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**GRANT APPLICATION**

**INSTRUCTIONS**

***General Information for grant applicants***

* The mandate of the Foundation is prescribed by legislation. The Foundation supports programs and projects that impact Saskatchewan residents in the areas of legal education, legal research, legal aid, law libraries and law reform.
* The Foundation members meet quarterly to review applications.
* Before submitting an application please review our website at [www.lawfoundation.sk.ca](http://www.lawfoundation.sk.ca) for scheduled meetings and submission deadlines and our Grant Funding Policies.
* The Foundation considers applications from not for profit organizations and does not fund individuals or commercial ventures.
* Applicants may be required to appear before the Foundation members to review their application. Teleconference can be arranged when distance makes an in person appearance uneconomic.
* Grants are made subject to the availability of funds.
* Grants are normally made for a period of one year or in the case of project funding for the duration of the project. Requests for on-going program funding are normally reviewed annually with no guarantee that funding will continue.
* The applicant must agree to certain conditions if the Foundation approves funding—see the application form for more details of the conditions.

***Completing the application form***

* Please contact the Executive Director, as needed, prior to submitting an application.
* The application form requires information on your organization and the work you intend to undertake, ***please provide a succinct and focused submission***.
* Applications that demonstrate a need for the program or project and have the most impact on Saskatchewan residents are given preference.
* Applicants should focus on how they will use the grant monies effectively and be prepared to demonstrate how they measure and evaluate the impact of their work on the Saskatchewan community.
* Applicants should also be prepared to demonstrate how they collaborate, or will collaborate, with other agencies in carrying out their programs or projects to avoid duplication.
* All applicants must complete the Grant Application Summary. Please use the expandable word document to provide basic information on your organization and the program or project you wish to undertake. The Grant Application Summary and signatures acknowledging the Terms and Conditions of the Grant **must be on one page**.
* Answer the supplementary questions that follow in Parts 1through 3. Type each question, along with your answers, in LETTER SIZE (8½” X 11”) format. If a question does not apply to your particular project/program, type the question number followed by N/A. Please number the pages.
* A completed application consists of a single electronic PDF format document containing:
  + A signed Grant Application Summary page with page 2 being Terms and Conditions of Grant.
  + Each supplementary question completed, including those answered N/A.
  + Supporting documents clearly marked within the single PDF format document and sized to LETTER SIZE (8½” X 11”) format.
* Do not submit these instructions with your application.

***Submitting Your Application***

* Send your application electronically in a single PDF format document, by **EMAIL** to the Executive Director at [lfsk@virtusgroup.ca](mailto:lfsk@virtusgroup.ca) by the deadlines on our website. **If receipt of your application is not confirmed by return e-mail within 24 hours of transmittal please phone the Executive Director.**
* The submission **must** be formatted in Letter Size pages **and well formatted** to allow for review on iPad or equivalent electronic readers.



200- 2208 Scarth Street

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(306) 352-1121 (phone and voice mail)

E-Mail: [lfsk@virtusgroup.ca](mailto:lfsk@virtusgroup.ca) Website: [www.lawfoundation.sk.ca](http://www.lawfoundation.sk.ca)

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| **LFS_Logo_Colour.png**  **LAW FOUNDATION OF SASKATCHEWAN**  **GRANT APPLICATION SUMMARY** | |
| Name of Organization: | |
| Address: (include street, city, province, postal code) | |
| Contact Person: | Position: |
| Telephone: | Fax: |
| E-mail: | Web site (if applicable): |
| Mandate of Organization: (please be brief) | |
| Incorporation Date: | Charitable Reg. #: |
| Fiscal year end: |  |
| Which of the Foundation’s legislative purposes does the program or project meet? (Check all that apply)  Legal Education \_\_\_ Legal Research \_\_\_\_ Legal Aid \_\_\_\_Law Libraries \_\_\_\_Law Reform \_\_\_\_ | |
| Short title of program/project: | |
| Is this a one-time project or a continuing program for which ongoing funding will be requested?  One-time Project \_\_\_\_\_\_ Continuing Program\_\_\_\_\_\_\_ | |
| Geographic location of project/program: | |
| Amount requested: | Total project/program budget: |
| Start date/completion date or period to be covered by funding: | |
| Project/program description (please be brief—see more detailed information on page 3): | |

We acknowledge that the approval of any grants from the Foundation is subject to the Terms and Conditions of Grant, as set out on page 2 of this application form.

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| Signed on behalf of the organization |  |
|  | Name (typed): |
|  |  |
| Date: | Position: |

