

**Application for support from PILS**

**Instructions**

**If you are making a new application for support from PILS, please:**

1. Complete Part A, B and C of this application form
2. If you need financial support, please also complete Part D, and
3. **Email your completed application form to** [**info@pilsni.org**](mailto:info@pilsni.org) **and to** [**kate@pilsni.org**](mailto:kate@pilsni.org)

**If PILS are already providing you with support in an ongoing case,** you **do not** need to complete Parts B and C of this form:

1. Simply complete Parts A and E (and Part D, if you are applying for financial support for the first time), and
2. attach a copy of your earlier application(s).

**Are you eligible for PILS support?**

PILS can only accept applications from NGOs or solicitor firms in our membership network.[[1]](#footnote-1)

If you are an NGO, you can become a member of PILS here: <https://pilsni.org/work-with-us/for-ngos/register-with-us/>

If you are a solicitors’ firm, you can become a member of PILS here: <https://pilsni.org/work-with-us/for-solicitors/register-with-us/>

**If you have any questions about how to complete this form, please do not hesitate to contact us.**

**Part A**

Your details

|  |  |
| --- | --- |
| Name of member |  |
| Address |  |
| Contact name |  |
| E-mail address of contact |  |
| Telephone number |  |
| Date of application |  |

**If you would like to understand more about public interest litigation and how to use the legal system to advance human rights and equality, we have produced this free Toolkit:** [**https://pilsni.org/toolkit/**](https://pilsni.org/toolkit/)

The Toolkit may also help you to complete this application form.

**PLEASE GIVE US SOME INITIAL INFORMATION ABOUT YOUR APPLICATION USING THE TABLE BELOW AND TICKING ALL THOSE STATEMENTS WHICH APPLY:**

|  |  |  |
| --- | --- | --- |
| A. There are no ongoing Court proceedings and no steps have been taken to commence legal action. | |  |
| B. A pre-action protocol letter was sent and either (i) a response has been received or (ii) the time for responding has expired without any response, but Court proceedings have not started yet. | |  |
| C. There are ongoing and active Court proceedings. | |  |
| If you ticked C, please provide the case number/reference and the names of the people involved in the case:  *If it is easier, you can copy and paste in the headings from a recent Court document.* | | |
| D. We are acting for an individual applicant or respondent in this case. | |  |
| If you ticked D, please provide the following information: | | |
| Name |  | |
| Role (ie applicant or defendant etc) |  | |
| Address |  | |
| Date of birth |  | |
| Email address |  | |
| Telephone number |  | |
| E. We cannot afford to pay for legal support and do not have a budget available for legal fees. | |  |
| F. We cannot afford to pay and do not have a budget available for Court fees or other expenses related to bringing a case to Court. | |  |
| G. We can afford to pay some of the costs of legal advice and support and/or some of the related expenses to bring a case to Court, but we cannot afford everything. | |  |

**Part B**

**In this part of the form, we will ask you about your situation and what has happened so far.**

**Please read all the questions before starting your answers to make sure that you are giving us the information in the right place.**

**Answer the questions in as much detail as possible underneath each question and provide us with copies of any documents you refer to in your answers.**

**If you have any questions about how to complete the form, please do not hesitate to contact us.**

1. **Does this application have any specific deadlines, urgent time limits or upcoming hearing dates?**
2. **In one or two paragraphs, please summarise the issue or the problem you are challenging and/or trying to solve.**

*You might find it easier to answer this question after you have answered some of the other questions in this part of the form.*

1. **When did the issue about which you are concerned take place?**

*For example, if you are unhappy about a decision made by a government department, on what date was the decision made or if a service you were receiving was withdrawn, when did you first hear about this? Deadlines for bringing court cases tend to run from the time at which the incident, event or decision being complained about took place. That means we need to understand when the relevant events happened.*

1. **Besides any individual(s) directly involved in the events described above, who else or what other group of people will benefit from this issue or problem being solved or successfully challenged?**

*If you are able to do so, please provide details of the number of people likely to be affected by the issue. If you provide any data or statistics, please provide links to or copies of the sources of that data.*

1. **Please tell us about the background to your case, including all the steps you have taken so far and all developments to date.**

