



## The Faculty of Advcoates, Free Legal Services Unit

### Financial Eligibility Form – Organisations

All applications for free legal help from the faculty of advocates should be made on this form. We will review all applications: assistance in some employment tribunal cases will be provided by trainee advocates (devils), in other cases which we take, we will aim to secure assistance from a practising advocate. Legal assistance can take the form of advice, a written opinion, help with mediation or representation at a court or tribunal.

- We can only assist those who cannot reasonably afford the legal help which they need, and who cannot obtain that help
- from other sources, such as legal aid, insurance or their trade union.
- Applications are assessed for alternative sources of funding and on the merits of the case.
- Please read the unit's information leaflet carefully before completing this form.
- Please complete all sections and sign the form. Failure to do so may delay consideration of your application.
- Please ensure that a copy of the completed application form is retained for your records.
- Please send the following (in hard copy or electronically) to the unit:
  - this financial eligibility form;
  - the Free Legal Services Unit application form (digital or PDF version);
  - the case summary form;
  - copies of supporting documents (do not send originals as documents cannot be returned)

#### Our contact details are as follows:

The Faculty of Advocates Free Legal Services Unit [flsu@advocates.org.uk](mailto:flsu@advocates.org.uk)

Application forms, case files and documents will be retained for no longer than a period of 10 years following the conclusion of each accepted case (subject to review) and no longer than 6 months should a volunteer not be found. Cases which are not accepted by the Unit will not be retained following that decision.

#### A. ORGANISATION INFORMATION

<b>Organisation Name:</b>		<b>Registered Charity Number (If applicable):</b>	
<b>Type of Organisation:</b> (e.g. charity, CIC, SCIO, unincorporated group)			
<b>Main Charitable or Community Purpose:</b>			
<b>Current Address:</b>			
<b>Website (if any):</b>			
<b>Contact Name:</b>		<b>Contact Role in Organisation:</b>	
<b>Email:</b>		<b>Phone Number:</b>	

#### AGENCY INFORMATION (if any)

<b>Referral Agency:</b>		<b>Name of Advisor:</b>	
<b>Agency Address:</b>			



<b>Advisor Email:</b>		<b>Phone Number:</b>	
Please check box to confirm that the organisation will not be charged for any aspect of your assistance: <input type="checkbox"/>			

### B. FINANCIAL INFORMATION

<b>Most Recent Annual Income:</b>	
Unrestricted reserves/funds available: - <i>Note: Unrestricted reserves are funds that can be spent on any of the organisation's general purposes.</i>	
Please attach a copy of your most recent accounts or budget if available. <input type="checkbox"/>	

### C. IMPACT STATEMENT

Please explain how paying for this legal work would affect your ability to deliver your charitable or community work: <i>(For example: Would it divert money from essential services, staff costs, beneficiary support, or other charitable purposes?)</i>
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### D. LEGAL ISSUES

Please briefly describe the legal issue you need help with:
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How is this legal issue connected to your charitable or community purpose? <i>(For example: protecting premises used for services, employment disputes affecting staff, regulatory compliance, safeguarding beneficiaries.)</i>
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## E. OTHER FUNDING SOURCES

Have you tried to obtain legal aid or other free/low-cost legal help?	Yes <input type="radio"/> No <input type="radio"/>
If yes, please provide details:	
Do you have any legal expenses insurance or other provision for legal costs?	Yes <input type="radio"/> No <input type="radio"/>
If yes, please provide details:	

## F. SUPPORTING DOCUMENTS

Please attach any of the following if available (optional but helpful):

- Most recent annual accounts or budget.
- Relevant correspondence about the legal issue.
- Any other information you think will help us assess your application.
- Reserves Policy

## G. DECLARATION & DATA PROTECTION NOTICE

### DATA PROTECTION NOTICE

The Faculty of Advocates Free Legal Services Unit will process your information (whether provided by you or by a third party) for the purposes of administering your application and your case. Processing may include disclosure of your information to third parties such as other advice agencies, voluntary organisations, the Court, legal expenses insurers, trades unions and legal advisers. The FLSU considers itself to be a Data Processor for these purposes, on behalf of any Advocate taking on this case. On accepting the case, the Advocate will become the Data Controller for this information. By making this application and signing below you confirm that you consent to such processing. Your information will not be sold to any third party nor used for the purpose of direct marketing. Case files/documents will be retained for no longer than a period of 10 years following the conclusion of each accepted case (subject to review) and no longer than 6 months should a volunteer not be found. Cases which are not accepted by the Unit will not be retained following that decision. By signing below, you certify that the information in this application to the best of your knowledge is true, complete and accurate.

I declare that the information provided in this form is true and complete to the best of my knowledge. I understand that this information will be used to decide whether the organisation qualifies for free legal help from the Free Legal Services Unit.



<b>Signature:</b>	<b>Name:</b>
<b>Role in Organisation:</b>	<b>Date:</b>

#### Notes for Applicants

The Free Legal Services Unit aims to support organisations that genuinely cannot afford to pay for the legal help they need. We know that legal costs can divert essential funds away from charitable and community work.

When we assess your application, we will consider:

- Whether paying legal fees would unreasonably use up unrestricted funds.
- The impact on your charitable or community services.
- The connection between the legal issue and your organisation's purpose.

We cannot assist with purely commercial matters or help organisations that could reasonably afford legal fees without harming their charitable or community objectives.

If you need help completing this form, please contact your referral agency or the FLSU.