**THE LAW FOUNDATION OF SASKATCHEWAN**

**TERMS AND CONDITIONS OF GRANT**

1. During the funding period programs and projects must remain within the legislative purposes of the Foundation as interpreted by the members of the Foundation. Applicants should also refer to the Grant Funding Policies on our website.
2. The Applicant must be a not for profit organization and no portion of the funds can be used for or directed to a commercial venture
3. It is understood that all grants are made subject to availability of funds.
4. The approval of a program grant does not imply that it will continue on an annual basis unless specifically indicated in the approval.
5. Grant funds and any related program or project expenditures must be clearly identified within the accounting records of the applicant.
6. Applicants may be required, at the discretion of the Foundation, to provide audited financial reports at the expense of the grantee.
7. The Foundation or its representative shall be entitled to inspect the Applicant’s premises and 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 and may have the applicant’s records audited by an independent auditor;
8. Any unexpended or unaccounted for portions of the grant must be returned to the Foundation.
9. Reports providing written qualitative and financial updates must be submitted on a schedule agreed to with the Foundation. Material variances from the originally submitted budget and/or changes in the program/project scope **MUST** be reported on a timely basis to the Foundation. Failure to submit scheduled reports or report changes in scope of work on a timely basis may result in suspension of funding from the Foundation.
10. The Foundation may require an independent evaluation of the project at any time.
11. The Applicant agrees to acknowledge the Foundation’s financial support in any published final project report, book, manuscript or publication in accordance with our policies for usage of our logo.
12. Other more specific conditions may be required by the Foundation and will be agreed to in writing with the Applicant prior to disbursing initial funds or as required during the life of the program or project.
13. **The entire grant shall become immediately repayable on demand by the Foundation if any of the following events occur**:
14. Upon the Foundation determining that any statements made in the grant application or otherwise to the Foundation in relation to this grant are false;
15. 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 the approval;
16. The Applicant fails to permit inspection, or provide records, information, an accounting or report as required above;
17. 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.

**14.** 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 address provided in the Grant Application.

1. **DESCRIBE YOUR ORGANIZATION**

Describe in more detail thelegal status andmission of your organization.

* Is your organization a not for profit organization?
* Describe any experience your organization has had in the past three years with programs and projects similar to that being applied for.
* Provide supporting documentation about the current board and management that are involved in governance and program or project delivery. Provide information about your board/governance structure and your management structure.
* For returning grant applicants provide changes, if any, to the organization structure and mandate since the last application.

1. **DETAILED PROJECT INFORMATION**

Provide a written description of the program/project application, **including the following as a minimum---please use EACH of the headings below:**

1. ***Program/Project Description***

* Program/Project Summary
* Goals and objectives, including specific intended outcomes and measures of success for the program/ project.
* How you will measure success of the program/project.
* What communities or target audiences in Saskatchewan will be touched by the program /project and the approximate number of persons that will be impacted.
* Explain how the success achieved by your project will be sustained after the grant ends.
* How the proposed project will serve the interests of the people of Saskatchewan.

1. ***Relation to Law Foundation Vision and Mandate***

* The connection to the legislated mandate of the Foundation as established in legislation and set out in the Foundation’s Grant Funding Policies.
* How the program or project helps the Foundation meet its mission and vision and is congruent with the values of the Foundation.

1. ***Program/Project Need***

* How did the applicant identify a need for the program/project if new to the Foundation?
* How did the applicant assess the feasibility of its program and that its proposed expenditure and operating plan is the optimum way to achieve its objectives?

1. ***Collaboration with Other Agencies***

* Identify other agencies providing similar services or having undertaken similar projects and how does the applicant’s proposal differ from or complement existing community resources?
* How does your organization collaborate with other community agencies to reduce duplication of services? Please provide concrete examples.
* If you are not currently collaborating with others, why not, and is the applicant organization prepared to do so in future?

1. ***Program/Project Team***

* Provide the names of the people on the project team, including the principal project director, who will be involved in the project, with their role and qualifications.
* To whom is the project team accountable?
* Provide project partners (if any outside of your organization) that will deliver service or undertake the project.
* The normal location of the team members and where will they undertake the work.

1. ***Project Evaluation***

* How will you know that the program/project objectives have been achieved? How will you evaluate the outcomes or changes experienced by participants? How will you measure and evaluate the overall success of your program/project?

1. ***Project Administration***

* Include the program/project work plan and timetable, including timelines for the receiving of funds and target for completion.
* Describe your organization’s capacity to make interim reports on progress and financial updates compared to budget

1. **BUDGET and FUNDING**

Identify all budgeted revenue and expenses relating to your project, including:

* List all sources of support (active and currently applied for) including operating funds from external sources and institutional support from organizations such as the Law Foundation, Law Societies, Provincial and/or Federal Government, etc.
* Estimate of expenditures in as much detail as possible by a reasonable category breakdown. Include in your submission specifically the items below.
* Names of persons to be paid for work on the project, and amounts to be paid to each.
* Amounts to be paid for equipment or other capital expenditures.
* Amounts to be paid for clerical and secretarial assistance.
* Amounts to be paid for travel and living expenses.
* Estimated amounts of “in kind” contributions by the applicant or other partners.
* Other key expenditures (specify).
* Within an overall budget for your organization show where the revenues and expenditures related to the program or project will be segregated and how your organization will ensure that expenditures are incurred in accordance with representations in the approved grant application.
* Explain your organization’s policy on accumulated reserves, the purpose for which they are held, and their future disposition.
* Provide copies of the most recently audited financial statements and interim statements.
* Indicate if the project is expected to generate revenue? If so, what is the estimated amount and how will it be used?
* Where funds provided exceed the cost of the program or project how will you return the funds when there are multiple funders?
* Please comment on the applicant’s ability to raise monies from alternate funding sources at the completion of the funding agreement with the Foundation and the need for ongoing funding commitments from the Foundation, recognizing that there is no guarantee of continuous funding from the Foundation.