

**Access to Justice Fund
Assurances of Compliance
For Access to Justice Fund Eligibility Criteria
For Designated Donations and Pro Bono Voluntary Standard**

_____ certifies that it meets all of the following criteria for donations to the Access to Justice (ATJ) Fund which are designated for Program:

Programs for which designated contributions to the ATJ Fund may be received must be tax-exempt nonprofit entities and must meet all of the following criteria:

- a) A “program...delivering civil legal services to low-income individuals or organizations” includes a specific legal services program within a multi-program organization, so long as that legal services program is separately identified in the organization’s financial records and so long as the organization can document that all funds received through ATJ donations are expended to support the legal services program.
- b) A “program... delivering civil legal services to low-income individuals or organizations” includes both programs that provide direct free legal services (including assisted pro se services) and referral services, so long as the result of the referral program is that low-income individuals or organizations received direct, free legal services.
- c) A “program... delivering civil legal services to low-income individuals or organizations” means an organization which applies a means test to document whether or not its beneficiaries are low-income and a method to insure that the ATJ Funds are used to provide services to its low-income beneficiaries. “Low-income” means no more than 200% of the federal poverty guidelines.
- d) A “program ... delivering civil legal services to low-income individuals or organizations” must, upon request and at least annually, provide information regarding the total dollar amount and number of donors who made contributions to meet their obligations under the pro bono standard; provide information regarding the number of pro bono cases and clients served by pro bono; provide a written plan, if any, for delivering civil legal services to the poor; and provide other documents as necessary to assess organizational capacity.
- e) A “program ... delivering civil legal services to low-income individuals or organizations” must not discriminate on the basis of race, marital status, religion, sex, age, handicap, or national origin in administering the programs or projects supported in whole or part by funds received through the ATJ Fund.

Assurances of Compliance

Page 2 of 2

- f) A “program ... delivering civil legal services to low-income individuals or organizations” must make every effort to direct its pro bono and other donors to make contributions through the Access to Justice Fund to support its organization and must seek a waiver of this provision if using the ATJ Fund is not feasible. Programs must use the pledge form provided by the Foundation or use pledge form/language approved by the Foundation. Programs must also submit draft appeal letters and solicitation materials (e.g. print, web, public service audio/video scripts, cy pres, other) to the Foundation for approval and provide a copy of the final solicitation for the Foundation’s files. An adopted Board policy to use the ATJ Fund should also be submitted when available.

- g) A “program ... delivering civil legal services to low-income individuals or organizations” should include a pro bono program that facilitates participating attorney’s compliance with the State Bar of Michigan’s Voluntary Pro Bono Standard.

- h) By signing this assurance, a “program ... delivering civil legal services to low-income individuals or organizations” agrees that the Michigan State Bar Foundation may share this assurance or any other information about the program or donations for its benefit with appropriate State Bar of Michigan Access to Justice Campaign staff/volunteers.

- i) By signing this assurance, the program verifies that it has provided the Foundation with a copy of its current Michigan Charitable Solicitation License or a copy of its letter from the Attorney General’s office that the program is currently exempt from charitable solicitation license requirements.

- j) The program signing this assurance requests that its name be listed in ATJ Fund solicitation materials as follows: _____.

Signed:

By: _____
(Print Name)

Its: _____
(Print Title)

Date: _____

Please return signed and dated original to:

Michigan State Bar Foundation
306 Townsend Street
Lansing, MI 48933

If you have questions about qualifying under this criteria, we encourage you to call the Foundation at 800-968-6723.