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GUIDE TO PREPARING A PROJECT APPLICATION
(Last Revised 06 March 2019)

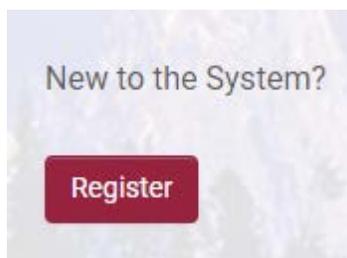
This guide is to be used for applications for time-limited projects. Please refer to this guide before answering the questions in the application. If you have any questions about the application process that are not answered in this guide, please contact your Law Foundation program director, or if you do not have a program director, email info@lawfoundationbc.org.

Applications for Law Foundation grants are to be submitted using the SmartSimple online Grants Management System Portal. The Portal can be found at

<https://lawfoundationbc.smartsimple.ca/>

If your organization has previously received Law Foundation funding, then it is likely that your organization already has an organization profile in the SmartSimple Portal. An activation email can be sent to your email address by clicking on the “Forgot Password” link and following the instructions. If you have not received an activation email, please contact info@lawfoundationbc.org or your Law Foundation program director.

If you have not already been given a profile on the SmartSimple Portal by Law Foundation staff, visit the URL above and click the Register button



After clicking on the Register button, answer the registration questions, and provide the contact information for your organization and the organization’s Primary Contact (normally the organization’s executive director), or if you are an individual, your personal information. If you are eligible to apply for Law Foundation funding, you will receive an activation email to the email address you provided with your contact information.

The SmartSimple Portal is optimized for use with the Google Chrome browser.

CREATING A NEW PROJECT APPLICATION

Once you have logged into your SmartSimple Portal, you will be presented with the Home Screen. To create a new grant application, click on the **Funding Opportunities** button



On the Funding Opportunities screen, select **Projects Fund** if you are applying for the annual Projects Initiative, or **Miscellaneous Grants** if you have been invited by the Law Foundation to apply for time-limited one-time project funding. Please ensure to select the correct grant type – if you are unsure, please contact the Law Foundation to confirm.

If you are applying for a **projects fund grant**, click on **Apply Now**, and you will immediately be taken to a draft project grant application.

Projects Fund

Funding of up to \$75,000 for one-time projects. (In past years there has been a Large and Small Project Fund. Note that for 2019 there is only one Project Fund.)

[Apply Now](#)

[Funding Notice](#)

If you were expressly invited by the Law Foundation to apply for a **time-limited project grant**, click on **Apply Now**, and you will immediately be taken to a draft miscellaneous grant application.

Miscellaneous Grants

BY INVITATION ONLY: Funding for one-time projects.

[Apply Now](#)

Please note that the questions for both of these Law Foundation project grant applications are covered in this guide.

COMPLETING THE APPLICATION FORM

Important: You can save your application in progress at any time, and return to it later, by clicking on the **Save** button

Save

Please note that if you do not save your work within a 60-minute period, the system's "time-out" function will sign you out of your application and any unsaved work will be lost. Please also make sure to save your application before signing out of the Portal, because any unsaved information will be lost.

To return to your application, log back into your profile, and on the home screen, there will be a button for draft applications

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Draft Applications

Clicking on this button will take you to a list of your draft applications. Click on the **Open** button next to the application you wish to resume.

Formatting & Review

The portal uses Rich Text Format (RTF) to allow for formatting inside most text fields. The RTF features are controlled using the RTF bar



The features (numbered above) are as follows:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Undo 2. Find 3. Replace 4. Select All 5. Bold 6. Italics 7. Underline 8. Strikethrough | <ol style="list-style-type: none"> 9. Numbered List 10. Remove Formatting 11. Bulleted List 12. Decrease Indent 13. Increase Indent 14. Left Justify Text 15. Centre Text 16. Right Justify Text |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Please note that RTF allows basic formatting, and you may need to adjust formatting copied from other word processing programs.

Important: Please note that you can review a PDF version of your application, before or after submission, by clicking on the Application Document button



If you save any changes to an application, it is immediately updated in the document. We recommend that you check the Application Document periodically to note formatting or other issues that may affect the presentation of your application.

Please note that you can copy-and-paste text from another document into the fields of the application, including bullet lists and numbered lists; however tables will not retain their formatting when pasted into the application. If you wish to provide information concerning one or more of the application questions in table or grid format, please attach the table or grid in the Additional Information section.

The Application Document contains links to the attachments uploaded as part of your application.

APPLICATION QUESTIONS

As you go through the application process, choose the headings arranged horizontally near the top of the screen. You can switch between headings as needed.

