

The Law Society of Tasmania

Law Foundation Grant Application Guidelines

1. Details of the Applicant - Applicants, whether an organisation, group or individual, must provide details of their aims, primary functions or activities and achievements. These details should include information about special knowledge, experience, or interest in the project. In the case of an organisation, the application should include names of all members of any management committee or group responsible for its day to day running. The name and phone number of a person who can provide further information (if required) is helpful.

2. Details of the Proposal - A full description of the proposed project or activity should be provided. This may include references to work undertaken elsewhere, and the benefits of Foundation funding should be clearly addressed. The Foundation regards it as essential that the community receives a demonstrable benefit from the project undertaken.

3. Budget - Applicants should include a budget providing full details of each head of expenditure. The budget should include the following, if relevant.

- Salaries
- Postage
- Equipment
- Stationery
- Data Processing
- Taxation
- Data Analysis
- Printing
- Travel
- Other purchases of equipment and information. It should also include details of funding obtained or sought from any other source. The budget will undergo careful scrutiny by the Foundation. For each item, the least costly alternative should be proposed. For example. The cost of research assistance should be commensurate with the level of skills required for the proposed tasks. Proposals involving printing, the purchase of equipment or services, should, if possible, include three written quotations and the availability of second-hand equipment should be the subject of comment.

4. Timetable - Applicants should include a detailed timetable of the proposed activity, including:

- the date on which the project is to commence;
- the anticipated dates of commencement and completion of each major stage; and
- the proposed date of completion of the project.

Applicants are encouraged to submit their applications by email to info@lst.org.au