



## Grant application form

Current at 4 April 2012. Please check the Foundation's website to ensure that you are using the most current version before starting your application.

You must use this form to write your application. Please do not create your own, or change the format of this one.

### Contact details:

<b>Project title</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Website</b>	
<b>ABN</b>	
<b>Head of organisation</b>	
<b>Position</b>	
<b>Project contact person</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Date of application</b>	
<b>Partner organisation/s*</b>	
<b>How did you find out about the Foundation's grants program?</b>	

\* You must attach letters of support from each of your nominated partner organisation/s, confirming that they agree to partner with you on this project and their understanding of their role.

Please submit your completed application by email to [grants@lawfoundation.net.au](mailto:grants@lawfoundation.net.au).

If you do not have access to email, please mail your completed application to:-

Grants and Legal Information Manager  
Law and Justice Foundation of NSW  
GPO Box 4264  
Sydney NSW 2001

Ph: (02) 8227 3210  
Fax:(02) 9221 6280

You will receive acknowledgment of your application within two weeks of receipt. The turnaround from close of applications to decisions for GENERAL grant applications is generally about 12 to 20 weeks. The outcomes of SMALL grant applications are generally advised within 4 to 8 weeks of receipt of the application.

# APPLICATION CHECKLIST

The application form is the same for small and general grants. However, the level of detail you provide should be appropriate to the size of the grant (i.e. larger grants require more detail.)

## Checklist

Please check that you have met these requirements:

- Identify a need which, if met, will contribute to the development of a fair and equitable justice system which addresses the legal needs of the community and/or improves access to justice by the community (in particular, by economically and socially disadvantaged people of NSW).
- Identify what you propose to do to meet the need.
- Have you checked whether the project for which you are seeking funding is in the [list of exclusions](#)?
- Have you checked the Law and Justice Foundation's web site for:
  - a) [grants program](#) and [application process](#); and
  - b) [support materials](#) for grant applicants (such as project planning, evaluation and reporting, or publishing support materials)?
- Have you contacted the Grants and Legal Information Manager to discuss the proposed project? If you are applying for a general grant this must be *at least* six (6) weeks prior to the closing date.
- Attach two quotes for any work intended to be outsourced to a contractor e.g. design and print work. If your project will produce something, such as a book or poster, you must satisfy this requirement.
- Attach a letter/letters of support from any organisations nominated as partner organisations in the contact details section.

## PROJECT SUMMARY

Project title:

Project aim (50 words max):

Brief description of project (100 words max):

How much are you seeking from the Law and Justice Foundation?

\$.....(**GST** exclusive)

Please list any other organisations to whom you have applied for funding for this project and note the outcome of those applications:

## **A. YOUR ORGANISATION and BACKGROUND TO THE PROJECT**

Your answers to the questions in section A should be informative but concise. You may wish to use dot points.

### **1. Give a brief description of your organisation including:**

- a) Its purpose and services provided
- b) When it was established
- c) Total annual expenditure and principal funding sources
- d) Total staff EFT

*Note: You do not need to provide information about your organisation if you have had a grant approved by the Law and Justice Foundation in the past two years unless there have been significant changes to your organisation during this time.*

### **2. Background**

- a) What is the connection between the project and the work of your organisation?
  
- b) How has this project arisen?

### **3. Consultation and collaboration**

- a) Who are the main organisations you are consulting with and/or collaborating with in the development and implementation of this project?
  
- b) Describe how you have consulted with them so far and the role that they have agreed to play in this project (e.g. steering committee).

## B. THE PROJECT

For definitions of what these terms mean, see [Project Planning and Terminology](#) at the end of the application form.

### 1. What are you trying to achieve?

- a) What is the need and who is the target group
  - i. Who will benefit from the project?
  - ii. What gap does this project fill?
- b) What is the *aim* of the project?
  - i. What are you aiming to achieve?
  - ii. What will be the benefits for the target group?

### 2. How are you going to achieve it?

- a) Describe the strategy(s) or method(s) for achieving your aim.
- b) Explain why you think this is the best strategy.
- c) Briefly describe the action plan. That is, describe what will occur in each stage of the project and when you expect it to be implemented. ***Keep in mind that the turnaround from close of applications to decisions by the Foundation is generally about 12 to 20 weeks so your plan should not anticipate commencing any earlier than that timeframe.***
- d) If this project is not a one off initiative, describe how it will be sustained beyond funding from the Law and Justice Foundation.