*You can set this out in whatever way you think makes the most sense. Please include the dates of key events. You can send also enclose copies of any documents relating to your case but please do not simply refer to those documents instead of setting out the background here.*

*If this application forms part of a wider campaign for change, please provide details of any action already taken (whether policy work, lobbying, direct action or similar), media coverage, social media, websites, other organisations involved etc. Please explain how you have coordinated with or are coordinating with other campaign groups and/or your relationship with the broader campaign.*

1. **If you know about any specific law or policy which relates to your case, please tell us about it here. Where possible, please include links to or copies of the relevant law or policy and highlight the parts which you believe are relevant.**
2. **To your knowledge, has anybody else tried to challenge or change this issue and if so, what happened?**
3. **How successful do you believe your case will be?**

*If you have already obtained written advice from a solicitor or barrister, please provide a copy of this advice with your application.*

1. **To the extent that this is not already set out above, what other steps have you taken to resolve this issue without the need to take formal legal action and/or what alternatives to going to court have you considered?**

*For example, have you considered some form of alternative dispute resolution such as mediation?*

**Part C**

**In this part of the form, we need to know what support you are seeking.**

1. **What type of help do you need?**

Please select from the following options. You can select more than one option. You can find details of our services here: <https://pilsni.org/services-provided/>

|  |  |
| --- | --- |
|  | Tick all those statements which apply to this application |
| **LEGAL SUPPORT** |  |
| Legal advice, for example a Counsel’s opinion or advice from a solicitor |  |
| Legal representation, for example a solicitor to progress the case and/or a barrister to conduct any Court hearings |  |
| Research support |  |
| **FINANCIAL SUPPORT** |  |
| Support with Court fees |  |
| Support with expert report fees |  |
| An indemnity against an adverse costs order |  |
| Support with solicitors or barristers’ fees (please note that this is exceptional funding and is not ordinarily supported by PILS) |  |
| Other - please set out the type of support or help that you need: |  |

1. **If you are seeking legal support, i.e. pro bono advice or representation, please set out the details of the help you are looking for.**

*For example, if you are asking for a legal opinion from a barrister, please set out the question(s) you would like the barrister to answer or if you need representation, tell us in what capacity you need that support.*

IF YOU ARE ASKING FOR LEGAL SUPPORT ONLY **AND** THIS IS YOUR FIRST APPLICATION, YOU CAN STOP FILLING OUT THE FORM HERE AND SIGN BELOW. IF YOU ARE ASKING FOR FINANCIAL SUPPORT, PLEASE CONTINUE COMPLETING THE FORM AND SIGN LATER ON.

**Data Protection**

The information you have provided in this application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable PILS to make a decision on whether or not to provide you with legal support, financial support or exceptional funding. This information may also be used to enable PILS to compile statistics or to review its processes and procedures. The information will not be shared with any other party, except for lawful purposes. It will be kept secure and will not be held for longer than necessary.

**I confirm that I am authorised to make this application for support on behalf of [insert your organisation’s name here] and I verify that all information given is accurate at the date of signature.**

**Signed (electronic signatures accepted):**

**Name:**

**Date:**

**Part D**

**If you are applying for financial support, you must complete this section of the form.**

**If you are applying for support on behalf of an individual applicant (such as your client or service user), we will contact you for further information about the individual’s financial standing.**

1. **If you are applying for support with Court fees, please explain what the fees are for and how much you are asking for.**

*For example: Lodging fee for an application for leave for judicial review - £310*

1. **If you would like support with costs of an expert’s report, please:**
   1. **explain what the report relates to and how it will help your case;**
   2. **provide a biography or CV for the expert; and**
   3. **provide details of the expert’s fees.**
2. **If you are applying for an indemnity against a potential adverse costs order, please:**
   1. **Set out details and enclose a copy of any** [**protective costs order**](https://pilsni.org/resources/protective-costs-orders/)**, or**
   2. **If you have not reached an agreement for a protective costs order, please set out a breakdown of the opposing party’s estimated costs; and**
   3. **Confirm that you are seeking an** [**indemnity**](https://pilsni.org/glossary-of-legal-terms/) **for the whole of the costs stated or, if lower, the amount for which you are seeking an indemnity.**
3. **If you are applying for support with professional fees, please set out a full breakdown of the amount you are asking for and the work to which it relates.**
4. **If you are applying for support with professional fees, please explain why this case is exceptional so that it should not be conducted on a pro bono or discounted basis.**

