

Dear Applicant:

**Re: Yukon Law Foundation Grant Applications**

The Yukon Law Foundation is a corporation established under the Yukon *Legal Profession Act* and its objectives are to fund several law-related activities as listed below:

- Legal Education;
- Legal Research;
- Legal Aid Services;
- Law Reform; and
- The Law Library Maintenance.

All interest earned on client money placed in lawyers' trust accounts is paid by the Bank to the Law Foundation. The money available to the Foundation to pursue its objectives will therefore vary from year to year depending on the amount of client money held in trust in a lawyer's trust account and the interest rate.

In the past we have funded operations and individuals to develop resource materials, to develop and deliver public lectures and presentations, to conduct research and to operate pilot projects in law-related areas.

Please find enclosed an application form and guide should you be interested in applying for funding.

Please make sure **all questions** are **fully** answered or your application may be rejected. We do not encourage unnecessarily lengthy explanations on proposals, but do require clear, concise descriptions in order to accurately access your project.

Successful applicants may be required to submit a report to the Law Foundation upon completion of the project advising us of the success or otherwise of their projects. They may also be required to submit an actual budget for comparison to their grant application and any money not used for this project will be returned to the Law Foundation. If these conditions are not met, any future applications from the same applicant will be disqualified.

Please also provide **SIX COPIES OF YOUR COMPLETED APPLICATION PLUS THE ORIGINAL**. If possible, please also provide an electronic copy by e-mail to [execdir@yukonlawfoundation.com](mailto:execdir@yukonlawfoundation.com)

If you have any questions, please contact the Board's Executive Director, Deana Lemke, at (867) 667-7500.

Yours very truly,

**YUKON LAW FOUNDATION**

Mike Reynolds  
Chair

## **GUIDE TO THE APPLICATION FORM**

This Guide is designed to help your group fill out the Law Foundation application form. Please refer to this Guide before answering the questions on the form.

**Question 1:** What is the purpose of your organization?

Briefly describe the overall purpose of your organization, who its members are and who it serves. Please attach a list and brief description of your Directors and indicate how often your Board meets.

**Question 2:** Why do you want to do this project?

State exactly what you are trying to accomplish with this project. Objectives are clear descriptions of what you want to accomplish by a given time. Objectives should be realistic enough to be achieved, and clear enough for the “who, what, when, where, why and how much” aspects of your work in defining your objectives.

Here is one example of a project’s objectives:

**Overall Objective:** To make legal information accessible to senior citizens in Whitehorse in an easily understood manner.

**Special Objectives:** By the end of this eight-month project, we will have:

1. identified the types of legal information that seniors in Whitehorse say it is important for them to know about;
2. developed a senior citizen’s advisory committee to help in planning and guiding the project;
3. organized and held six workshops on the legal topics identified as important by the seniors’ committee; and
4. evaluated the overall success of each of the workshops.

**Question 3:** List the names of all individuals involved in this project and whether they are staff, volunteers or participants.

**Question 4:** State clearly how you will know whether or not you have achieved these objectives.

In question 2 you stated specifically what you are trying to accomplish in this project by a given time. Describe how you will know if you have accomplished these objectives.

In the previous example, the evaluation of objectives 1, 2 and 3 would probably be self-evident; i.e.: were the plans carried through or not.

Objective 4, however, requires the group to collect some information about whether or not the workshops were successful. This could be done in a number of ways, such as:

- a) distributing a questionnaire to the seniors who attended the workshops, asking them to comment on their usefulness;
- b) asking the workshop leaders for their views on how relevant the workshops appeared to be to those who attended;
- c) recording the number of people attending each of the six workshops; whether or not attendance levels increased or decreased over the course of the workshops might be an indicator of how useful the participants perceived them to be; or,
- d) testing the seniors who attended on some of the information covered during a workshop to see if the information had been absorbed and understood.

The appropriateness of the method of evaluation will depend on the objectives of the project, the cost and staff time involved, and the type of person who the project is intended to benefit.

If you would like more information about how to evaluate whether or not you have achieved your objectives, please contact us.

**Question 5:** Why do you think this project is needed?

This is an opportunity for you to tell us why you think this work needs to be done.

**Question 6:** Who do you think this project might serve?

Describe the number and types of persons who might be served by the project.

**Question 7:** Explain how your project relates to the Law Foundation's mission statement and one or more of its program objectives.

The attached page lists the mission statement and program objectives of the Law Foundation in the areas of legal education, legal research, law reform, legal aid and law libraries. Explain how your project relates to one or more of these program objectives.

**Question 8:** Please outline a work plan and schedule of events (if applicable) for the development and implementation of this project.

We are not requesting a finalized work plan at this stage, but we would like an outline of the following things:

1. The major organizational activities and tasks needed for the project and the order in which they should occur.
2. A time schedule for completing these activities.
3. An estimate of the resources needed for these activities, e.g. skill, people, equipment, facilities, information, etc.
4. An indication of who is to be responsible for each of the various activities and tasks.

**Question 9:** If applicable, outline your plan for promotion and distribution of written or video materials produced with this grant.

Things to consider are:

- Who will be charge of the distribution;
- Who are these materials intended to reach;
- How will you let them know about the materials;
- How will you get the materials into their hands;
- What, if anything, will you charge for the materials; and
- What costs will be involved in the promotion and distribution (these costs will be detailed in Question 13).

**Question 10:** Describe the skills or qualifications you believe your group has that will enable you to carry out this project. This should include information about your group as a whole, as well as information about specific individuals who will be working on the project.

Explain why you are the most appropriate group in your community to undertake this project.

