

LAW FOUNDATION OF NOVA SCOTIA

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INFORMATION FOR APPLICANTS

1. Grants are awarded for the fiscal year April 1 – March 31.
2. Applications are due in September for the following fiscal year.
3. Consult the Law Foundation website for the current deadline for submitting an application.
4. The Law Foundation Board reviews applications at its winter meeting for grants commencing April 1.
5. Applicants seeking emergency or time-sensitive funding should contact the Foundation's executive director regarding deadlines and meeting dates.
6. Applicants may be required to appear before the board.

COMPLETING THE APPLICATION FORM

7. If you have not previously received a grant from the Law Foundation, contact the executive director before completing the application form.
8. Complete the Application Summary page and answer the questions that follow in Parts I through V.
9. Type each question, along with your answers, on LETTER SIZE (8½" X 11") paper.
10. If a question does not apply to your particular project/program, type the question number followed by N/A.
11. A completed application consists of:
 - a. Application Summary Page
 - b. Each question completed, including those answered N/A
 - c. Supporting documents

12. Checklist of supporting documents:

- a. List of board members and executive staff
- b. Project/program work plan
- c. Annual Report and audited Financial Statements
- d. Detailed project/program budget
- e. Global operating budget
- f. Policy on reserves/investments

13. We bind the applications for our board members, so please:

- a. Provide eleven (11) copies of your application.
- b. DO NOT staple or bind any of the material in your application.
- c. Ensure your completed application (excluding supporting documents) does NOT EXCEED 8 TYPED PAGES.

SUBMITTING YOUR APPLICATION

14. Send your application to our mailing address or by courier to our civic address.

Mailing Address:

P.O. Box 325
Halifax, NS B3J 2N7

Civic Address:

Suite 606, Cogswell Tower
2000 Barrington Street
Halifax, NS B3J 3K1

15. DO NOT send by Priority Post.

GRANT CONDITIONS

- Grants are awarded subject to the availability of funds.
- Grants are awarded for a period of one year.
- Grantees are required to sign a letter agreeing to the terms and conditions of their grant before any portion of the grant is paid.
- There is no guarantee that a grantee who has received funds will continue to be funded from year to year. Grantees must reapply each year.

LAW FOUNDATION MANDATE

The objects of the Law Foundation are “to establish and maintain a fund to be used for the examination, research, revision and reform of and public access to the law, legal education, the administration of justice in the Province and other purposes incidental or conducive to or consequential upon the attainment of any such objects.”

APPLICATION SUMMARY

Attach as the cover page of your application.

Name of Organization:	
Address:	
City:	Province:
Postal code:	
Contact Person:	Position:
Telephone:	Fax:
E-mail:	Web site <i>(if applicable)</i> :
Mandate of Organization <i>(1 - 2 sentences; supplementary information may be attached)</i>	
Incorporation Date:	Charitable Reg. #:
Fiscal year end:	
Board members & executive staff: <i>(attach list of names and biographical information)</i>	
Short title of project/program:	
Geographic location of project/program:	
Amount requested:	Total project/program budget:
Start date:	Completion date:
Project/program description (2 sentences or less):	
Name:	Title:
Signature:	Date:

PART I: PROJECT/PROGRAM INFORMATION

1. Explain how your project/program falls within the Law Foundation's mandate.
2. Provide a description of the project/program, outlining your key activities and the services you intend to deliver.
3. Describe the outcomes you want to achieve.
4. Indicate why the project/program is needed at this time, *and* how your proposed activities will directly respond to this need.
5. Which communities or target groups in Nova Scotia will benefit from or be served by your proposed activities?
6. Returning Applicants – summarize what your project/program accomplished last year (e.g. total number of clients assisted, types of assistance given, outcomes achieved, etc.)
7. Returning Applicants – describe any changes that occurred in your project/program over the past year and explain those changes.

PART II: ORGANIZATIONAL CAPACITY AND MANAGEMENT

8. Describe your organization's experience and expertise in the area of the proposed activities, showing your capacity to plan and deliver the project/program and to achieve the proposed results.
9. Provide a work plan with timelines or schedule of events for the development and implementation of the project/program.
10. Describe the qualifications and the responsibilities of all key individuals who will be involved in the project/program.
11. If any additional expertise is needed to complete the project/program, indicate where you plan to find it.

PART III: EVALUATION

12. How will you know if your project/program is successful? How will you evaluate your progress and outcomes, and how will you measure the impact of your project/program in the community or among the people you are trying to reach?

PART IV: EXISTING SERVICES/COMMUNITY SUPPORT/REFERENCES

13. Are there existing services or resources in your community that are similar to the service, or resource, which you plan to provide in this project/program? If so,
 - a. How does your project/program differ from or complement them? In other words, how do you propose to avoid duplication?
 - b. Are there opportunities for collaboration that should be explored?
14. Describe the community support that you have and that you will need to carry out the project/program.
15. Please provide the name, telephone number, address and organization (if applicable) of 2 to 3 individuals outside your organization who are familiar with your programs and services or can verify the need for this project/program.

PART V: FINANCIAL INFORMATION

16. Attach an itemized budget* for your project/program outlining revenue and expenditures (refer to guidelines attached).
 - a. Expenditures should include, where applicable, items such as personnel and related costs, office rental, utilities, maintenance, insurance, equipment, incidental office expenses, honoraria, training costs, professional fees, materials, travel, etc.
 - b. Revenue should include all anticipated income such as in-kind support, sales of material, registration fees, other grants and donations including the proposed Law Foundation grant, and any other sources of funding *indicating whether the funding is confirmed or pending* (give amounts and dates when decision is expected).
17. Attach the global operating budget for your organization (*in some cases, this may be the same as the itemized budget in question 16*).
 - a. If your application relates to a discrete project/program within your organization that is funded entirely by the Law Foundation, your global budget must clearly indicate which expenses are paid with Law Foundation funds.
 - b. If the Law Foundation is one of several funders of your project/program and your global budget does not indicate which expenses are paid with Law Foundation funds, you may be asked to provide additional information.

18. Attach your organization's most recent Annual Report and Financial Statements (preferably audited).
19. If your organization holds reserve funds or investments, provide the following information for each of your reserve funds:
 - a. Your reserve fund/investment policy.
 - b. How much you hold in reserves or investments.
 - c. The source of your reserves or investments.
 - d. The purpose of your reserves or investments.
 - e. Whether these funds are restricted or unrestricted.
 - f. Any specific plans you have for use of these funds.

***Itemized Budget Guidelines**

- a) At the top of the budget, state the time period to which the budget applies.
- b) Round off all items to the nearest dollar.
- c) Itemize all of your project/program revenues and expenses.
- d) Your itemized budget should include three separate columns:
 - i. The first column is your current year's budget for your project/program's revenue and expenses.
 - ii. The second column is your current year's actual to date revenue and expenditures for your project/program.
 - iii. The third column is your proposed budget for your project/program's revenue and expenses for the upcoming year (the year to which this funding application applies).
- e) Indicate for each source of proposed revenue whether the revenue is confirmed at the time of the application, whether it is potential but not yet approved, or in the case of fundraising, indicate an anticipated amount.
- f) If necessary, provide explanatory notes for budgetary items on a separate page.
- g) Your explanatory notes should explain any significant increases or decreases in revenue or expenditures from the previous year.

June 2011