*Important: Professional legal fees are the fees that that barristers and solicitors charge for their work on files. Generally, PILS does not provide funding for professional fees or reimburse any fees that they have already incurred.*

1. **Please provide details of additional funding or support which you have sought or received.**

*Please tell us if you have consulted any other organisation for support and the outcome of those requests. These organisations might include the Legal Services Agency, the Equality Commission for Northern Ireland, the Northern Ireland Human Rights Commission, Law for Change or trade unions.*

*Please also set out details of any other funding you have secured, including details of any funders and of any crowdfunding campaigns.*

1. **Please provide brief details of any pro bono work already carried out in relation to this matter and, if possible, an estimate of the monetary value of that work.**

IF THIS IS YOUR FIRST APPLICATION, YOU CAN STOP FILLING OUT THE FORM HERE AND SIGN BELOW.

**Data Protection**

The information you have provided in this application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable PILS to make a decision on whether or not to provide you with legal support, financial support or exceptional funding. This information may also be used to enable PILS to compile statistics or to review its processes and procedures. The information will not be shared with any other party, except for lawful purposes. It will be kept secure and will not be held for longer than necessary.

**Declaration and signature**

**I confirm that, save as set out above, this legal action is not being funded through any other means.**

**Where this case is being brought in the name of an individual applicant, I confirm that the individual does not have the necessary means to fund this case by themselves and is not eligible for any form of legal aid.\***

**\**delete if not applicable***

**I confirm that I am authorised to make this application for support on behalf of [insert your organisation’s name] and I verify that all information given is accurate at the date of signature.**

**Signed (electronic signatures accepted):**

**Name:**

**Date:**

**Part E**

**Please complete this part of the form if you have already received support from PILS in this case and you are now asking for additional support.**

1. **Does this application have any specific deadlines, urgent time limits or upcoming hearing dates?**
2. **Please set out what has happened and what steps have been taken since we last provided you with support in this case. Please include details of any new information which has come to light since you first applied to us. This should include any changes in the contact information we have on file to contact you about this case.**
3. **What type of help do you need?**

Please select from the following options. You can select more than one option. You can find details of our services here: <https://pilsni.org/services-provided/>

|  |  |
| --- | --- |
|  | Tick all those statements which apply to this application |
| **LEGAL SUPPORT** |  |
| Legal advice, for example a Counsel’s opinion or advice from a solicitor |  |
| Legal representation, for example a solicitor to progress the case and/or a barrister to conduct any Court hearings |  |
| Research support |  |
| **FINANCIAL SUPPORT** |  |
| Support with Court fees |  |
| Support with expert report fees |  |
| An indemnity against an adverse costs order |  |
| Support with solicitors or barristers’ fees (please note that this is exceptional funding and is not ordinarily supported by PILS) |  |
| Other - please set out the type of support or help that you need: |  |

1. **Please explain why this additional support will help your case.**

*This does not need to be lengthy, depending on what you are asking for and how things have progressed since we granted our initial support. If nothing has changed, you can simply refer back to your original application.*

**IF YOU ARE ASKING FOR FINANCIAL SUPPORT FOR THE FIRST TIME, PLEASE MAKE SURE YOU HAVE ALSO COMPLETED PART D OF THIS FORM.**

**Data Protection**

The information you have provided in this application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable PILS to make a decision on whether or not to provide you with legal support, financial support or exceptional funding. This information may also be used to enable PILS to compile statistics or to review its processes and procedures. The information will not be shared with any other party, except for lawful purposes. It will be kept secure and will not be held for longer than necessary.

**Declaration and signature**

**I confirm that I am authorised to make this application for support on behalf of [insert your organisation’s name] and I verify that all information given is accurate at the date of signature.**

**Signed (electronic signatures accepted):**

**Name:**

**Date:**

1. *Please note that the term ‘members’ refers to the human rights NGOs and solicitor firms who have joined our wider membership network. These organisations are not ‘members’ of PILS for company law purposes*. [↑](#footnote-ref-1)