



CLIENT INTAKE AND APPLICATION FORM

Thank you for your interest in Project SING (“SING”). In order to determine whether your venture is eligible to participate in Project SING and, if it is eligible to what extent it is eligible, we consider the following factors:

- Applicant’s business plan;
- Path to market and revenues;
- Experience as an entrepreneur and/or business owner;
- Business owner’s access to credit and capital; and
- Benefit that the business will provide to the business community.

APPLICANTS **MUST COMPLETE** ALL PORTIONS OF THE APPLICATION. APPLICATIONS WITH MISSING INFORMATION WILL NOT BE CONSIDERED.

Please submit your completed application by email to projectsing@ballardspahr.com.

PART I: GENERAL INFORMATION

PERSONAL DETAILS

Name (Last, First & Middle Initial)			
Street Address		HOME PHONE	
City, State, Zip		WORK PHONE	
EMAIL ADDRESS		MOBILE PHONE	
ALTERNATE CONTACT NAME		ALT PHONE	
IS ENGLISH YOUR FIRST LANGUAGE?	☐ YES	☐ NO	
DO YOU NEED AN INTERPRETER?	☐ YES	☐ NO	IF YES, WHAT LANGUAGE?
COLLEGE OR UNIVERSITY			
PRIOR COLLEGE EDUCATION			

PART II: BUSINESS INFORMATION

Please attach a copy of your business plan.

BUSINESS NAME/STATE OF ORGANIZATION/INCORPORATION			
STREET ADDRESS (IF DIFFERENT FROM ABOVE)			
CITY, STATE, ZIP		BUSINESS PHONE	
BUSINESS EMAIL ADDRESS		WEBSITE	
BRIEFLY DESCRIBE YOUR SERVICE OR PRODUCT			

Please attach a copy of your business plan and/or any other materials that describe your business.

PART III: ADDITIONAL BUSINESS INFORMATION

If you are currently conducting your business, answer as many of the following questions as you can. If not, skip to Part IV.

1. (Please check one.) I intend to, or currently, conduct business as a:

- ☐ **SOLE PROPRIETOR**
- ☐ **PARTNERSHIP**
- ☐ **S CORP**
- ☐ **C CORP**
- ☐ **LLC**
- ☐ **OTHER**
- ☐ **NOT SURE**

Please attach copies of any existing formation/incorporation documents and governing documents (Operating Agreement, Bylaws, Shareholder Agreement, Buy/Sell Agreement, and all other similar documents).

2. When did you start doing business?

3. How many employees do you currently employ or, if independent contractors, how many independent contractors?

4. Do have any outstanding leases? ☐ **YES** ☐ **NO**

- If yes, please submit a copy of the lease.

5. Did your business have any revenue last year? ☐ **YES** ☐ **NO**

- If yes, what was the total amount?

6. Attach a current copy of your financial statements (balance sheet, profit and loss statement and statement of cash flow). If it is not clear on your financial statements, please list all revenue to date and all costs or expected costs of running your business this calendar year.

PART IV: LEGAL ASSISTANCE

1. Briefly describe the primary legal issue with which you need assistance, and up to four additional legal issues that you are seeking to complete:
 2. Have you consulted an attorney in connection with this business? ☐ **YES** ☐ **NO**
 - If yes, please provide the name, address, and telephone number of the attorney consulted.
 - Was the attorney paid? ☐ **YES** ☐ **NO**
 - Why are you not continuing to pursue this matter with the attorney consulted?
 3. Have you received any assistance starting your business from an organization? ☐ **YES** ☐ **NO**
 - If yes, please identify the organization.
 4. If applicable, please identify the organization or person that referred you to SING.
-

PART V: EMPLOYMENT/EDUCATION INFORMATION

1. Employment:
 - Current Employer:
 - Title:
 - Start Date:
 - Briefly describe your duties:
 - Immediate Previous Employer:
 - Title:
 - Start Date:
 - Briefly describe your duties:
2. Education:
 - List all degrees held and issuing institution(s):
3. Is your business being financed in part or full by a source other than yourself? ☐ **YES** ☐ **NO**
 - If yes, by whom? (i.e. family members, friends, banks, investors or grants)

4. Have you applied for any loans to finance your business? ☐ **YES** ☐ **NO**

- If yes, from what financial institution(s)?

5. Have you attempted to obtain capital from any outside source? ☐ **YES** ☐ **NO**

- If yes, from what sources and when?
- If yes, how much was sought and what amount was obtained?

6. Do you have any partners, co-owners, or co-founders in your business? ☐ **YES** ☐ **NO**

- If yes, list the following:
 - o Name #1:
Employer:
Title:
Brief description of duties:
 - o Name #2:
Employer:
Title:
Brief description of duties:
 - o Name #3:
Employer:
Title:
Brief description of duties:

Please add addition partners, co-owners, or co-founders on a separate sheet and attach.

7. Are you, your partners, co-owners, or co-founders, or your business currently part(y)/(ies) to any pending or threatened legal disputes or contractual arrangements? ☐ **YES** ☐ **NO**

If you responded yes to the preceding question, please identify any other part(y)/(ies) to the legal dispute, and/or contractual arrangement.

PART VI: CERTIFICATION

I hereby certify that all of the information in this application is true to the best of my knowledge. I understand that Project SING 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 Project SING may be disclosed to attorneys in efforts to recruit *pro bono* assistance for your business. You also agree that Ballard Spahr may disclose non-confidential information about your business.

SIGNATURE _____

DATE _____