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GUIDE TO PREPARING A SMALL PROJECT APPLICATION
Last Revised: September 2012

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

Please submit your application by email, mail, courier, or fax.

The Guide to Preparing a Small Project Application is designed to help your organization fill out the Small Project Application. You can refer to this guide before answering the questions on the Application.

We encourage you to contact the Law Foundation before preparing your Application. This is an opportunity to discuss the Small Project funding process and get assistance/feedback on your project idea and how it relates to the Law Foundation mandate.

1. Prepare your Application by answering the 12 questions set out in the Small Project Application. Please omit any questions or parts of questions that do not apply.
2. Provide us with the completed application signed by your Board Chair or President. Scanned or faxed signatures are acceptable.
3. Please type on one side of a page only and, where possible, ensure that any attachments are single-sided.
4. If submitting your application by mail or courier, please paperclip your application and all attachments. Please do **not** bind, fold, staple, or three-hole punch your application or materials.
5. Completed applications and supporting documents **must** reach the Law Foundation no later than the specified deadline date.

You should know that if asked, the Law Foundation staff will disclose the name of an organization applying for a grant, the amount requested, and the purpose for which the funds have been requested. In the course of preparing their report on a grant application for Foundation Board members' review, the Law Foundation staff may circulate the application to external reviewers and discuss the merits of the proposed project with individuals in related fields.

Question 1: Purpose/Overview

What is the purpose of your organization?

Briefly describe your organization's overall purpose and activities, your members and the community/client group(s) you serve. Please attach a list and brief description of the Directors and indicate how often the Board meets.

Question 2: Project Objectives

Describe your organization's proposed project. What are the overall objectives and specific objectives of the project?

Provide a clear description of what you want to accomplish. Overall objectives are broad general statements of what you are trying to accomplish. Specific objectives are measurable statements of what you want to accomplish by a given point in time. Objectives should be realistic enough to be achieved and clear enough for you to know when you have achieved them.

Here is one example of a project's objectives:

Overall Objective: To make legal information accessible to senior citizens in Terrace in an easily understood manner.

Specific Objectives: By the end of this 8-month project, we will have:

- a) identified the types of legal information that seniors in Terrace say it is most important for them to know about;
- b) developed a senior citizens' advisory committee to help in planning and guiding the project;
- c) organized and held six workshops on the legal topics identified as important by the seniors' committee; and,
- d) evaluated the overall success of each of the workshops.

Question 3: Law Foundation's Mission Statement/Program Objectives

Describe how this project relates to the Law Foundation's mission statement and to one or more of the Law Foundation's five program objectives.

The attached page lists the mission statement and program objectives of the Law Foundation in its mandate areas of legal education, legal research, law reform, legal aid and law libraries. Explain how your project relates to one or more of these program objectives.

Explain how your program or project serves the diverse public of BC. The Law Foundation's working definition of diversity is:

Diversity includes age, class, different abilities, education, ethnicity, family, gender, marital/relationship status, race, religion, work experience, geographic size and location, and sexual orientation.

The Foundation has compiled a Diversity Profile of British Columbia. It includes demographic information for British Columbia to show the population diversity within each geographic region. The Diversity Profile provides a clearer idea of how the individual elements of the diversity definition are reflected in the province. The Diversity Profile is available for downloading from the Foundation's website, www.lawfoundationbc.org. If you are unable to access the Diversity Profile from the website, the Foundation will mail a copy to you upon request.

Question 4: Need for the Project

Why do you think this project is needed and who will it serve?

This is an opportunity for you to tell us why you think this work needs to be done.

Your project may serve one or more of the diverse populations or groups in BC. Describe the population your organization currently serves (that is, program participants, service recipients, clients). Include an estimate of the number of individuals served in the group, and the distinguishing characteristics of this population group.

Tell us about the target audience(s) and describe the number and types of persons who you expect to be served by the project. Identify the geographic scope of the project and tell us how prospective clients will be told about the project's services. Describe what steps you will take to ensure that you include all members or groups within the target audience.

Question 5: Work plan

Outline the work plan for the implementation of this project.

Please provide us with a work plan which includes the following:

- a) the major activities needed for the project and the order in which they should occur;
- b) a time schedule for completing these activities;
- c) an estimate of resources needed for these activities, e.g. skills, people, equipment, facilities, information; and,
- d) an indication of who is to be responsible for each of the various activities.

