

PROJECT APPLICATION – Last Revised July 2016

NAME OF ORGANIZATION:

ADDRESS (INCLUDE POSTALCODE):

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 5 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 17 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](mailto:projects@lawfoundationbc.org)

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 Project funding process and get assistance/feedback on your project idea and how it relates to the Law Foundation's mandate.

1. What is the purpose of your organization? Describe your organization's activities, its members, its clients, and its staff.
2. Describe your organization's proposed project. What are the overall objectives and the specific objectives of the project?
3. Describe how you will evaluate whether or not you have successfully met the above overall objectives and specific objectives.
4. Describe how this project relates to the Law Foundation's mission statement and one or more of the Law Foundation's five program objectives. Explain how your project serves the diverse public of BC.
5. Why do you think this project is needed and who will it serve?
6. Outline the work plan and schedule of events (if applicable) for the development and implementation of this project.
7. If applicable, outline your plan to promote and distribute materials produced with the grant.
8. Describe your organization's experience and expertise to carry out this project.
9. Describe the project staff and the primary responsibilities and qualifications of each project staff.
10. Describe the legal supervision arrangements for this project, and tell us the name of the lawyer who will provide the supervision.
11. If your organization has applied to other funders to support this project, which funders have been applied to and for what amounts?
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 organizations doing similar work?
13. 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.
14. Provide an itemized project budget. Where necessary, provide explanations to support specific expenditures. Please refer to the Guide to Preparing a Large Project Application.

15. Who will prepare and audit the financial reports for this project. Please note that the Foundation will require an organization's audited financial statements or an audit of the project for any grant in excess of \$50,000.
16. 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.
17. 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.

**If you have any questions about the application form, please contact the Law Foundation at (604) 688-2337.**