

## **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. Applications are due by midnight Atlantic Standard Time on the day of the deadline.
5. The Law Foundation Board reviews applications at its winter meeting for grants commencing April 1.
6. Applicants seeking emergency or time-sensitive funding should contact the Foundation's executive director regarding deadlines and meeting dates.
7. Applicants may be required to appear before the board.

## **COMPLETING THE APPLICATION FORM**

8. If you have not previously received a grant from the Law Foundation, contact the executive director before completing the application form.
9. Complete the Application Summary page (Appendix A) and answer questions 1-17 that follow in Appendix C.
10. Type each question, along with your answers, on LETTER SIZE (8½" X 11") paper, one-sided, with no staples or binding.
11. If a question does not apply to your particular project/program, type the question number followed by N/A.
12. A completed application consists of:
  - a. Application Summary Page (Appendix A)
  - b. Each Application question 1-17 completed, including those answered N/A (Appendix C)
  - c. Supporting documents
13. Checklist of supporting documents:
  - a. List of board members and executive staff
  - b. Project/program work plan
  - c. Detailed project/program budget
  - d. Global operating budget
  - e. Policy on reserves/investments
  - f. Annual Financial Statements (preferably audited) (Appendix D) and Annual Report (Appendix E)
14. Provide one (1) electronic copy and one (1) single-sided paper copy of your application. DO NOT staple or bind any of the material in your application.
15. Ensure your completed application (excluding supporting documents) does not exceed eight (8) typed pages.

## **SUBMITTING YOUR APPLICATION**

We require 2 copies to be submitted – one hard copy, and one by email.

16. Send your application electronically, by **EMAIL** to: [nslawfd@nslawfd.ca](mailto:nslawfd@nslawfd.ca)

### **AND**

17. Send your application by **mail or courier** to:

Suite 1305, Cogswell Tower,  
2000 Barrington Street  
Halifax, NS B3J 3K1

## **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.”

It is suggested that applicants read the 2017 Grants Review and Future Directions Report available on the website, where priorities for future funding are described, and, if relevant, that applicants refer to these priorities in their application submission, including:

### **1. services that address the legal needs of vulnerable Nova Scotians including:**

- a. direct services to individuals – information, triage, navigation, assistance with applications, etc.
- b. services that help prevent legal problems through education and information
- c. services that provide information and resources to front line staff and intermediaries who assist vulnerable individuals

### **2. services that address one or more priority unmet legal need(s), for example:**

- a. Cost of legal services: options and help for low-middle income individuals in the area of civil non-family legal matters
- b. Family law information: particularly in the area of child welfare
- c. Rural access: access to free legal services and access to service providers
- d. Self-represented litigants: information, guides, advice, navigation

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Suite 1305, Cogswell Tower, 2000 Barrington Street  
Halifax, N.S., B3J 3K1 Telephone: (902) 422-8335  
E-mail: [nslawfd@nslawfd.ca](mailto:nslawfd@nslawfd.ca) Website: [www.nslawfd.ca](http://www.nslawfd.ca)

- e. Pro-bono law assistance: focus on rural areas, form filling, prison advocacy
- f. Alternative Dispute Resolution (ADR): affordable or free options and prevention/early resolution options
- g. Cultural competency: education and awareness for legal community and frontline staff to facilitate improved service for and access to justice for racialized and minority communities

**Priority may be given to funding one-time only projects that address one or more of the priority areas. Consideration may be given to project applications for specific areas with weight being given to proposals that:**

- a. demonstrate a collaborative approach to the development and delivery of the project by two or more partner organizations; or
- b. provide an end product or service or result that is sustainable without further LFNS funding.

## APPENDIX A

<b>LAW FOUNDATION OF NOVA SCOTIA – APPLICATION SUMMARY</b>
Name of Organization:
Address <i>(include street, city, province, postal code)</i> :
Contact Person:
Position:
Telephone:
Fax:
E-mail:
Website (if applicable):
Mandate of Organization <i>(1 or 2 sentences)</i> :
Incorporation Date:
Charitable Reg. #:
Fiscal year end:
Board members <i>(include list of names and biographical information)</i> :
Executive Staff <i>(include 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 <i>(2 sentences or less)</i> :
Name:
Title:
Signature:
Date:

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Halifax, N.S., B3J 3K1 Telephone: (902) 422-8335  
E-mail: [nslawfd@nslawfd.ca](mailto:nslawfd@nslawfd.ca) Website: [www.nslawfd.ca](http://www.nslawfd.ca)

Please note: APPENDIX B is Law Foundation internal – you need not provide B.

## APPENDIX C

### APPLICATION

#### Project/Program Information

1. Explain how your project/program falls within the Law Foundation's mandate.
2. Describe your project/program, focusing on the following details:
  - a. Identified need for the project/program.
  - b. Key activities and services you will deliver in response to the identified need.
  - c. The communities or target groups in Nova Scotia that will benefit from or be served by your proposed activities.
  - d. Your objectives and anticipated outcomes (***impact you want to achieve***)
3. Attach a work plan showing timelines or schedule of events for the development and implementation of the project/program.
4. Returning Applicants – summarize what your project/program accomplished last year (e.g., types of assistance given, outcomes achieved, number of clients assisted, etc.)
5. Returning Applicants – describe any changes that occurred in your project/program over the past year and explain those changes.

#### Organizational Capacity and Management

6. 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.
7. Describe the qualifications and the responsibilities of all key individuals within your organization who will be involved in the project/program.
8. Provide details of any additional expertise, (e.g., volunteers, legal advice) you anticipate may be required to complete the project/program.

#### Evaluation

9. How will you determine if your project/program is successful?
  - a. Describe the methods you will use to evaluate your ongoing progress against your stated objectives.
  - b. How will you measure the impact (*what difference has been made*) in the community or among the people you are trying to reach?

## Existing Services/Community Support/References

10. 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?
11. Describe the support that you have received or will receive from other partners or from the community.
12. 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.

## Financial Information

13. Attach an itemized budget\* (\*BUDGET FORM PROVIDED HERE in Excel Format and/or PDF) for your project/program outlining revenue and expenditures (also, refer to guidelines\*\* BELOW).
  - a. 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).
  - b. 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.
14. Attach the global operating budget for your organization that clearly indicates the allocation of Law Foundation funding.
15. Explain the source and expected use of any surplus funds on hand at year-end.
16. If your organization holds reserve funds or investments, provide the following information for each of your reserve funds or investments:
  - 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
17. **Attach:**
  - a. **Marked APPENDIX D**  
Most recent Annual Financial Statements (preferably audited)

- b. **Marked APPENDIX E**  
Your organization's most recent Annual Report

**\*\*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 revenue and expenditures **projected to year-end**.
  - 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 2019