**GRANT APPLICATION**

***Section A – Applicant Information***

|  |  |
| --- | --- |
| Applicant Name: | Click or tap here to enter name of applicant organization. |
| Mailing Address: |  Applicant mailing address |
| Website: | Website of applicant |
| Contact Name: | Contact name | Contact Title: | Contact position title |
| Email Address: | Contact email | Telephone: | Contact phone |

**Applicant Type:**

[ ]  Not-for-profit organization [ ]  University or College

[ ]  Registered Charity [ ]  Individual

[ ]  Other (please describe) \_Click or tap to enter text\_\_\_\_\_\_

***Describe Mission, Purpose, and General Activities of Applicant Organization:***

|  |
| --- |
| Click or tap here to enter text. |

***Section B – Program / Project Information***

|  |  |
| --- | --- |
| Project Name: | Name of project to be funded. |
| Project Start Date: | Enter start date. | Project End Date: | Enter end date. |
| Project Budget from All Sources: | Total Project budget. | **Total Funding Requested from Foundation:** | Funding Request  |
| Project Location:  | Location(s) of project |  |  |

***Program / Project Key Personnel:***

|  |  |  |  |
| --- | --- | --- | --- |
| Project Director: | Director name | Director Contact: | Director contact  |
| Project Coordinator: | Coordinator name | Coordinator Contact: | Coordinator contact |
|  Other Key Personnel: | Other key personnel |  |  |

***Program / Project Description*** *including deliverables, timelines, and expected outcomes. Deliverables will typically align to milestone payments for grants in excess of $25,000.*

*(You may attach a description on separate sheets, not exceeding three pages.)*

|  |
| --- |
| Click to enter text to describe program / project. If necessary, please attach separate sheets not exceeding three pages. |

***Program / Project Partners***

*If you are partnering with other organizations on this project, please describe their involvement. You may wish to include a letter of support with your application.*

|  |
| --- |
| Click or tap here to enter text. |

***Section C – Program / Project Budget Information***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Funding fromother Sources(including self-funded) | Funding Requested fromNB Law Foundation | Total Budget |
| Salaries | Project Salaries - self funded | Project Salaries - requested | Total Project salaries |
| Equipment & Technology  | Equipment - self funded | Equipment - requested | Total Equipment |
| Office & Operating Expenses | Office expenses - self funded | Office expenses - requested | Total Office expenses |
| Travel & Accommodations | Travel expenses - self funded | Travel expenses - requested | Total Travel expenses |
| Other (please detail) | Other expenses - self funded | Other expenses - requested | Total Other expenses |
| **Total** | Total - self funded | Total - requested | Total Project Budget |

***For requests of more than $25,000, outline the Program / Project Deliverables***

|  |  |  |
| --- | --- | --- |
| Deliverable or Outcome:  | Timeline | Budget |
| 1. Click or tap here to enter text.
 | Click or tap here to enter text. | Click to enter $ |
| 1. Click or tap here to enter text.
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| 1. Click or tap here to enter text.
 | Click or tap here to enter text. | Click to enter $ |
| 5. Click or tap here to enter text. | Click or tap here to enter text. | Click to enter $ |

***Section D – Additional Information***

***Describe other projects carried out by the applicant which are similar or related to this project:***

|  |
| --- |
| Click or tap here to enter text. |

***Other funding requested or received for similar or related projects:***

|  |
| --- |
| Click or tap here to enter text. |

***Other information you wish to include:***

|  |
| --- |
| Click or tap here to enter text. |

*Please submit the applicant’s most recent financial statements.*

**OBJECTS OF THE NEW BRUNSWICK LAW FOUNDATION:**

"The Directors of the Law Foundation are required by statute to apply the funds received by the Foundation as they shall see fit to promote legal aid, legal research, legal education and law reform, to establish, maintain and operate law libraries, and to provide bursaries and scholarships for the study of law".

**Review Process:** The Board of Directors meet twice per year to review applications, usually in February and June, for funding allocations for the fiscal year starting May 1. The Foundation may require an interview with an applicant before making a decision on an application.

**Letter of Agreement:** Successful applicants will be required to enter into a letter of agreement with the Foundation in a form approved by the Board of Directors of the Foundation. The letter of agreement will set out the terms and conditions governing the grant. Review our grant policy online at [**www.nblf-fdnb.ca**](http://www.nblf-fdnb.ca)

**Deadlines:** Please submit completed applications by January 25th (for the February meeting) or May 25th (for the June meeting) to the Executive Director at **nblf-fdnb@lsbnb.ca** or by mail to:

 **Executive Director**

 **New Brunswick Law Foundation**

 **68 Avonlea Court**

 **Fredericton, NB E3C 1N8**

 **Telephone: (506) 453-7776**

 **Email: nblf-fdnb@lsbnb.ca**