

PROJECT APPLICATION
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APPLICANT:

ADDRESS (include postal code):

PHONE NUMBER:

FAX NUMBER:

E-MAIL:

CONTACT PERSON:

TITLE:

PROJECT NAME:

AMOUNT REQUESTED:

START &amp; COMPLETION DATE OF PROJECT:

LIST ALL PRIOR LAW FOUNDATION GRANTS OVER THE PAST 5 YEARS:

HAS YOUR BOARD OF DIRECTORS (OR OTHER GOVERNING BODY) APPROVED THE SUBMISSION OF THIS APPLICATION TO THE LAW FOUNDATION? IF SO, GIVE DATE OF APPROVAL.

SIGNED ON BEHALF OF THE ORGANIZATION (should be signed by the Board Chair or President)

Name and Title:

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**CHAIR OR PRESIDENT**

Signature:

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Date:

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## APPLICATION CHECKLIST

**APPLICATION (by Mail, Courier or Fax)**

1. application summary page (signed by Chair or President)
2. all 18 application questions completed

**SUPPORTING DOCUMENTS (by Mail or Courier – DO NOT FAX)**

3. original application plus one copy provided
4. copy of Constitution and Bylaws
5. list and brief description of the Directors (including how often they meet)
6. audited financial statements (signed by two Board members)
7. current operating budget

**The Project Application is to be used for one-time projects to a maximum of \$75,000.**

Please refer to the Guide to Preparing a Project Application Form and answer the following questions:

1. What is the purpose of your organization? Describe your organization's activities, its members, its clients, and its staff.
2. Describe your organization's proposed project. What are the overall objectives and the specific objectives of the project?
3. Describe the process(es) you will use to evaluate whether or not you have successfully met the above overall objectives and specific objectives.
4. Describe how this project relates to the Law Foundation's mission statement and to one or more of its program objectives. Explain how your project serves the diverse public of BC. Identify what percentage of the project fits into each of the Law Foundation's mandate areas.
5. Why do you think this project is needed and who will it serve?
6. Outline the work plan and schedule of events (if applicable) for the development and implementation of this project.
7. If applicable, outline your plan to distribute materials produced with the grant and state the costs for promotion and distribution.
8. Describe the skills and qualifications you believe your organization has that will enable you to carry out this project.
9. Describe the project staff and describe the primary responsibility and qualifications of each project staff.
10. Describe the project volunteers, including qualifications and numbers. Describe your methods to recruit, train and supervise these volunteers.
11. Describe the legal supervision arrangements for this project, and tell us the name of the lawyer who will provide the supervision.
12. Describe the community support that you have and any additional expertise you will need to carry out the project.
13. Describe what other organizations in your community provide similar services and/or similar resources to those proposed in this project. Describe how your organization plans to coordinate the delivery of this project with organizations providing similar services and/or similar resources.
14. State your organization's budget for the last year, the current year, and the upcoming fiscal year. List the main sources of funding for your organization.

15. Provide an itemized project budget. Where necessary, provide explanations to support specific expenditures. Please refer to the Guide to Preparing a Project Application.
16. Describe who will prepare and audit the financial reports for this project. Please note that the Foundation will require an organization's audited financial statements or an audit of the project for any grant in excess of \$50,000.
17. Do you intend to continue this project after the grant that you are applying for runs out? If so, detail your plans to obtain funding support for the project after the end of this grant. Do you plan to seek renewal funding from the Law Foundation for all or part of the project?
18. Please provide names and contact information of 7 – 10 individuals who are familiar with your organization and its programs and services and/or who can verify the need for your project and its impact on the community and/or target groups. Please ensure that these individuals are aware that they may be contacted by the Law Foundation as references for your project. Please list the name, telephone number, e-mail address and/or fax number, address, and organization (if applicable). Please do not send letters of support.

**If you have any questions about the application form, please contact the Law Foundation at (604) 688-2337.**