



1340 – 605 Robson Street, Vancouver  
British Columbia V6B 5J3 Canada  
tel: (604) 688-2337 fax: (604) 688-4586  
[www.lawfoundationbc.org](http://www.lawfoundationbc.org)

## 2019 MAJOR PROJECTS INITIATIVE – LETTER OF INTENT

As of April 5, 2019

We strongly encourage you to contact the Law Foundation before preparing your Letter of Intent. This is an opportunity to discuss the Major Project funding process and get assistance/feedback on your project idea and how it relates to the Law Foundation's mandate.

Please submit Letters of Intent by noon May 1, 2019 or August 15, 2019. Letters of Intent 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/>. Please contact the Foundation to learn when the application form is available.

Selected applicants will be invited to submit a full application thereafter, likely for adjudication at the November Board of Governors' meeting.

The amount available for each project is between \$250,000 and \$1,000,000. Letters of Intent for projects under \$250,000 will not be accepted.

Please limit your Letters of Intent to a maximum of four pages and ensure that the following questions have been answered.

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1. Provide the following information:
    - a) Name of organization
    - b) Address (with postal code)
    - c) Name of Executive Director
    - d) Name and title of Board Chair/President
    - e) Name of project contact person
    - f) Telephone
    - g) Fax
    - h) E-mail address of project contact person
    - i) Current annual budget and source(s) of revenue
    - j) Describe the purpose of your organization. Describe your organization's activities, its members, its clients and its staff.
  2. Amount of request.
  3. Proposed project name. (Please limit to no more than 50 characters long.)
  4. Start date and completion date. (This proposal process is for *time-limited projects only*.)
  5. Describe your organization's proposed project.

6. What are the overall objectives and specific objectives of the project? What are the desired outcomes?
7. Describe how this project relates to the Foundation's mission statement and one or more of the Law Foundation's five program objectives and possibly one or more of the areas listed in the 2019 Major Projects Initiative Funding Notice. Explain how your project serves the diverse public of BC.
8. How will the project achieve a significant impact in enhancing justice and access to justice in British Columbia?
9. How is your project innovative?
10. Why do you think this project is needed and who will it serve?
11. What other similar services or resources exist, and how does your proposed project differ from or complement them?
12. Do you have plans to collaborate on this project with other organizations doing similar work? If so, elaborate.
13. Describe how you will evaluate whether or not you have successfully met the above overall objectives and the specific objectives.
14. Budget: List the total amount needed for the project and the amount requested from the Law Foundation. If you have other sources of revenue, please list them. Outline in general terms your anticipated expenses for the project.