

THE LAW FOUNDATION OF SASKATCHEWAN

Regina, Saskatchewan
200 - 2208 Scarth Street, S4P 2J6
Tel. (306) 352-1121
Fax (306) 522-6222
E-Mail: lfsk@virtusgroup.ca

GRANT APPLICATION

(COMPLETE AND SUBMIT NINE COPIES OF THIS APPLICATION
AND ALL SUPPORTING DOCUMENTS. IF INSUFFICIENT SPACE
IS PROVIDED TO ANSWER AN ITEM, ATTACH SCHEDULES
NUMBERED CONSECUTIVELY. APPLICATIONS AND
SUPPORTING DOCUMENTS MUST BE TYPEWRITTEN AND
RECEIVED BY THE LAW FOUNDATION NOT LESS THAN THREE
WEEKS PRIOR TO ITS NEXT MEETING.

(THE FOUNDATION NORMALLY MEETS FOUR TIMES A YEAR,
MARCH, JUNE, SEPTEMBER, AND DECEMBER.)

The Law Foundation of Saskatchewan
(created under The Legal Professional Act 2 April 1971)

Grant Application Form

"Outline of General Conditions and Requirements"

1. The legislative purpose of the Foundation is to maintain a fund to be used for the purposes of legal education, legal research, legal aid, law libraries and law reform (Sec. 76(1)).
2. The Foundation normally meets four times a year in the months of March, June, September and December to conduct business and consider applications. Completed applications must be in the office of the Foundation three weeks prior to the next meeting.
3. The Foundation consists of seven members, applications may be considered by telephone or mail ballot in exception circumstances, which vote would require unanimous approval to be accepted.
4. All grants are made subject to availability of funds.
5. The approval of a grant does not imply that it will continue on an annual basis unless specifically indicated in the approval. Most grants are on a one time basis with no guarantee as to renewal in the future. Annual ongoing grants may be changed or cancelled at the Foundation's discretion.
6. Any unused or unaccounted for portions of the grant must be returned to the Foundation.
7. Copies of any material produced must be sent to the Secretary of the Foundation and the copyright is the property of the Law Foundation of Saskatchewan.
8. The Foundation may require an evaluation of the project at any time.
9. The Applicant(s) accepts the attached Conditions of Grant.

Name of organization _____

Signed on behalf of the organization

Person to contact in connection
with the application

Position: _____

Date: _____

Tel. () _____

Nine typed copies of the completed application and supporting material to be sent to the Secretary of the Foundation at least three weeks before the next meeting.

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Website: www.lawfoundation.sk.ca

THE LAW FOUNDATION OF SASKATCHEWAN

CONDITIONS OF GRANT

1. The Foundation grants to the Applicant the sum _____, to be expended by the Applicant for the purposes and in the manner specified in the grant application dated _____, except to the extent otherwise provided by the following resolution of the Foundation dated _____:

2. The Foundation or its representative shall be entitled to:
 - (a) inspect the Applicant's business premises;
 - (b) such financial and other records and information, relating directly or indirectly to the receipt and expenditure of the grant, as the Foundation may require from time to time;
 - (c) require and accounting and report of the progress of the Applicant of the receipt and expenditure of the grant from time to time.
 - (d) an audit of the financial reports, if requested, at the expense of the Applicant
 - (e) acknowledgement of the Foundation's support for the grant in any published final project report, book, manuscript or publication

3. The grant shall become immediately repayable on demand by the Foundation if any of the following events occur:
 - (a) upon the Foundation determining that any statements made in the grant application or otherwise to the Board in relation to this grant are false;
 - (b) upon the Foundation determining that the grant or any part thereof has been utilized otherwise than for the purpose and in the manner specified in paragraph 1 above;
 - (c) the Applicant fails to permit inspection, or provide records, information, an accounting or report as required by paragraph 2 above;
 - (d) the Applicant fails to maintain proper financial records relating to the receipt and expenditure of the grant, such financial records to be prepared in accordance with generally accepted accounting principles.

