

LAW FOUNDATION OF NEWFOUNDLAND AND LABRADOR

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LAW FOUNDATION MANDATE

The Law Foundation of Newfoundland and Labrador, established in February, 1980, provides grants for the following statutory objects:

- (i) legal education and legal research;
- (ii) law reform;
- (iii) the establishment, operation and maintenance of a legal referral service for the residents of the province;
- (iv) the establishment, operation and maintenance of law libraries;
- (v) the provision of scholarships for studies in matters relevant to law; and,
- (vi) to assist in funding the Newfoundland and Labrador Legal Aid Commission as established under the Legal Aid Act.

APPLICATION DOCUMENTS

(13/05/2011; current to date)

The Foundation welcomes applications from individuals and organizations. To be eligible, the proposed project/program must fall within one or more of the statutory objects and must benefit the people of Newfoundland and Labrador.

Attached are: Information for Applicants, Application Checklist, Grant Conditions, Project/Program Application Summary, Application Form, Guide to Completing Application, and Research Protocol.

INFORMATION FOR APPLICANTS

Any organization or individual may apply to the Foundation, provided the project/program is law-related and falls within the statutory objects. The decision on whether the project/program falls within the statutory objects and whether the project/program will be funded will be made by the Board of Governors when considering the completed application.

In considering the merits of each application, the following factors are among those that will be taken into account by the Board of Governors: consistency with the Foundation's objectives, involvement of and potential benefits to residents of the Province of Newfoundland and Labrador, creativity and innovation, and availability of alternative, matching or other funding.

1. Grants are awarded for the applicant's fiscal year.
2. Application deadline: Application for core program funding or project funding over \$5,000.00 must be submitted on or before February 15 of the calendar year for consideration by the Board of Governors in May.
3. An applicant must submit 8 sets (the original and 7 copies) of both the application and all attached supporting documentation.
4. Application for project/program funding \$5,000.00 or under may be submitted for consideration during the calendar year provided it is submitted at least four months before commencement of the project/program.
5. The Board may require an interview with the applicant before making a decision on the application. Travel expenses will not be paid unless specifically authorized by the Board.
6. If you need assistance in completing the application or wish to discuss whether the project/program falls within the statutory objectives before preparing an application, contact the Executive Director.

APPLICATION CHECKLIST

An application consists of one original and 7 copies of the Application and all Supporting Documents. Each question on the Application Form must be completed, including those answered N/A.

APPLICATION

1. Application Summary (signed by Applicant or, if organization, Board Chair or President).
2. Answer the 16 questions that follow in Parts I through V in the Application Form on LETTER SIZE (8½" X 11") paper. If a question does not apply to your particular project/program, type the question number followed by N/A.

An application must be submitted using the form provided, and an application that is incomplete, without satisfactory reason(s), will not be considered.

SUPPORTING DOCUMENTS

3. Annual Report and Mission Statement. If you have not previously applied for a grant from the Law Foundation, please also attach Certificate of Incorporation and Bylaws or equivalents.
4. Project/Program Budget, as outlined in Application.
5. Audited Financial Statements, unless waived by Foundation in appropriate circumstances.
6. Current Operating Budget.
7. References. If you are collaborating with other organization(s) whose support you need to carry out the project/program, provide *a letter of reference from at least one* individual from each organization who is familiar with your projects/programs and services and who can verify the need for your project/program.

If the applicant or the project/program is associated with a university or educational institution, attach a letter from the Dean or Principal confirming approval of the project/program.

If the applicant is associated with any international, national, provincial or local organization which has a direct or indirect involvement or interest in the project/program, attach a letter of reference from such organization.

The Law Foundation may contact the references and make enquiries of and obtain such other information from any persons, institutions or organizations as the Foundation may require in connection with this application.

8. If this application involves legal research, complete and include the Research Protocol section after Part VI.

GRANT CONDITIONS

- Grants are awarded subject to the availability of funds. There are no set limits on the amounts that can be applied for.

An applicant may apply for more than one project/program. A separate application must be submitted for each separate project/program.

- Grants, in general, are awarded for a period of one year or less. Further funding requires reapplication.

The Foundation may provide the full amount of the approved grant where the

project/program is of short duration.

An approved grant for a project/program that exceeds a period of six months will normally be provided to the grant recipient as two, equal semi-annual installments. The second instalment will be provided when the grantee files the evaluation report, confirming that the object(s) are being met and that the project/program budget is on track.