***The following two questions only apply if you are proposing either to produce a plain language publication or to implement a community legal education program. If your project does not include either of these strategies go straight to question 3.***

- e) If the project is a *publication* (e.g. book, CD ROM, comic, DVD, fact sheet, etc) please answer the following questions if you haven't already done so:
  - i. Are you duplicating an existing resource? See [Plain Language Law Search](#), [Find Legal Answers](#) and [LawAccess Online](#), for existing plain language resources
  - ii. Generally, we recommend your project have a Steering Committee. If you will have a Steering Committee, who will be part of it?
  - iii. How will you have the content checked by a lawyer with expertise in the area?
  - iv. How will you test the content of your publication with users?
  - v. Who are you using as a plain language editor?
  - vi. How will the product be promoted and distributed?

See the Foundation's [Publishing Toolkit](#) for further information about publishing.

- f) If the project is a *community legal education* project (e.g. workshops or seminars) please answer the following questions if you haven't already done so:
- i. How you will have the community legal education content checked by a lawyer with expertise in the area?
  - ii. How many sessions will there be?
  - iii. Where will the sessions be held?
  - iv. How will the sessions be promoted?

### 3. How will you know you have achieved your aim/made a difference?

The type of evaluation you do will depend on the size and scope of your project.

For information and examples of how to develop your evaluation strategy, go to the [Evaluating Your Project](#) section of the Foundation's website.

You will need to provide a copy of the project evaluation with your final grant report. For further information on what to include in a final grant report go to the [Final Grant Report](#) section of the Foundation's website.

Use this evaluation table to describe your evaluation strategy:

Aim	Strategy	Evaluation questions	Data Source

*Note: Depending on available resources, staff at the Foundation may be able to provide some advice to assist you with developing an evaluation strategy.*

## **C. PROJECT MANAGEMENT AND STAFFING**

### **Project Management**

Provide information to show the proposed Project Manager/Leader is the right person for the job, by answering the following questions about their background and experience:

- a) Who is the proposed project manager?
- b) What are their experience, expertise and/or qualifications?
- c) Who else will be working on the project?

### **Project Staff**

Provide information to show you have sufficient staff and/or volunteers to implement the project, by answering the following questions about their background and experience:

- a) Who are the proposed key staff (such as principal researcher if project has a research component)?
- b) What is their experience, expertise and/or qualifications?

## D. THE BUDGET

Use the table below to provide budget details.

- Please indicate all funding that is available for this project, including any that your organisation is providing and any funds sourced elsewhere.
- **Column one (Items)** lists headline items that may or may not be costs in your project's budget. **These are just examples** and should be used as a guide. Depending on the nature of your project you might want to change the item headings or add some new ones.
- **Column two (Details)** allows you to provide more detail about each cost component, such as calculations for staffing costs or travel.
- The more detail you can provide to demonstrate how you plan to spend grant funds will be used, the better.
- If there are any items or work that you intend to purchase from an external organisation (eg a consultant, designer, stationery, room hire), please provide two quotes for these items.
- If your project contains a number of stages please cost these separately. You might find it useful to prepare a separate table for each stage.
- Include staffing time and rates. The Foundation will generally only fund wages of externally hired project workers, not current staff (but may where they are being employed for extra time or seconded to the project manager position).
- The Foundation will generally not fund office equipment.
- GST(10%) is generally applicable on all goods and services purchased. Please include a calculation for GST in the totals section. If you are registered for GST, you can claim the tax you pay on these goods and services from the Australian Taxation Office (ATO). Any GST charged on your sales of goods and services (including grants received) needs to be paid to the ATO..

<b>ITEMS</b>	<b>Details</b>	<b>Your organisation</b>	<b>Law &amp; Justice Foundation</b>	<b>Other funding</b>	<b>TOTAL</b>
<b>Staffing</b> Project Manager Project Officer					
<b>Administrative</b> Postage Stationery					
<b>Evaluation</b>					
<b>Production</b> Design /Desktop publishing Printing Translation					
<b>Promotion/ Distribution</b>					

Promotional materials					
Distribution cost					
Official launch (eg venue hire, food)					
<b>Incidental</b>					
Travel					
<b>TOTAL (excluding GST)</b>					
<b>GST amount (if applicable)</b>					
<b>TOTAL (including GST)</b>					