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GUIDE TO PREPARING A PROJECT APPLICATION

Last Revised July 2016

The Large Project Application is to be used for time-limited projects.

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

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

We encourage you to contact Law Foundation staff to discuss your project before you prepare your funding application. This is an opportunity to discuss the Law Foundation's Large Projects funding process and get assistance/feedback on your project idea and how it relates to the Law Foundation's mandate.

1. Prepare your Application by answering the 17 questions set out in the Large Project Application. Please omit any questions or parts of questions that do not apply.
2. Provide us with the completed application on 8½" x 11" paper 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? Describe your organization's activities, its members, its clients, and its staff.**

Briefly describe your organization's overall purpose and activities, your members and the community/client group(s) you serve. How many staff are employed and how many volunteers are involved in the delivery of your programs? Please include or 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 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:

- 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: Evaluation

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

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 project serves the diverse public of BC. 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 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](http://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 5: 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. 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: Work plan**

#### **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: Promotion and Distribution of Materials**

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 Question 14).

**Question 8: 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 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: Project Staff**

**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: 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. Please contact the Law Foundation staff regarding legal supervision requirements.

**Question 11: Other Funding**

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: 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 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).

**Question 13: 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	\$250,000
	2009/2010	\$285,000
	2010/2011	\$300,000

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 14: Itemized Project Budget**

**Provide an itemized project budget. Where necessary, provide explanations to support specific expenditures.**

- 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.
- d) On a separate page following the itemized budget, provide explanatory notes to support your budget for each of the various expenditures, as necessary.

### 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:

Source	Confirmed	Potential	Total	Contact	Telephone
Law Foundation		50,000	50,000		
Organization’s Contribution					
Cash (fundraising)	3,000	1,000	4,000		
In-kind Donation	1,000		1,000		
Ministry of Justice	4,000		4,000	Mary Green	555-1111
Vancouver Foundation		1,000	1,000	Joe Smith	555-3333
Gaming	<u>3,000</u>	<u>5,000</u>	<u>8,000</u>		
Total:	11,000	57,000	68,000		

### 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) This project’s proportional share of your organization’s over all expenses. Other expenses to think about include: office rental, utilities, insurance, equipment rental, office supplies, photocopying, printing, telephone, postage, courier, travel, advertising, audit, resource materials, legal supervision fee, technology, 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.

**Question 15: Financial Reporting/Audit**

**Who will prepare and audit the financial reports for this project.**

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

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.

**Question 16: Future Funding**

**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.**

Please note that Law Foundation project funding is for one-time, time limited projects rather than on-going programs.

**Question 17: References**

**Please provide names and contact information of 7 – 10 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.**

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

1. To assist in the provision of legal services, including:

- a) advice and representation of economically disadvantaged persons; and
- b) support of community service and non-profit organizations that address issues that benefit groups of disadvantaged persons or the public.

2. To facilitate access of the public to the justice system.

3. 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 Large 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:	\$
Ministry of Justice:	\$
Gaming:	\$
Vancouver Foundation:	\$
In-kind contribution:	\$
 Total – Revenue:	 \$

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

**Expenses:**

Salaries of Project Workers	\$
Honoraria (Speakers, Facilitators, etc.)	\$
Legal Supervision	\$
Translation	\$
Editing/Desktop Publishing/Printing	\$
Office Rental	\$
Telephone/Fax/Photocopies	\$
Travel	\$
Postage/Distribution Costs	\$
Administration	\$
Other (Specify)	\$