4. Any notice or other document required or permitted to be given to the Applicant hereunder shall be validly given if delivered personally or mailed by prepaid registered mail to the Applicant at the following address:

THE LAW FOUNDATION OF SASKATCHEWAN

APPLICATION FOR GRANT

(To Be Submitted In Nine Copies)

1. Amount of grant requested \$ _____.
2. Name of Organization and of sponsoring organization:
3. Short title of project:
4. (a) Names of principal project director or researcher and all assistants, listing special qualifications:

(b) Name, address and telephone number of person to be contacted in regard to the Application:
5. Outline briefly (a) the proposed project, (b) its objectives and practical application, (c) its relation to the objectives of The Law Foundation and (d) explain how the proposed project will serve the interests of the people of Saskatchewan.
6. Provide a financial budget, including:
 - (a) names of persons to be paid and amounts to be paid to each,
 - (b) amounts to be paid for equipment or other capital expenditures,
 - (c) amounts to be paid for clerical and secretarial assistance,
 - (d) amounts to be paid for travel and living expenses,
 - (e) other expenditures (specify),
 - (f) provide copies of the most recently audited financial statements and interim statements,
 - (g) outline the purpose for any surpluses reflected in the financial statements.
7. Specify project timetable, including time for the receiving of funds and target for completion of project:
8. Where will the project be carried on?

9. Attach a list of any similar projects carried out in this area by the Applicant or others.

10. Attach a list of any other projects in which the Applicant has been involved.

11. Give details as to any funds received or requested from other sources for this or related projects:

12. For grants of a national or multi-provincial nature, state what funding requests have been made to other funding bodies, eg. other Law Foundations, Law Societies, Provincial Governments, etc. and the results from the requests:

13. Will the project generate revenue, if so the estimated amount \$ _____, and how will it be used?

Signature of Project Director

Signature of Authorized Signing
Officer of Applicant

Title: _____ Date: _____

LAW FOUNDATION OF SASKATCHEWAN POLICIES

I. General

The Law Foundation recognizes that while its statutory objects are legal in nature, its income, derived from trust accounts and invested funds, is public money and must be allocated to programs which will benefit the general public of Saskatchewan.

II. Legislated Mandate

1. Legal Education

To promote legal education programs and services in Saskatchewan to make the law more accessible through:

- (a) Increasing public awareness of the law and the justice system;
- (b) Providing education to groups with particular legal needs; and
- (c) Assisting in the academic and professional development of those who are or will be providing legal services to ensure those services are of the highest quality.

2. Legal Research

- (a) To advance the knowledge of the law, the administration of justice, dispute resolution and the social context of law.
- (b) To identify areas and issues needing study and analysis and the encouragement and support of projects to address those needs.

3. Legal Aid

- (a) To facilitate access of the public to the justice system.

4. Law Libraries

- (a) To assist law libraries and resource centres to keep their materials and delivery systems current.
- (b) To encourage and support projects designed to improve the utility and accessibility of legal and law related materials to both the public and legal profession.

5. Law Reform

- (a) To encourage and support projects that assess current law and the administration of justice and, where appropriate, promote reform in accordance with current knowledge, values and technology.

III. Grants Policy

1. Preamble

Recognizing the need for ongoing work in the community in the mandated areas of legal aid, legal education, law reform, law libraries and legal research, the Foundation gives priority to ongoing programs and services. Short term projects relating to the mandate of the Foundation are also funded, depending on fiscal and policy considerations.

2. Project Funding – General

The Law Foundation will not, as a general rule:

- (a) Fund a project where the applicant seeks to maintain objects by lobbying or by initiating, promoting or continuing an adversarial process of any kind. Furthermore, the Foundation will not fund test cases but may fund independent research of assistance to a decision-making body. To ensure the independence of research, researchers should enjoy freedom as to the conclusions that they reach and the research should be of such quality and kind as to be seen as independent and in the public interest.
- (b) Fund a project similar to one in progress or previously undertaken by the applicant or any other person;

- (c) Provide continued funding to maintain a completed project previously funded by it or some other source. Applicants are required to advise the Foundation of other sources of funding obtained and/or available to them and are encouraged to find such other sources where feasible. The Foundation may impose a condition on the granting of funds that matching funds be requested and that a sponsoring body supervise the work to its conclusion.
- (d) Fund a project expected to endure for an indefinite period.
- (e) Except in exceptional cases, maintain ongoing and/or project recipients at current levels of funding where the recipient has accumulated significant reserves. Surplus funds with respect to one time grants must be returned to the Foundation unless otherwise authorized by the Board. The amount may be prorated where the Foundation is not the sole funder of the program. Where surplus is retained, the organizations still need to demonstrate the need for such surplus. With respect to ongoing grants where a surplus is retained, the Foundation may deduct all or a portion of the value of the surplus from future grants.
- (f) Fund individual applicants for scholarships, bursaries, fellowships, or sabbatical leave support.

