

APPLICATION FORM

MEANS TEST FOR PRO BONO LEGAL SERVICES

1. ORGANISATION DETAILS

Registered Name		
Legal Structure (VA/Trust/S.21)		Registration no:
Year Established		
Postal Address	<hr/> <hr/> <hr/>	
Physical Address	<hr/> <hr/> <hr/>	
E-mail address		
Telephone		
Facsimile		
Staff Component		

Note: Attach a copy of the organisation's founding document (constitution/trust deed/memorandum and articles of association) and registration certificate (where applicable) and the organisation's most recent annual narrative and financial report.

2. PARTICULARS OF 3 UNCONNECTED PERSONS ACCEPTING FIDUCIARY RESPONSIBILITY

Note: Attach a list of the governing board members and employees of the organisation with the following information for each of them:

*Full names and surname,
Position held,
Identify number,
Postal, residential & email addresses, and
Home, work, facsimile and cell numbers.*

3. ACCOUNTABILITY

The governing board of the organisation consists of at least seven members who are broadly representative of its beneficiary community.	Yes	No
The organisation reports to its community beneficiaries at its annual general meeting, and makes its annual report available to such beneficiaries and to its donors, and other members of the public	Yes	No
Does any person accepting fiduciary responsibility, or any employee, benefit from the organisation, otherwise than by way of reasonable remuneration?	Yes	No

4. PUBLIC BENEFIT

Are the activities carried on by the organisation for the benefit of the public as a whole, or a reasonable section of the public?	Yes	No
Are the activities carried on by the organisation substantially for the purpose of addressing issues relating to poverty, need or human suffering	Yes	No
List the main object / s of the organisation: <i>(use separate page if necessary)</i>		
1. _____		
2. _____		
3. _____		
List the major activities carried on by the organisation: <i>(use separate page if necessary)</i>		
1. _____		
2. _____		
3. _____		
Approximately how many people have benefited from the activities of the organisation during the past 12 months?		
In which geographic area (s) does the organization operate?		

5. MEANS TEST

A. Gross Annual Receipts [Grants, donations or other income]	R	
B. Programme Expenditure (PE)	R	
C. Admin costs	R	
Does the organisation have any assets or reserves?	Yes	No
If yes, please state the value or amount	R	
Does the organisation own any assets? If yes, please list them: <i>(Use separate form if necessary)</i>		
1. _____		
2. _____		
3. _____		
Does the organisation's budget or funding proposals include a line item for legal or consultancy fees, or other contingencies?	Yes	No
If yes, please state the amount:	R	

In a **separate page**, list the sources and amounts of funding that the organisation has received during the previous financial year:

6. LEGAL PROBLEM

Explain the legal problem for which the organisation is seeking assistance. Include copies of relevant documents: *(Use attachment, if space is insufficient)*

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Has an attorney previously assisted the organisation with this problem, or with any other problem?

Yes

No

If yes, who is that attorney, and why is the attorney no longer assisting the organisation?

Checklist of attached documents:

Make sure that you have attached the following documents (where applicable) to ensure that there will be no unnecessary delays in considering the organisation's application:

- A. A copy of the organisation's founding document, and registration certificate _____
- B. A copy of the organisation's most recent annual report _____
- C. Names of the members of the governing body and staff. _____
- D. List of sources and amounts of the organisation's funding over past year _____
- E. A copy of the organisation's last available balance sheet, and income statement _____

MAKE SURE THAT ALL THE DETAILS PROVIDED ARE CORRECT, AND THAT THE ORGANISATION'S GROSS RECEIPTS AND EXPENSES ARE CORRECTLY SET OUT ABOVE. IF ANY OF THE INFORMATION PROVES TO BE FALSE OR MISLEADING, THE PRO BONO LEGAL ASSISTANCE MAY BE WITHDRAWN OR SUSPENDED, AND PERSONS RESPONSIBLE FOR MAKING FALSE STATEMENTS MAY BE PROSECUTED FOR FRAUD.

Signed atthisday of.....200....

**Signature of applicant's
Authorised Representative**

Full Name

Position in Organisation