Question 6: Promotion and Distribution of Materials

If applicable, outline your plan to promote and distribute materials produced with the grant and what costs will be involved in the promotion and distribution. Be sure to include these costs in your project budget.

Question 7: Skills and Qualifications

Describe your organization's experience and expertise to carry out this project.

Explain why your organization is the most appropriate group to undertake this project.

Describe the skills or qualifications you believe your organization has which will enable you to carry out this project. This should include information about the organization as a whole, as well as information about specific individuals who will be working on the project.

Question 8: Legal Supervision Plan

Describe the legal supervision arrangements for this project and tell us the name of the lawyer who will provide the supervision.

Describe how the quality of the legal work will be assured. If your project will use non-lawyer staff or volunteers to prepare or deliver legal information and assistance, outline your plan for a lawyer to supervise their work to ensure its legal accuracy.

Question 9: Related Services and/or Resources

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?

Describe how you will avoid duplication.

Question 10: Organization's Budget

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.

State your organization's total budget for last year, the current year and the upcoming fiscal year (which would include the grant requested from the Law Foundation).

e.g. Organization's Budget	2008/2009	\$200,000
	2009/2010	\$220,000
	2010/2011	\$240,000

Outline the main funding sources e.g. Gaming \$27,000; United Way \$32,000, etc.

Attach a copy of the most recent audited financial statements signed by 2 Board members, and the current operating budget. If audited financial statements are not available, please include the most recent unaudited financial statements. Applications without these statements will be considered incomplete.

Question 11: Itemized Project Budget

Provide an itemized project budget.

An example of a budget is attached for your reference.

Note:

- a) At the top of the budget, state the time period to which this budget relates.
- b) Itemize all of the project expenses and revenues and round off all line items to the nearest dollar.
- c) Where necessary, provide explanatory notes to support your budget for each of the various expenditures.

Question 12: References

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.

If you have any questions about the Application please contact the Law Foundation at (604) 688-2337.

THE LAW FOUNDATION OF BRITISH COLUMBIA
MISSION STATEMENT

To advance and promote a just society governed by the rule of law, through leadership, innovation and collaboration.

PROGRAM OBJECTIVES

The Law Foundation's funds are directed to five mandated areas: legal education, legal research, legal aid, law reform, and law libraries. The Law Foundation seeks to ensure access to justice through its program objectives which are:

1. Legal Education

To promote legal education programs and services in British Columbia to make the law more accessible through:

- a) increasing public awareness of the law and the justice system;
- b) providing education to groups with particular legal needs; and
- c) assisting in the academic and professional development of those providing legal services to ensure those services are of the highest quality.

2. Legal Research

To advance the knowledge of:

- a) law;
- b) social policy; and
- c) the administration of justice

through the identification of areas and issues needing study and analysis and the encouragement and support of projects to address those needs.

3. Legal Aid

- a) To assist in the provision of legal services, including:
 - i. advice and representation of economically disadvantaged persons; and
 - ii. support of community service and non-profit organizations that address issues that benefit groups of disadvantaged persons or the public.
- b) To facilitate access of the public to the justice system.
- c) Legal aid includes the Legal Services Society, community-based advocacy, public interest law, and other legal aid.

4. Law Reform

To encourage and support projects promoting changes to the law and the administration of justice in accord with current knowledge, values and technology.

5. Law Libraries

- a) To assist law libraries and resource centres to keep their materials current.
- b) To encourage and support projects designed to improve the utility and accessibility to both the legal profession and the public of legal and law-related materials.

The MISSION STATEMENT and PROGRAM OBJECTIVES have been adopted by the Board of Governors as policy guidelines. These are the principles upon which funding decisions will be based.

Sample Small Project Budget

(This is an example of a project budget. Your budget will vary depending on the type of project.)

_____ (Date) _____ to _____ (Date) _____

Revenue:

Law Foundation:	\$
Other expected revenue:	\$
In-kind contribution:	\$
Total – Revenue:	\$

Expenses:

Salaries of Project Workers	\$
Honoraria (Speakers, Facilitators, etc.)	\$
Legal Supervision	\$
Translation	\$
Editing/Desktop Publishing/Printing	\$
Facilities	\$
Telephone/Fax/Photocopies	\$
Transportation	\$
Postage/Distribution Costs	\$
Administration	\$
Other (Specify)	\$
Total – Expenses	\$

❖ **Please provide details about your in-kind contribution.**