Project Funding – General – Other Considerations

- (a) From time to time, where appropriate, the Foundation may require an applicant to demonstrate that it has the support of the community.
- (b) The Foundation does not fund university courses (core activities of the Faculty of Law e.g. activities conducted in the normal course of educating law students/faculty salaries except for the Law Foundation Chair) although it may provide seed money for research into new courses and also for pilot projects to establish courses.
- (c) The Foundation does not normally fund professional and academic journals.
- (d) The Foundation does not normally fund deficit budgets or retroactive deficits.
- (e) As a condition of funding, organizations must provide satisfactory financial reports. The Law Foundation may require proper audits and auditor's reports for larger grants or of projects which do not supply timely or proper financial information. Applicants should, where available, provide financial reports with their applications.
- (f) In distributing funds, the Foundation will consider broad geographic and demographic distribution of Foundation funds throughout the province.
- (g) Grants are not ordinarily made to "for profit" organizations or projects.
- (h) The Law Foundation may review and grant where the grantee is not using the funds in accordance with the terms of the grant or where there is evidence that the grantee is not using the funds in a responsible manner. The Foundation notifies its grantees of changes in available funds which may result in grant reductions.
- (i) The Law Foundation is not involved in the day to day operation or management of grantees.
- (j) A letter advising the agency that it has received a grant may set out a reporting schedule which requires a grantee to submit periodic activity and financial reports to the Foundation. Funds may be withheld if reports are not received on the date set out in the grant letter.
- (k) The purpose of the Grant Stabilization Fund is to provide a reasonable level of stability to the Foundation's portfolio of continuing grantees by insulating them from the full and immediate impact of volatile fluctuations in the Law Foundation's annual income as a result of changes in the prime rate and the balances in lawyers' pooled trust accounts. The Grant Stabilization Fund function is to provide funds which the Foundation can draw upon to award in excess of its annual income in order to moderate the level of cuts to continuing grants which would otherwise have to occur in a single fiscal year. The optimal goal is to maintain a minimum Grant Stabilization Fund level which is equivalent to at least three (3) years continuing grants plus the Foundation's administration expenses. However, during periods of low income, the fund can be utilized to reduce the Foundation's continuing grants budget gradually to a level which can be sustained from the Foundation's projected income stream.

3. Publications

- (a) Publication proposals should be evaluated to determine if they fall within the terms of reference of:
 - i) SKLESI;
 - ii) Law Society of Saskatchewan
 - iii) Law Reform Commission of Saskatchewan;
 - iv) Public Legal Education Association.
- (b) Proposals that fall within paragraph 3(a) should indicate support and supervision approved from one of (i) to (iv).
- (c) Other applications which fall within the terms of reference of the Foundation should submit any contracts with the publishers and the terms of the contract between the author and publisher should be outlined in the grant application. Applications may be subject to peer review as the Foundation may determine.
- (d) Remuneration to the author, royalties, etc. should be outlined in the application. No fixed rate shall apply, but the interpretation of what is allowable and reasonable should be influenced by the nature of the project and by other compensation, such as royalties that can be expected by the author.
- (e) Grantees shall provide a copy of the publication for which the grant was given to the Foundation upon completion of the same.

4. Real Property and Equipment

- (a) The Foundation does not normally fund the purchase of real property.
- (b) The Foundation does not provide funds for the purchase of capital equipment where rental is feasible and more economical. Vehicles will be neither purchase nor leased with Foundation money. Organizations are expected to develop a management policy with respect to the acquisition and/or replacement of capital equipment.

5. Grants for Conferences

- (a) The Foundation does not normally directly fund the cost of delegates to attend conferences. This includes travel costs for individuals to attend conferences in other countries or provinces.
- (b) The Foundation normally funds expenses for resource persons only if they are addressing law related topics at conferences.

6. National Projects

- (a) National projects based outside of Saskatchewan must demonstrate a clear, direct benefit to Saskatchewan people and have a commitment of an appropriate amount of funding from other Law Foundations, Law Societies or governments.
- (b) Funds requested from Saskatchewan should consider the population of the province and number of lawyers in the province compared to other Canadian provinces.

7. Administration

- (a) The Chair of the Foundation receives an annual stipend as determined by the Board in addition to the per diem honorarium and expenses payable to all members of the Board of Directors of the Foundation.
- (b) Members of the Board of Directors of the Foundation other than the Dean of Law and Minister's Designate receive per diem honoraria as determined by the Board in addition to all reasonable and necessary expenses upon presentation of receipts. The per diem honoraria shall be paid to members for attendance at Board of Directors meetings and for conducting other Foundation business provided such business requires a half day or more of the members time.
- (c) The Secretary of the Foundation presents an annual budget with respect to all administrative costs of the Foundation to the members of the Board of Directors of the Foundation at the September meeting each year for review and approval by the members of the Board, together with a comparison of administrative costs expended during the previous year.