PROGRAM DETAILS

Requested Amount

Please enter the amount your organization wishes to apply for. Please refer to the Project Initiatives funding notice or the invitation you received from the Law Foundation, as applicable, for any maximum amount for your request.

Start Date / End Date of Project

Select the start and end dates of the grant period.

Project Title

Enter the name or title of the project.

List all Prior Law Foundation Grants over the past 5 years

If applicable, please list all Law Foundation grants your organization has received over the last 5 years.

ORGANIZATION

Question 1: What is the purpose of your organization? Describe your organization’s activities, its members, its clients and its staff.

Provide a brief description of your organization. Include information about membership, community/client groups you serve, how many staff are employed and how many volunteers are involved in the delivery of your programs. Tell us how often the organization’s board meets.

Enter Board Member Information

Enter the list of your current board members by clicking on the Enter Board Member Information button

 Enter Board Member Information

Constitution / Bylaws

Use the **Upload** button  to upload a copy of your organization’s constitution and bylaws. The upload screen allows you to drag-and-drop files from your computer, rename files, and delete files. If you wish to find files for upload on your computer, click on the **Browse Files** button.

Question 2: Describe your organization’s proposed project. What are the overall objectives and the 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. It helps to think of the “who, what, when, where, why and how much” aspects of the project in defining your objectives.

If your project involves the delivery of services to clients, describe the categories of case/client problems that you propose to handle and your reasons for selecting those categories.

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:

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- 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: Describe how you will evaluate whether or not you have successfully met the above overall objectives and specific objectives.

Evaluation tells you how well you are meeting your objectives, and it helps to check on the accuracy of assumptions you made in planning. Evaluation also provides information to help make decisions during the course of the project and gives feedback to staff. There are many ways of evaluating a project: questionnaires, evaluation forms, verbal feedback, etc.

In the previous example, the evaluation of objectives a), b), and c) would probably be self-evident, i.e. were the plans carried through or not? However, objective d) requires the group to collect some information about whether or not the workshops were successful. This could be done in a number of ways, such as:

- a) distributing a questionnaire to the seniors who attended the workshops, asking them to comment on their usefulness;
- b) asking the workshop leaders for their views on how relevant the workshops appeared to be to those who attended;
- c) recording the number of people attending each of the six workshops; whether or not attendance levels increased or decreased over the course of the workshops might be an indicator of how useful the participants perceived them to be; or,
- d) testing the seniors who attended on some of the information covered during a workshop to see if the information had been absorbed and understood.

The appropriateness of the method of evaluation will depend on the objectives of the project, the cost and staff time involved, and the type of person who the project is intended to benefit.

If you would like more information about how to evaluate whether or not you have achieved your objectives, please contact us.

Question 4: 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. Explain how your project serves the diverse public of BC.

The mission statement, mandate, vision, values and program objectives of the Law Foundation can be found at <https://www.lawfoundationbc.org/about-us/mandate-mission-and-strategic-priorities/>. Explain how your project relates to one or more of these mandate areas and priorities.

Your project may serve one or more of the diverse populations in BC. Describe the population your project will serve. Include an estimate of the number of individuals served.

The Law Foundation's working definition of diversity is:

Diversity includes age, different abilities, socio-economic level, education, ethnicity, language, 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 is available for downloading from the Foundation's website, www.lawfoundationbc.org.

Question 5: 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. If applicable, comment on past or present efforts by your organization or others to address this need.

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 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 6: Outline the work plan and schedule of events (if applicable) for the development and 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 and tasks.

Question 7: If applicable, outline your plan to promote and distribute materials produced with the grant

Things to consider:

- a) who will be in charge of distribution?
- b) who are these materials intended to reach?
- c) how will you let them know about the materials?
- d) how will you get the materials into their hands?
- e) what, if anything, will you charge for the materials?
- f) what plans do you have for any revenues generated from such sales?
- g) what costs should be involved in the promotion and distribution? (these costs should be detailed in your budget).

Question 8: 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 your organization's experience and expertise to carry out this project. This should include information about the organization as a whole, as well as information about the experience and expertise of specific individuals who will be working on the project.

Question 9: Describe the project staff and the primary responsibilities and qualifications of each project staff.

What staff will be employed to carry out this project? Describe the primary responsibilities and qualifications of each and outline your plan to train, supervise and regularly evaluate each project staff.

Question 10: 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 any 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. Please contact the Law Foundation staff regarding legal supervision requirements.

Question 11: If your organization has applied to other funders to support this project, which funders have been applied to and for what amounts?

Please advise of any funding that has been confirmed and/or when you expect to hear from other funders that will not yet have confirmed their funding for this project.

Question 12: 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 programs doing similar work?

