

SMALL PROJECT APPLICATION

NAME OF ORGANIZATION:

ADDRESS (WITH POSTAL CODE):

NAME OF EXECUTIVE DIRECTOR:

NAME OF BOARD CHAIR/PRESIDENT:

NAME AND TITLE OF PROJECT CONTACT PERSON:

TELEPHONE:

FAX:

E-MAIL:

PROJECT NAME:

AMOUNT REQUESTED:

START & 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: _____
CHAIR OR PRESIDENT

Signature: _____

Date: _____

APPLICATION CHECKLIST

APPLICATION (by Mail, Courier or Fax)

- 1. application summary page
- 2. all 16 application questions completed

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

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

The Small Project Application is to be used for time-limited projects of a smaller scale to a maximum of \$15,000.

Please refer to the Guide to Preparing a Small Project Application Form. As a general guideline, take no more than five (5) pages to answer the following questions.

1. What is the purpose of your organization?
2. Describe your organization's proposed project. What are the overall objectives and specific objectives of the project?
3. Describe the process(es) you will use to evaluate whether or not you have successfully met the above objectives.
4. Describe how this project relates to the Law Foundation's mission statement and its program objectives.
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 or qualifications you believe your organization has that will enable you to carry out this project.
9. Describe the project staff and project volunteers, and describe their duties.
10. Describe the legal supervision arrangements for this project and tell us the name of the lawyer who will provide the supervision.
11. Describe the community support that you have and any additional support you will need to carry out the project.
12. Describe what other organizations in your community provide similar services and/or what similar resource materials exist on the same topic.
13. 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.
14. Provide an itemized project budget.
15. If you plan to continue this project after the end of the Law Foundation grant, detail your plans for obtaining future funding support.
16. Please provide names and contact information of 5 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.