- Grants are approved with the conditions 1 – 10 inclusive set out in the Signed By Or On Behalf Of The Applicant section of the Application Form, which conditions the applicant has accepted by signing this application.
- Grants may be subject to additional conditions set by the Board of Governors when a grant is approved.

PROJECT/PROGRAM APPLICATION SUMMARY
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APPLICANT:

HST/GST REGISTRATION NUMBER (IF APPLICABLE):

ADDRESS (include postal code):

PHONE NUMBER:

FAX NUMBER:

E-MAIL:

DATE INCORPORATED (IF APPLICABLE):

CONTACT PERSON:

POSITION:

PROJECT/PROGRAM NAME:

PROJECT/PROGRAM DESCRIPTION:

LAW FOUNDATION OBJECT(S) APPLIED UNDER (SEE LAW FOUNDATION MANDATE ON PAGE 1):

LOCATION(S) IN WHICH PROJECT/PROGRAM WILL BE CONDUCTED:

TARGET GROUP:

AMOUNT REQUESTED (SEE NOTE TO QUESTION 6 ON APPLICATION FORM):

START and COMPLETION DATE of PROJECT/PROGRAM:

Start: (mm/dd/yy)

Finish: (mm/dd/yy)

PROJECT/PROGRAM APPLICATION SUMMARY (cont'd)

NAMES OF OTHER SPONSORS AND AMOUNTS OF FUNDING RECEIVED OR REQUESTED. INCLUDE ANY REQUESTS DENIED AND REASONS:

The Foundation must be advised in writing by the applicant as soon as decisions on funding requests become known to the applicant after the filing of this application.

NAMES OF BOARD MEMBERS, PRESIDENT AND OTHER OFFICERS:

List names and biographical information. Indicate how often Board meets.

(attach separate sheet if necessary)

PROJECT/PROGRAM APPLICATION SUMMARY (cont'd)

SIGNED BY OR ON BEHALF OF THE APPLICANT:

(in case of an organization, signed by the Board Chair or President or authorized officer)

CONDITIONS

IN SIGNING THIS APPLICATION, THE APPLICANT THEREBY AGREES TO ACCEPT THE FOLLOWING CONDITIONS 1 – 10 INCLUSIVE AS A CONDITION OF APPROVAL BY THE BOARD OF GOVERNORS OF THE LAW FOUNDATION OF NEWFOUNDLAND AND LABRADOR OF A GRANT FOR THE APPLICANT'S PROJECT/PROGRAM:

1. THAT, unless otherwise specifically stated in writing by the Law Foundation, this funding, if approved, is solely applicable for the year and project/program for which it is made and it cannot be assumed that funding will continue to be provided for subsequent year(s) and projects/program(s), as further funding will require reapplication.
2. THAT, if the project/program budget is approved by the Law Foundation, the funds provided will be used as specified in this application, or any variation first approved in writing by the Law Foundation, and any unused portion of the grant will be returned to the Law Foundation immediately following the completion date of the project/program, or such earlier date as the Law Foundation decides during the project/program.
3. THAT if grant funds are used without the prior written approval of the Law Foundation for a purpose that the Foundation determines is not part of the project/program budget, the funds shall be immediately upon request reimbursed to the Foundation. Similarly, in the event that the project/program funded by the Foundation is cancelled or substantially modified, approval for the grant shall be deemed to be withdrawn, and any further payments shall cease, and any funds not spent at the time of cancellation or modification of the project/program shall be immediately refunded.
4. THAT in the event that the project/program funded by this grant is not commenced within one year of the grant date, the grant shall be rescinded unless an extension is approved by the Foundation.
5. THAT there shall be full rights of access by the Foundation, or its designate, to perform a spot analysis or audit of the project/program if the Foundation deems it necessary or advisable.

PROJECT/PROGRAM APPLICATION SUMMARY (cont'd)

6. THAT if there are significant changes in staff, either of the project/program or in the organization generally, the Foundation will be immediately notified.
7. THAT the Law Foundation of Newfoundland and Labrador will be acknowledged in all material produced as a result of a grant from the Foundation and that all material produced as a result of a grant from the Foundation (written, printed, video tapes, digital media, etc) will be provided without charge to the Law Foundation of Newfoundland and Labrador. In any event, such material shall be made available for public use through the Law Foundation. In the case of public legal education materials, the Law Foundation is hereby also granted the right to revise materials produced as a result of the Law Foundation grant.
8. THAT a project/program evaluation report will be filed at the conclusion of the project/program assessing the extent to which the object(s) were achieved and presenting the actual financial results of the project/program compared to those budgeted and that, in regards to the latter, the revenues and expenses of the project/program will be identified in the accounts of the applicant. The organization's most recent financial statements covering the period to which the funding applied will be attached to the final evaluation report.
9. THAT in carrying out the project/program funded by this grant the applicant will comply with all applicable legislation including federal and provincial laws and municipal bylaws, federal and provincial human rights legislation, and applicable employment legislation. In the event of a failure to comply with this condition, the Foundation shall have no further obligation to provide funding, and shall have the right to reclaim any instalments paid to the applicant.
10. THAT the applicant hereby authorizes the Law Foundation of Newfoundland and Labrador to make enquiries of and obtain such other information from any persons, institutions or organizations as the Foundation may require in connection with this application.

