

Funding requests by new applicants or for new programs or projects must be submitted on a Project Application form.

APPLICATION FORM (see the form on the web site)

Complete the application form without alteration of the format so that it remains one page and contains all the information requested. Note the conditions of the grant as set out in the form. Also refer to the Foundation Funding Policies on the web site under the How to Apply tab. The final application form is to be signed by the Chair of the Board or an authorized member of the Board of the applicant organization, as well as by the contact person.

PROJECT BUDGET (separate document)

You may submit your project budget in your own format or in a format that follows generally the categories listed under Budget Analysis below. Insert the budget as the next page(s) after the Project Grant Application form.

BUDGET ANALYSIS (separate document)

On a separate document titled *Budget Analysis*, provide additional details about each item in the budget, as requested below.

Salaries and Benefits

Salaries List all full and part-time staff positions for the project and the related salaries or basis of compensation.

Benefits Describe the features and costs of benefits provided to project staff.

Contracts/Honoraria

Provide the details of contracts, honoraria, consulting fees or similar payments.

Premises Costs

Premises Specify all costs such as rent, operating costs, utilities, maintenance, parking, etc.

Equipment Include purchase, rental, maintenance, etc. of equipment and specify amounts for each.

Insurance Include only insurance on premises, equipment.

Other Describe the nature and amount of any other premises-related costs.

Program Costs

Supplies Include office supplies and program delivery supplies.

Printing Include all printing and photocopying costs.

Telephone Specify what is included: basic service costs for land lines, cell phones, long distance charges, fax, internet connections, e-mail and other telecommunications services.

Postage Include postage and courier charges.

Advertising Refers to project-related advertising.

<i>Travel</i>	Include all travel costs except for Board travel. Explain the nature and reasons for all travel costs.
<i>Board Exp</i>	Include travel, accommodation, meetings and honoraria for Board members. Explain the nature and reasons for all travel costs.
<i>Staff Dev</i>	Specify the nature and costs of seminars, workshops, conferences and courses to be attended by staff for their professional development.
<i>Prof Fees</i>	Include and specify audit fees, professional association fees, legal disbursements, etc.
<i>Other</i>	Specify (on separate lines if necessary) all other program or project related costs.

Where any of the costs above or any general overhead or administration costs are allocated to the project, explain the basis or formula and the rationale for the allocation of the cost to the project in each case.

GENERAL FINANCIAL INFORMATION *(separate document)*

The Alberta Law Foundation has a policy of funding programs, parts of programs, and projects, not just contributing generally to a global budget. It is very important to provide a complete financial picture of your organization. This enables the Foundation to determine its place in your overall funding structure.

Describe your overall funding strategy including other potential sources of funds and revenue projections.

If the grant request is for less than the total project cost, then clearly identify the source and amount of other revenue and whether it has been confirmed, and clearly identify the project expenses that are anticipated to be covered by Foundation funds and by other revenue.

Supporting Documents: Global budget, Audited Financial Statements

PROJECT DESCRIPTION *(separate document)*

Even though every organization and its programs and projects are different, there are certain general areas that should be addressed in the application. It is not expected that all of the supporting documents will be relevant for every application.

Introduction

Briefly describe the purposes and structure of your organization. Provide the background for your proposal and outline the reasons for approaching the Alberta Law Foundation for funding. Explain how your project fits within one or more of the Foundation's legislated objectives.

Supporting Documents: Certificate of Incorporation, Mission Statement and Goals, Annual Report

Marketplace

Describe the market that this project is intended to serve and give details as to how the project objectives meet the marketplace need. Outline the project's impact (or expected impact) on the target market. Direct benefit to Albertan's must be demonstrated.

There may be other programs in the community addressing this need. Outline the similarities and differences and explain how your program fits into the picture. Describe any cooperative work between you and the other organizations. Describe community involvement and support for this project.

Supporting Documents: Needs Assessment, Project Objectives, Letters of Support or Collaboration

Project Activity

Describe in detail the nature of the proposed project and the activity that it will involve. Describe project development progress to date. Outline the work plan and schedule of events for implementation and give the expected date of completion. Explain how you will evaluate the project's success in meeting its objectives. If the project is already operating, provide an analysis of the outputs and outcomes, and explain the extent to which the project is meeting its objectives and how this is measured.

Supporting Documents: Project Statistics, Evaluation Summaries, other relevant documentation

Organization

Give details as to the composition of your Board of Directors and staff. Describe the personnel involved in project delivery and provide information as to their roles and qualifications.

Supporting Documents: List of Board Directors and Officers, Organizational Chart, Position Descriptions, Resumés; other relevant documentation

ASSEMBLING AND SUBMITTING THE APPLICATION

Assemble the application materials in the following order:

- Cover letter or executive summary
- Grant application form
- Project Budget
- Budget Analysis
- General Financial Information
- Project Description
- Supporting Documents.

A draft of the application is to be submitted to the Foundation office by fax or e-mail by the draft deadline. Once the draft application has been reviewed and commented on by Foundation staff, it can be finalized with all pages numbered consecutively. Applications are to be clipped only, not stapled, not bound, not in binders. All material must be standard 8.5" x 11" size. Submit a signed single-sided original plus eight double-sided copies of the entire final application package to the ALF office. Please note that faxed or electronically transmitted final applications will not be accepted. Applications are due by noon on the day of the deadline. Due dates for draft and final applications can be obtained by contacting the Foundation office.