Please describe, with reasonable detail, the nature of your financial hardship:**

\_\_\_\_\_

\_\_\_\_\_

3. **Financial Information:**

**Individual\***

- (a) What is your household or family gross taxable annual income based on last year's tax return (line 37 on form 1040)? \_\_\_\_\_ How many dependents are in your household? \_\_\_\_\_

**Organization**

- (a) Are you currently a 501(c)(3) organization? **Y** or **N**

If no, what is your organization structure?: \_\_\_\_\_

- (b) What is your organization's annual operating budget? \$ \_\_\_\_\_

- (c) Have you received funding this year? Yes \_\_\_\_\_ No \_\_\_\_\_

From whom? (List source and amount (\$)) \_\_\_\_\_

**IRS Information:** Please attach a copy of your most recent Income Tax return 1040 (including Schedule C of Form 2106 if filed with your return). If you do not have a tax return, please include a copy of your latest bank statement account, along with your latest W-2s and 1099s, as well as any other documents listing income and liquid assets. **PLEASE DELETE YOUR SOCIAL SECURITY NUMBER FROM THESE DOCUMENTS.**

\*For Artist Groups or collectives please provide this information for all members.

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**APPLICANT CERTIFICATION**

Waiver applications will generally be considered and decided by the Director within two weeks following receipt of request and applicable documents. PVLA cannot guarantee that a waiver will be granted, nor guarantee that an attorney will be assigned. Approval of waiver is at the Director's sole discretion.

**I have read and understood the terms of this waiver and hereby affirm that the enclosed and/or attached information is correct and, to the best of my knowledge, complete.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please send to:

Philadelphia Volunteer Lawyers for the Arts  
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