

SMALL PROJECT APPLICATION
Last Revised: September 2012

NAME OF ORGANIZATION:

ADDRESS (INCLUDE POSTAL CODE):

TELEPHONE:

FAX:

E-MAIL:

NAME OF EXECUTIVE DIRECTOR:

NAME AND TITLE OF PROJECT CONTACT PERSON:

PROJECT NAME:

AMOUNT REQUESTED:

START & COMPLETION DATE OF PROJECT:

LIST ALL LAW FOUNDATION GRANTS OVER THE PAST 3 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

- 1. Application signed by Chair or President with all 12 application questions completed
- 2. copy of Constitution and Bylaws
- 3. list and brief description of the Directors (including how often they meet)
- 4. audited financial statements, or equivalent (signed by two Board members)
- 5. current operating budget

**Applications may be submitted by Email, Mail, Courier or Fax.
Email Applications to projects@lawfoundationbc.org**

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. As a general guideline, take no more than five (5) pages to answer the following questions. Please contact Law Foundation staff at (604) 688-2337 to discuss your project prior to preparing your application.

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 how this project relates to the Law Foundation's mission statement and one or more of the Law Foundation's five program objectives.
4. Why do you think this project is needed and who will it serve?
5. Outline the work plan for the implementation of this project.
6. If applicable, outline your plan to promote and distribute materials produced with the grant.
7. Describe your organization's experience and expertise to carry out this project.
8. Describe the legal supervision arrangements for this project and tell us the name of the lawyer who will provide the supervision.
9. What other similar services or resources exist, and how does your proposed project differ from or complement them? Do you have plans to collaborate with other organizations doing similar work?
10. 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.
11. Provide an itemized project budget.
12. Please provide names and contact information of 5 individuals (not to include Law Foundation Governors and staff) 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.