I HAVE READ AND COMPLETELY UNDERSTAND CONDITIONS 1 – 10 BEFORE SIGNING THE PROJECT/PROGRAM APPLICATION SUMMARY. I UNDERSTAND THAT ALL THE CONDITIONS BECOME LEGALLY BINDING UPON THE APPLICANT SHOULD A GRANT BE APPROVED.

Name and Position: _____

Applicant (in case of an organization, signed by the Board Chair or President or authorized officer)

Signature: _____

Date: _____

For Foundation Use Only: *Date Received:*
Projection: *Projection:*
20 - 20 20 - 20
Decision:

PROJECT/PROGRAM APPLICATION FORM

PART I GENERAL INFORMATION

1. What is the purpose of your organization? List principal activities/objects.
2. Is your organization incorporated, a not-for-profit society or a registered charity? If you have not previously applied for a grant from the Law Foundation, please attach Certificate of Incorporation and Bylaws or equivalents.
3. Attach Annual Report and Mission Statement.
4. List all prior Law Foundation Grants over the past five years.

PART II BUDGET INFORMATION

5. State your organization's budget for the last year, the current year and the upcoming fiscal year.
6. Provide an itemized project/program budget.

An applicant exempted from paying HST/GST must identify the total HST/GST component in the budget, as the Foundation does not fund that component.

In addition to other factors, in considering the merits of the application, the Foundation will take into account the availability of alternative, matching or other funding. The applicant must approach all potential sponsors before or while applying to the Law Foundation of Newfoundland and Labrador. The Foundation may defer its decision on the application if the Board is of the view the applicant should have approached another potential funding source.

The Law Foundation must be advised in writing by the applicant as soon as decisions on funding requests to other potential sponsors become known to the applicant after the filing of this application. The applicant is to include requests denied and reasons.

Once the budget for the project/program is approved by the Law Foundation, transfers of funds between budget items cannot be made without prior written approval from the Law Foundation. The applicant is expected to maintain expenditures at or below the levels indicated in the project/program budget. Funds unexpended are to be returned to the Foundation no later than the end of the grant period.

PROJECT/PROGRAM APPLICATION FORM (cont'd)

An application must include in the amount requested, where applicable, all potential budget items from conceptualization of the project/program idea to dissemination of the final material to the public. The Foundation may not be willing to give favorable consideration to a subsequent request for additional funding for project/program costs that should reasonably have been known to the applicant and that should have been included by the applicant when the initial application was considered and approved.

PART III PROJECT/PROGRAM INFORMATION

7. Describe how the project/program relates to the objects listed under the Law Foundation mandate. State which Foundation object the project/program primarily falls under.

Applicant is asked to state its agreement that the Law Foundation will, if this application is successful, be placed on the applicant's mailing list to receive 8 copies of the applicant's newsletter, pamphlets or other relevant material and, with respect to this application, any other information you wish to provide. This will allow the Law Foundation to be informed and maintain an ongoing awareness of the activities of the applicant.

Applicant is asked to state its agreement that the Law Foundation of Newfoundland and Labrador will be acknowledged in all material produced as a result of a grant from the Foundation (written, printed, video tapes, digital media, etc.), including all promotional print and media advertisements, annual report, website, flyers, brochures, posters etc. for seminars, publications, conferences, etc. Please contact the Foundation should you require an electronic version of our logo, or if you prefer, black and white camera-ready logos are available.

In consultation with the Executive Director, the acknowledgement where appropriate should state the following:

"(Applicant) acknowledges the financial assistance of the Law Foundation of Newfoundland and Labrador.

The Law Foundation, established in February, 1980, provides grants to advance public understanding of the law and access to legal services."

8. What needs have you identified and who will this project/program serve? State involvement of and potential benefits to residents of the Province of Newfoundland and Labrador.
9. Describe your proposed project/program. What are the overall objectives and specific objectives of the project/program?

