

## NC LEAP Application

\* Required

1. **Name \***

2. **Date of Birth \***

*Example: December 15, 2012*

3. **Street Address or P.O. Box # \***

4. **City \***

5. **State \***

6. **Zip Code \***

7. **County \***

8. **Preferred Phone Number \***

9. **Alternate Phone Number**

10. **Email Address \***

11. **Race/Ethnicity**

12. **Gender**

13. **Number of Household Members \***

14. **Yearly Household Income \***

Please include income from all household members from all sources.

15. **Please list all sources of income**

16. **Assets**

Assets include cash, bank accounts, certificates of deposit or any asset which can be converted to cash. Please do not include the value of an IRA or 401(k).

17. **Are you prepared to submit documentation verifying financial eligibility for all applicants in your matter shortly after submitting your application? \***

We ask that all NC LEAP applicants submit documentation of financial eligibility (e.g., most recent tax return, Social Security statement or other proof of income) via electronic upload. We cannot fully process any application without the ability to verify the applicant's financial status. If you are applying on behalf of more than one business partner or owner, we require verification of financial eligibility for each individual.

18. **If you are unable to submit documentation of financial eligibility at this time, please explain why.**

## **Business Information**

Please provide as much information as you can about your business, if applicable.

### **19. Business Name (if applicable)**

Please provide all names under which your business is operating or has operated in the past, as well as the name under which it is registered in any state.

### **20. Industry**

### **21. Brief Description of Business \***

Please describe briefly what kind of business you have or plan to have. If you do not plan to have a business, please explain.

### **22. Business Street Address**

### **23. Business Phone Number**

### **24. How long have you been in business?**

### **25. What is your annual business revenue?**

### **26. What is the value of your business's assets?**

### **28. How many employees does your business currently have, if any?**

### **29. How many employees do you hope or expect to have in the future, if any?**

## **Applicant Experience and Background**

Let us know a little about yourself and your prior business experience, if any.

### **30. Have you ever owned or run a business in the past? Explain.**

### **31. Do you have a business plan? \***

NC LEAP applicants must submit a business plan before they can be approved for services.

### **32. Are you prepared to submit your business plan shortly after submitting your application? \***

We ask that all NC LEAP applicants submit a business plan via electronic upload. We cannot fully process any application without a business plan.

### **33. If you are unable to submit a business plan at this time, please explain why.**

### **34. Which of the following business development resources, organizations or agencies have you consulted for information or assistance? Please check all that apply. \***

- Business Link NC
- Ideashares
- Minority Business Development Agency
- NC Rural Center
- NC Secretary of State Corporations Division
- SBA/Small Business Center
- SCORE

- Small Business Technology Development Center
- The Women's Business Center of North Carolina
- Technology Commercialization Carolina
- None of the above
- Other

**35. What other business development resources are you working with or plan to work with?**

### **Patent Applicants**

The following questions are for applicants seeking pro bono patent assistance.

**36. Have you completed a marketability study or other market research regarding the product you hope to patent? \***

**38. Have you ever applied for a patent before? \***

**39. When did you originally come up with the idea/invention you would like to patent? \***

Please be as specific as possible.

**40. Were you employed at the time you came up with idea you would like to patent? \***

**41. Who was your employer at the time you came up with the idea you would like to patent?**

**42. Please explain whether your idea is in any way related to your employment at the time you came up with it.**

**43. Please provide a short (4-6 sentences) description of your invention. \***

Please note: all information provided in this form is privileged and confidential. We will not be able to fully process your application without information about your idea or invention. If you have questions, please email [ncleap@ncbar.org](mailto:ncleap@ncbar.org).

**44. Please identify anyone who has helped with your idea or invention in any way, and list the way(s) in which each person helped you. \***

This includes people who have helped you brainstorm and people who have provided financial support.

**45. Please identify all people you have told about your idea, approximately when you discussed it with them, and under what circumstances. \***

**46. Has your idea/invention been made public in any way? If so, when and under what circumstances? \***

Examples include via website, blog, Facebook, LinkedIn, Twitter, presentation, sale, offer for sale and/or other methods.

### **Assistance Sought**

NC LEAP services are provided by attorneys who have agreed to volunteer for the program as their schedules and caseloads allow. Therefore, the program can generally only assist clients with one matter at a time. If you are seeking assistance with multiple matters, please be aware that you may need to re-apply to NC LEAP once your first matter has been concluded.

#### **47. What type of assistance are you seeking? \***

- Entity Formation/Incorporation/Business Structure
- Contract Drafting/Review
- Bankruptcy/Debt Workout
- Patent
- Employment Advice
- Copyright/Trademark
- Real Estate/Commercial Leasing
- Tax
- General Business Advice
- Not Sure
- Other

**Other Applicant Information**

48. **Have you applied for NC LEAP services in the past?**

49. **When in the past have you applied for NC LEAP services?**

50. **Was NC LEAP able to serve you?**

51. **Please describe your prior experience with NC LEAP, if any.**

52. **How did you hear about NC LEAP?**

Please list any and all sources where you have heard about NC LEAP.

53. **Do you have any special needs that NC LEAP should be aware of in the event that your application is approved?**

NC LEAP strives to serve all eligible applicants and does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression or veteran status. Please note that if you are under the age of 18, NC LEAP may not be able to serve you without the consent of a parent or guardian.

### **Program Requirements and Disclaimers**

Please read and verify that you understand the following information:

**54. I understand that I may only receive assistance with one matter at a time. I may need to re-apply to NC LEAP to receive assistance with additional matters. \***

**55. NC LEAP serves individuals whose income is at or below 300% of Federal Poverty Guidelines. \***

These guidelines are updated annually and can be found here:

<https://aspe.hhs.gov/poverty-guidelines>.

**56. While NC LEAP's services are provided on a pro bono basis, I am responsible for any other costs associated with my matter. NC LEAP does not provide financial assistance. \***

**57. There is no guarantee that a volunteer attorney will be available to assist me. \***

**58. Because there is no guaranteed timeline for receiving assistance, I am responsible for seeking other resources as needed to meet any pending deadlines. \***

**59. I may be asked to undergo a phone interview with a volunteer attorney as part of the approval process. \***

**60. The volunteer attorney who conducts my interview is not my attorney and will not provide legal advice during the interview. \***

**61. Under no circumstances am I to contact the volunteer attorney who conducts my intake interview without her or his express permission to the contrary. \***

**62. All questions, concerns and other communications, including any questions regarding the status of my application or case, should be directed to [ncleap@ncbar.org](mailto:ncleap@ncbar.org). \***

**63. Failure to abide by these instructions may disqualify me from NC LEAP services. \***