

BASE

Client Intake
Application Form



Overview

The legal challenges facing entrepreneurs seeking to develop a new venture are myriad and consume both the time and much needed resources of budding business owners. These challenges can be all the more daunting for student entrepreneurs who, in light of active course loads, little experience and minimal income, lack the time, expertise, and financial wherewithal to see their ideas through to reality.

Through the Ballard Academy for Student Entrepreneurs, Ballard Spahr seeks to ameliorate these burdens for student entrepreneurs by offering pro bono legal assistance on discrete issues facing your potential venture. Clients accepted into the BASE program will be assigned to a Ballard Spahr attorney who will guide his or her client through the start-up process by providing legal assistance, such as advising on corporate governance and structure, negotiating leases, and other corporation formation and contract matters.

In addition to legal advice and support, successful applicants will gain access to regular educational seminars and programs as well as opportunities to meet and network with other young entrepreneurs and others in the start-up community.

Ballard Spahr attorneys are experienced in all aspects of business formation and have experience serving as primary outside counsel or special counsel to a diverse group of clients that includes publicly traded corporations, boards of directors and board committees, privately held companies, financial institutions, venture capital firms, private equity groups, investment funds, hospitals, nonprofit organizations, educational institutions, state and local governments, and individuals. We hope that our experience and knowledge can facilitate your successful graduation from the classroom to the business world.

What We Do

BASE offers participants practical legal advice for developing a new venture, a value-added team of experienced and accessible lawyers, and an education on how to avoid mistakes and how to solve problems when they arise. With the resources of Ballard’s fourteen national offices, BASE can provide competent, personalized, and effective long-term representation from startup to maturity.

CERTAIN LEGAL SERVICES ARE NOT INCLUDED IN THE BASE PROGRAM

For services that are not included in the BASE program, BASE program administrators will refer the BASE participant to a lawyer that can provide the service within the participant’s budget. For services not listed below, the BASE program administrators will work with the participant to either integrate the service into BASE’s provided services or assist the participant in locating a lawyer who can provide the service within the participant’s budget.

Services Available to BASE Participants	Excluded Services
Search and Reserve Corporate Name	Litigation
Advise on Corporate Governance & Structure	Specialized Real Estate Services
Assist with Entity Formation, including State Filings	Tax-Related Advice and Services
Draft Bylaws	Employment and Employee Benefits Advice
Draft Operating Agreements	Trademarks, Copyrights, or Patents
Draft Confidentiality & Nondisclosure	Securities Advice, Services and Filings
Draft Independent Contractor Agreements	Mergers, Acquisitions and Sales of Entities
Draft Employment Agreements	Due Diligence
Draft IP Assignment Contracts	
Draft “Terms of Use” & “Privacy Policy”	
Draft Standard Licensing Agreements	

*Please note, BASE Participants are responsible for paying any government imposed filing or application fees.

Client Intake and Application Form

In determining whether a business is eligible for pro-bono legal services through the Ballard Academy for Student Entrepreneurs (“BASE”), we consider the following factors:

- Household income of the business owner;
- Revenue of the business, if any;
- Business owner’s access to credit an capital;
- Applicant’s business plan; and
- Benefit that the business will provide to the community.

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

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

Please submit your completed application by email to BASE@ballardspahr.com OR by mail to:

Kimberly W. Klayman
Ballard Spahr LLP,
1735 Market Street, 51st Floor,
Philadelphia, Pennsylvania 19103

Part One: General Information

Name (Last, First & Middle Initial): _____

Street Address: _____

Work Phone: _____

City, State, Zip: _____

Home 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? _____

Current College or University: _____

Prior College Education: _____

I hereby acknowledge that I am currently enrolled in the above identified college of university Yes No

Part Two: Business Information

Business Name: _____

Street Address: _____

(If different from above)

City, State, Zip: _____ Business Phone: _____

Business Email: _____ Address Website: _____

Briefly describe your service, application, platform, or product: *

***If you have a business plan, please attach a copy**

Part Three: 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 conduct business as a:

- | | |
|---------------------------------------|--------------------------------|
| <input type="radio"/> Sole Proprietor | <input type="radio"/> LLC |
| <input type="radio"/> Partnership | <input type="radio"/> Other |
| <input type="radio"/> S Corp | <input type="radio"/> Not Sure |
| <input type="radio"/> C Corp | |

Is this business venture being developed as part of a class project? Yes No

Please attach copies of any existing formation 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. Is this business venture being developed as part of a class project or in conjunction with a college or university partner?

Yes No

If yes, please explain. _____

7. Attach a current copy of your balance sheet and profit and loss statement. If it is not clear on your balance sheet and/or profit and loss statement (or if you do not have a balance sheet/profit and loss statement), please list any revenue to date and the costs or expected costs of running your business this year.

Part Four: Legal Assistance

1. Briefly describe the primary legal issue with which you need assistance, and up to four additional legal issues:

2. Have you consulted an attorney concerning any of the above matters? 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 BASE.

Part Five: Financial Information

1. Dependents (people you support):

Number of children: _____ Number of others: _____

(i.e. parents, other relatives)

Please explain:

2. Employment:

Your employer: _____ Spouse's employer, if any: _____

3. Annual Income (Gross): _____ Total Annual Gross Income: _____

4. Please list your monthly expenses (e.g. childcare, medical, transportation, etc.).

5. Please list your debts and indicate whether they are personal or business-related.

6. 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): _____

7. Have you applied for any loans to finance your business? Yes No

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

8. Do you have any partners, co-owners, or co-founders in your business? Yes No

If yes, list the following:

Name #1: _____ E-mail: _____ Total annual gross household income \$ _____

Name #1: _____ E-mail: _____ Total annual gross household income \$ _____

Name #1: _____ E-mail: _____ Total annual gross household income \$ _____

9. Are you or your business currently part(y)/(ies) to any pending legal disputes, contractual arrangements, or leases?

Yes No

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

Part Six: Certification

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

SIGNATURE: _____

Digital Signature Acceptable

DATE: _____