

**Legal Aid for Business Diversity – Solicitor Application Form**

**Only solicitors may apply for LABD financial support to defray legal costs and fees in eligible cases. Please read all the information in the Application Guidance to see if your matter is eligible for funding before completing the application. Please note that incomplete applications will not be considered, and not all applications for funding will be granted.**

**Responses may be provided in the form below or in your own document as long as responses are provided to all questions. Although there is no page limit, please be reasonably concise.**

**You may provide supporting evidence as appropriate, but please do not send any legal documents or other case materials to supplement your application unless explicitly authorised to do so.**

<b>LEGAL AID FOR BUSINESS DIVERSITY - SOLICITOR APPLICATION FORM</b>	
<b>Applicant details:</b> Please provide name and contact details of person responsible for the application.	
<b>Date of application:</b>	
<b>1.</b>	<b>Solicitor details</b>
1.1.	Name: Firm: Address:  E-mail address: Phone Number:
1.2.	Details of solicitor’s relevant experience and expertise with regards to the claims at issue:

<b>2.</b>	<b>Client details</b>
2.1.	Individual's Name:
2.2.	Are you currently representing this individual? __ YES __ NO If yes, what has the scope of your representation been?
<b>3.</b>	<b>Co-counsel / other solicitors</b> If working with co-counsel and/or other solicitors on this matter, please provide their contact information and details here:
<b>4.</b>	<b>Case details</b>
4.1.	Case Type: __ Claimant representation on behalf of an individual that has completed the ACAS Early Conciliation process and is seeking to make affirmative claims challenging harassment/discrimination at work and/or related retaliation under the Equality Act. __ Claimant representation on behalf of an individual that has not yet completed the ACAS early conciliation process but an internal grievance and appeal process has been completed by their employer and the individual has received a less than fair settlement offer and will therefore, in the absence of receiving a fair settlement offer, seek to make affirmative claims challenging discrimination at work and/or related retaliation under the Equality Act. __ Respondent representation on behalf of an individual facing retaliatory legal claims and/or threats of legal claims in response to having brought a claim for harassment/discrimination at work and/or related retaliation under the Equality Act.

4.2.	Names of parties in the matter:
4.3.	<p>Case facts:</p> <p>Please provide a summary of the key facts of the case including the conduct and claim(s) at issue, where you are in the process, any important dates (time limits, court hearings, etc.) and any settlement negotiations. Please provide supporting evidence as appropriate.</p>

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\_\_\_\_ The matter involves harassment targeting multiple individuals within one workplace or company or other indications of a systemic or company-wide concern. Please elaborate:

\_\_\_\_ The matter has the potential to establish important precedent or advance a promising novel legal theory. Please elaborate:

	<p>_____The case involves extreme retaliation against those alleging harassment, such as a lawsuit or media campaign. Please elaborate:</p>
4.5.	<p>Please include any other reason you think the matter makes a compelling case for LABDLAF financial support and provide supporting evidence as appropriate:</p>

<b>5.</b>	<b>Funding need</b>
5.1.	<p>Please review the description of the financial need necessary for eligibility for funding in paragraph 2.2 of the Application Guidance. Guided by the requirements, please provide:</p> <ol style="list-style-type: none"><li>(1) An explanation of the need for LABDLAF financial support in this matter, including why the client is unable or struggling to pay the necessary fees or costs</li><li>(2) How will the case be funded in absence of LABDLAF financial support?</li><li>(3) Why (if applicable) the firm/solicitor is unable to undertake representation in the absence of the funding sought?</li><li>(4) What amount, if any, the client will contribute to costs and fees for the representation?</li><li>(5) What amount/work, if any, the firm/solicitor will contribute pro-bono?</li></ol> <p>(Feel free to add an appendix if necessary)</p>



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5.2.	<p>Please provide a budget for the case including:</p> <ul style="list-style-type: none"><li>(1) Total projected cost of the litigation broken down by expense categories, including line items for major expenses</li><li>(2) Any funding sources, including client payments, pro-bono work and other legal aid</li></ul> <p>(Feel free to add an appendix if necessary)</p>
<b>6.</b>	<b>Financial support</b>
6.1.	<p>For applications for 'Expenses/costs funding:</p> <p>Please describe the costs/expenses for which you are seeking funding and why the expenditure is necessary or desirable. Provide an itemised budget for the costs/expenses, by type (e.g. expert witness fees, court fees, hearing transcripts) (Feel free to add an appendix if necessary).</p>

6.2.	<p>For applications for ‘Legal representation fee support’:</p> <p>Awards of fee support for legal representation will be by phase of case (pre-litigation; litigation; appeal), with updated applications required to seek support at each phase. Note that a decision to fund a case in one phase does not guarantee that a case will be funded in future phases and you must reapply for funding in any future phase.</p> <p>Please select the phase for which you are requesting funds for legal representation fees.</p> <p><input type="checkbox"/> Pre-litigation work. Amount sought (up to £10,000 excl. VAT):</p> <p><input type="checkbox"/> Litigation. Amount sought (up to £50,000 excl. VAT):</p> <p><input type="checkbox"/> Appellate work. Amount sought (up to £40,000 excl. VAT):</p> <p>Please support the amount sought by setting out an estimate of hours of work and who will be undertaking it for general categories of tasks for the phase in which you are seeking support (Feel free to add an appendix if necessary).</p>
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<b>7</b>	<b>Disclaimer</b> Please confirm that the information provided in this application is true.
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