Provide a brief description of similar or related projects/programs conducted. Include an outline of other projects/programs the applicant is considering applying to the Foundation for over the next twelve month period and estimate the amount of the funding request. If the applicant plans to reapply for similar or related projects/programs in subsequent year(s) should this application be approved, the applicant must indicate the amounts anticipated to be applied for in each of the two years following the year for which this current application is made, and give reasons for the calculation of those amounts.

If this application involves legal research, complete and include the Research Protocol section after Part VI.

PART IV EVALUATION AND MANAGEMENT

10. Describe the process(es) you will use to evaluate whether you have successfully met the above described objectives.
11. Outline the work plan and schedule of events (if applicable) for the development and implementation of this project/program.
12. Describe the skills or qualifications you believe your organization has that will enable you to carry out this project/program.

List names of project/program director and all assistants, and their curriculum vitae and position/association with applicant. State who will prepare the project/program evaluation report(s), which will include financial statements, and projected date(s) when they will be filed with the Law Foundation.

In regards to the latter, the revenues and expenses of the project/program must be identified in the accounts of the applicant. As part of the final evaluation report, attach the organization's most recent financial statements covering the period to which the funding applied.

13. If applicable, describe the legal supervision arrangements for this project/program, and tell us the name of the lawyer who will provide the supervision.

PART V COMMUNITY SUPPORT/REFERENCES

14. Provide a list and briefly describe what community support is available to carry out the project/program
15. Describe what other organizations in your community provide similar services and/or what similar resource materials exist on the same topic.

16. If you are collaborating with other organization(s) whose support you need to carry out the project/program, provide *a letter of reference from at least one* individual from each organization who is familiar with your project/programs and services and who can verify the need for your project/program, together with contact information.

PART VI PROJECT/PROGRAM APPLICATION CONDITIONS

READ AND UNDERSTAND CONDITIONS 1 – 10 BEFORE SIGNING THE PROJECT/PROGRAM APPLICATION SUMMARY. ALL THE CONDITIONS BECOME LEGALLY BINDING UPON THE APPLICANT SHOULD A GRANT BE APPROVED.

GUIDE TO COMPLETING PROJECT/PROGRAM APPLICATION

PART I GENERAL INFORMATION

Question 1: What is the Purpose of Your Organization?

Briefly describe your organization's overall purpose and the community/client group(s) it serves.

Question 2: Legal Structure of Organization

Is your organization incorporated, a not-for-profit society or a registered charity? Please include Incorporation Date or Charitable Reg. #, if applicable. If you have not previously applied for a grant from the Law Foundation, please attach Certificate of Incorporation and Bylaws or equivalents.

Question 3: Mission Statement and Annual Report

Attach Mission Statement and Annual Report.

Question 4: Prior Law Foundation Grants

List all prior Law Foundation Grants over the past five years. Include grants from any Canadian Law Foundations.

PART II BUDGET INFORMATION

Question 5: Organization's Budget

State your organization's budget for the last year, the current year and the upcoming fiscal year.

- a. State your organization's total budget for last year, the current year and the upcoming fiscal year.

<i>i.e. Organization's Budget</i>	20 /20	\$93,500
	20 /20	\$99,850
	20 /20	\$102,000

- b. Audited Financial Statement and Current Operating Budget

Attach a copy of the most recent audited statement, signed by 2 Board members, and the current operating budget. If an audited financial statement is not available, please contact the Foundation.

Applications without these statements may be considered incomplete.

GUIDE TO COMPLETING PROJECT/PROGRAM APPLICATION FORM (cont'd)

Question 6: Itemized Project/Program Budget

Provide an itemized project/program budget. The budget must contain the following:

- a. At the top of the budget, state the time period to which this budget relates.
- b. Itemize all of the project/program expenses and revenues and round off all line items to the nearest dollar.
- c. Where necessary, provide brief explanatory notes to support your budget for each of the various expenditures. If applicable, your explanatory notes should explain any significant increases or decreases in revenue or expenditures from the same or similar project/program conducted the previous year.
- d. Other Funding: Under "Revenue", set out what other funding you anticipate using for this project/program and identify this revenue as actual or expected - include details of applications (if any) you are making to other funding sources, including Law Foundations.

PART III PROJECT/PROGRAM INFORMATION

Question 7: Law Foundation Mandate

Describe how the project/program relates to the objects listed under the Law Foundation mandate. State which Foundation object the project/program primarily falls under.

Question 8: Need for the Project/Program

What needs have you identified and who will this project/program serve?