**Question 11:** Outline your legal supervision plan for your project in order to ensure the quality of legal work involved in applicable (i.e.: what lawyers are you liaising with, etc.).

**Question 12:** List any additional expertise needed to complete the project and where you plan to find it.

Additional expertise could include consultants, legal advice, resource people, speakers and materials.

**Question 13:** Describe the community support that you have and that you will need to carry out the project.

Describe:

- Community groups or individuals in support of the project (**Please include letters of support**);
- How your organization plans to coordinate with organizations providing similar services (i.e.: periodic meetings, referrals, etc.); and
- What other resource materials (if this is what your project seeks to produce) exist on the same topic.

**Question 14:** Describe other services/resources that exist in your community now that are similar to the service/resource that you seek to provide with this project.

**Question 15:** If you received other funding for this project, please advise by whom and the amount. As well, if you have applied for other funding, name the organization you applied to and the amount, and advise if you received funding for similar projects and the amount.

**Question 16:** If the money received from our organization runs out for this project, do you intend to continue with the project? If so, please provide details as to the source of funding.

**Question 17:** If you have applied for grant applications in the past, please provide us with the date, amount received and the purpose of the grant.

**Question 18:** Advise if this project will generate any revenue and if so, how and the estimated amount.

**Question 19:** Itemized Project Budget.

Your project budget does not need to have a particular format, so long as it itemizes all of the project expenses and revenues.

Your personnel expenses should be broken down to indicate: salaries for full-time staff and salaries for part-time staff, indicating the positions for which funding is sought; contract payments or honoraria; employer contributions (UIC, CPP, etc.).

Other expenses to think about include: office rental, utilities, maintenance, insurance, equipment rental or purchase, stationery, photocopying, printing, typesetting, telephone, postage or courier, travel, participant child care, advertising, professional fees, training, resource materials, etc.

Your budget should then itemize the projected revenues for the project, specifying the source of the funds. Where a funder has not yet made a decision on your application for funds, please put an asterisk by the revenue projected from that funder.

Please attach a copy of your organization's most recent financial statement and its current operating budget. If you have any questions about the application form, please contact Deana Lemke at (867) 667-7500.

## **MISSION STATEMENT**

To use Yukon Law Foundation income for the benefit of the public of the Yukon by supporting programs that advance and promote the rule of law and a just society.

## **PROGRAM OBJECTIVES**

### **Legal Education**

To promote legal education programs and services in the Yukon 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 providing legal services to ensure those services are of the highest quality.

### **Legal Research**

1. To advance the knowledge of:

- a) law;
- b) social policy; and
- c) the administration of justice.

2. Through the identification of areas and issues needing study and analysis and the encouragement and support of projects to address those needs.

### **Law Reform**

To encourage and support projects promoting changes to law and the administration of justice in accord with current knowledge, values and technology.

### **Legal Aid**

1. To assist in the provision of legal services, including:

- a) advice to and representation of economically-disadvantaged person;
- b) support of community service and non-profit organizations that address issues that benefit groups of disadvantaged persons or the public.

2. To facilitate access of the public to the justice system.



**Law Libraries**

1. To assist law libraries and resource centres to keep their materials current.
2. To encourage and support projects designed to improve the utility and accessibility to both the legal profession and the public of legal and law-related materials.

**GENERAL GRANT APPLICATION  
YUKON LAW FOUNDATION**

**Please Type**

**APPLICANT:**

**ADDRESS:**

**PHONE NUMBER:**

**CONTACT PERSON:**

**PROJECT NAME:**

**AMOUNT REQUESTED:**

**BRIEF OVERVIEW OF PROJECT:** Please set out a brief description of your project, what you wish to obtain the money for?

Please refer to the **GUIDE TO THE APPLICATION FORM** as you answer each question.

**1. What is the purpose of your organization?**

Attach a list and brief description of your Directors which states how often your Board meets.

**2. Why do you want to do this project?**

**General Overall Objective:**

**Specific Objectives:**

- 3. List the number of persons involved in this project and whether they are staff, volunteers or participants.**
  
- 4. State clearly how you will know whether or not you have achieved these objectives.**
  
  
  
  
  
  
  
  
  
  
- 5. Why do you think this project is needed?**
  
  
  
  
  
  
  
  
  
  
- 6. Who do you think this project might serve?**
  
  
  
  
  
  
  
  
  
  
- 7. Explain how your project relates to the Law Foundation's Mission Statement and one or more of its objectives.**
  
  
  
  
  
  
  
  
  
  
- 8. Please outline a work plan and schedule of events (if applicable) for the development and implementation of this project.**
  
  
  
  
  
  
  
  
  
  
- 9. If applicable, outline your plan for promotion and distribution of written or video materials produced with this grant.**

- 10. Describe the skill or qualifications you believe your group has which will enable you to carry out this project.**
  
- 11. Outline your legal supervision plan for your project in order to ensure the quality of legal work involved, if applicable.**
  
- 12. List any additional expertise needed to complete the project and where you plan to find it.**
  
- 13. Describe the community support that you have and that you will need to carry out the project.**
  
- 14. Describe other services or resources which exist in your community similar to the service or resource which you seek to provide in this project.**
  
- 15. Please advise of other funding received for this project, other funding applied for, and other funding received for similar projects.**

- 16. Do you intend to continue this project once the grant for which you are applying runs out? If so, please give detailed plans to obtain funding support (including renewal from the Law Foundation of Yukon).**
  
- 17. Please provide dates, amounts and purposes of any other prior grant applications.**
  
- 18. Please advise if this project will generate any revenue.**
  
- 19. Itemized project budget. Please attach a copy of your organization's most recent financial statements and its current operating budget.**