Describe:

- a) How you will avoid duplication and/or what other resource materials exist on the same topic.
- b) How you plan to coordinate the delivery of this project with organizations providing similar services (e.g. periodic meetings, referrals).

BUDGET

Use the **Upload** button  to upload the following financial information:

- a) Your organization's prior fiscal year budget
- b) Your organization's current fiscal year budget
- c) Your organization's upcoming fiscal year budget
- d) Your project's itemized budget
- e) Your organization's most recent audited financial statements

Please try to separate each year's budgets into different files. Please make sure your budgets include a breakdown of all the main sources of funding for your organization, as well as how Law Foundation funding will be spent.

For organizational budgets, please include

- a) main funding sources e.g. bingo/casinos \$27,000; United Way \$32,000, etc.; and
- b) all grants received from the Law Foundation as well as the Project grant you are requesting this year from the Law Foundation (under "Potential").

For project budgets, please include:

- a) At the top of the budget, state the time period to which this budget relates.
- b) Round off all line items to the nearest dollar.
- c) Itemize all of the project expenses and revenues.

For Revenue:

- a) Under Revenue, list each source of anticipated income. Indicate for each, under “Confirmed” the amount that is confirmed at the time of application; under “Potential”, the amount that has been requested, but not approved, or in the case of fundraising, an anticipated amount. Total both “Confirmed” and “Potential” funding, and provide the name and telephone number of each funding representative you are dealing with.
- b) Under “Organization’s Contribution”, indicate separately income from donations/ fundraising and in-kind donations or volunteer time. Only put a cash value on those in-kind donations for which you can clearly assess a market value.

Example:

<u>Source</u>	<u>Confirmed</u>	<u>Potential</u>	<u>Total</u>	<u>Contact</u>	<u>Telephone</u>
Law Foundation		5,000	5,000		
Organization’s Contribution					
Cash (fundraising)	3,000	1,000	4,000		
In-kind Donation	1,000		1,000		
Volunteer Time: 100 hours					
Ministry of Attorney General	4,000		4,000	M. Green	(604)555-1111
Dept. of Justice		1,000	1,000	L. Chan	(604)555-3333
Casino	<u>3,000</u>	<u>5,000</u>	<u>8,000</u>		
Total:	11,000	12,000	23,000		

For Expenses:

- a) Your personnel expenses should be broken down to indicate: salaries for full-time staff and salaries for part-time staff, indicating positions for which funding is requested; contract payments or honoraria; employer contributions (EI, CPP, etc.).
- b) Other expenses to think about include: office rental, utilities, maintenance, insurance, equipment rental or purchase, stationery, photocopying, printing, telephone, postage or courier, travel, advertising, professional fees, audit, training, resource materials, legal supervision fee, etc.
- c) If your expenses include travel, your budget notes should explain your agency’s travel expense guidelines, e.g. mileage rates; meal allowances, etc.

For audited financial statements, please also upload your organization’s most recent audited financial statements, signed by 2 board members. If audited financial statements are not available, please include the most recent unaudited financial statements.

Question 13: Who will prepare and who will audit the financial reports for this project. Please note that the Foundation requires an organization’s audited financial statements or an audit of the project for any grant in excess of \$50,000.

Who will prepare a detailed statement of actual costs at the end of this project? Who will audit the statement of actual costs?

Question 14: Do you intend to continue this project after the grant that you are applying for runs out? If so, detail your plans to obtain other funding support for the project after the end of this grant. Law Foundation Project funding is for one-time, time limited projects rather than on-going programs.

REFERENCES

Enter a list of 7 – 10 individuals (not to include Law Foundation Governors or staff) who are familiar with your organization and its programs.

 Enter References

These individuals should be able to verify the need for your project and its impact on your target groups. Please ensure these individuals know that the Law Foundation may contact them as references for your project. List the name, telephone number, e-mail address and/or fax number, address, and organization (if applicable).

Please do not attach or send letters of support.

ADDITIONAL INFORMATION

Question 15: Please provide any additional information you wish to be considered as part of this application.

This section allows you to include information that you feel is important to your application that is not already included in another section. You may also include additional documents using the upload button.

CERTIFICATION

Please enter the date when your board of directors or governing body approved the submission of the application.

Please enter the name, position, and date submitted, before submitting your application.

Please note that submitting an application is not a guarantee of funding.

SUBMITTING THE APPLICATION

Once you have completed all sections of the application form, click on the **Submit** button



Important: Please ensure that your application is complete before submitting it. Once it is submitted, you will not be able to change any of the content or add any additional information without first contacting the Law Foundation.

Once your application is submitted, the system will send a PDF copy of your completed application to your registered email address, for your records. A PDF copy of the application will also remain available under the submitted application, within your organization's grant profile.

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 program with individuals in related fields.