Describe what needs your project/program will meet. State what group(s) may benefit from your project/program.

Question 9: Project/Program Objectives

Describe your proposed project/program. What are the overall objectives and specific objectives of the project/program?

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.

Example of a project/program's objectives:

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

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

- a. identified the types of legal information that seniors in Ourtown say is most important for them to know about;*

- b. developed a senior citizens' advisory committee to help in planning and guiding the project/program;*

- c. organized and held six workshops on the legal topics identified as important by the senior's committee; and,*

- d. evaluated the overall success of each of the workshops.*

PART IV EVALUATION AND MANAGEMENT

Question 10: Evaluation

Describe the process(es) you will use to evaluate whether you have successfully met the above described objectives.

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

Question 11: Work plan

Outline the work plan and schedule of events (if applicable) for the development and implementation of this project/program.

Please provide a work plan which includes the following:

- a. tasks/activities needed for the project/program and the order in which they should occur;
- b. a time schedule for completing tasks/activities;
- c. a list of the resources you estimate will be needed for these activities, e.g. skills, equipment (including technical resources), facilities, information;
- d. describe project/program staff and volunteers, including likely duties/roles and an indication of who is responsible for each of the activities/tasks.

Question 12: Skills and Qualifications of the Applicant

Describe the skills or qualifications you believe your organization has that will

enable you to carry out this project/program.

This should include information about the organization as a whole, as well as information about specific individuals who will be working on the project/program.

Briefly explain why your organization is the most appropriate group in your community to undertake this project/program.

Question 13: Legal Supervision Plan

If applicable, describe the legal supervision arrangements for this project/program, and tell us the name of the lawyer who will provide the supervision.

If your project/program 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.

For example, how often will a lawyer be involved and can you predict at what points in project/program development and/or implementation a lawyer may need to be involved?

PART V COMMUNITY SUPPORT/REFERENCES

Question 14: Community Support

Provide a list and briefly describe what community support is available to carry out the project/program.

List the community groups or individuals that support the project/program. Where applicable, briefly describe the kind of support they have committed to you. Where support is possible or pending, indicate this also.

Question 15: Related Services and/or Resources

Describe what other organizations in your community provide similar services and/or what similar resource materials exist on the same topic.

Does your organization plan to coordinate the delivery of this project/program with organizations providing similar services? If yes, please describe what coordination/collaboration is planned (i.e. periodic meetings, referrals). How does your project/program differ from or complement them? How do you propose to avoid duplication?

Question 16: References

If you are collaborating with other organization(s) whose support you need to carry out the project/program, provide a letter of reference from at least one individual from each organization who is familiar with your projects/programs and services and who can verify the need for your project/program.

Please ensure that these individual(s) are aware that they may also be contacted directly by the Law Foundation as references to discuss your project/program. Please list the name, telephone number, e-mail address, fax number, address and organization (if applicable).

PART VI PROJECT/PROGRAM APPLICATION CONDITIONS

MAKE SURE YOU HAVE READ AND UNDERSTAND CONDITIONS 1 – 10 BEFORE SIGNING THE PROJECT/PROGRAM APPLICATION SUMMARY. ALL THE CONDITIONS BECOME LEGALLY BINDING UPON THE APPLICANT SHOULD A GRANT BE APPROVED.

RESEARCH PROTOCOL

Question 9, Part III respecting PROJECT/PROGRAM INFORMATION states:
“If this application involves legal research, complete and include the Research Protocol section after Part VI.”

The Research Protocol is to be completed in answer to that part of Question 9 as follows:

I. Subject:

II. Purpose of the Full Study:

III. Nature of Work to be Done:

(a.) Prepare a general work plan and research protocol for the full study.

(b.) Define the notion of _____; elaborate on approach, a philosophy, general orientations, and criteria of relevancy of the full study.

(c.) Draw a detailed work plan that includes:

(i.) A schedule of full study with indication of milestones.

(ii.) An estimate of required manpower (e.g. principal researchers, assistants).

(iii.) A description of documentation to be identified and reviewed (e.g. statutes, articles, books, official reports).

(iv.) A preliminary bibliography of major works.

(v.) A description of the methods to be used (e.g. conceptual analysis, case survey).

(vi.) A detailed estimate of costs (e.g. number of weeks per research assistant at what amount per week, or number of days at a per diem per principal), including travel and miscellaneous expenses.

(vii.) Progress payment schedule (your proposal on advances and verification of progress).

IV. Deadline for submission of Research Report is _____, 20__.