# Community Legal Grant 2021/22 application questions

**This document is for reference only to help your organisation prepare an application.**

**Applications must be submitted online via** [SmartyGrants](https://victorialawfoundation.smartygrants.com.au/).

SmartyGrants allows multiple people to work on an application using the same log in details, as long as only one person is working on the application at a time.

Application questions have been provided below to help you need to populate your application with responses from a number of different parties.

1. Applicant details

### Organisation details

Organisation name

ABN

Address

Website

Organisation type

### Contact details

***Head of Organisation***

First Name

Last Name

Head of Organisation Position

Head of Organisation phone

Head of Organisation email

### Key Project Contact

First Name

Last Name

Key Contact Position

Key Contact phone

Key Contact mobile phone

Key Contact email

### Project overview

Project Title

Short project description (*A short summary of your project - 50 words)*

Start date

End date

Total amount requested

### Demographics

*Please specify the project beneficiaries*

Vic - general

Older people

Aboriginal and Torres Strait islander people

People with a disability

CALD community

Children / young people

Economic disadvantage

LGBTIQ+

Older people

Recent arrivals, asylum seekers

Regional / rural

Other: Specify

*Please specify the target audience if different from the project beneficiaries*

*(Hint: the group who will reach or help your intended beneficiaries)*

*What area of law will the project focus on?*

Administrative

Housing and tenancy

Consumer – credit and debt

Discrimination

Employment

Family violence

Fines and infringements

Human rights

Immigration

Legal system

Mental health

Social security

Various civil topics

Other: Specify

*Will the project target a specific geographic area?*

Vic wide

Town/suburb: Specify

Local Government Area (LGA): Specify

Other: Specify

1. Project description

### Project details

What is the purpose of the project or activity? What are you trying to achieve?

*(Word count: 200 words recommended)*

What is the legal need? How do you know this is a problem? What evidence to you have?   
*(Word count: 200 words recommended)*

What are the key project activities? What will you do?

*(Word count: 250 words recommended)*

What will you do to ensure the project meets the needs of the audience?

*This might include project design, format or way you reach the target audience group.* *(Word count: 150 words recommended)*

How will you share or disseminate project outputs? Have you identified partners or stakeholders to help reach your audience?

*Identify each audience group and how you will reach them (Word count: 150 words recommended)*

Why is your organisation suitable to undertake the project? What is your experience or expertise in this space?

*This could be the area of law or previous work with a community group (Word count: 150 words recommended)*

How does the project support your organisations goals and/or other activities?  
*(Word count: 150 words recommended)*

### Success and measurement

The Foundation’s research team may be available to help successful applicants develop project monitoring and evaluation measures. The following questions provide insight to the potential measures and data collection strategies you have considered.

What does success look like? What would successful outcomes be?   
*(Word count: 200 words recommended)*

How will you know if these outcomes have been achieved? What tools or techniques will you use to assess e.g. interviews, surveys, project diary?   
(Word count: 150 words recommended)

In what ways might project outcomes or lessons be used beyond the grant project?

*(Word count: 150 words recommended)*

1. Partners and supporters

We encourage partnerships with other organisations to explore a shared issue or need. **Non-legal organisations are encouraged to partner with a legal organisation** to ensure accurate legal information is provided to the audience group. Please provide details of project partners and how will they contribute to the project. You may attach support letters to your application (this is optional).

If the proposed project is part of a larger funded project, please provide details.

Organisation Name   
First Name   
Last Name

Partner primary phone number

Partner primary email

Partner primary website

What is the experience/expertise of the partner? Outline how this partner will contribute to the project.

1. Budget

Please include all income and expenditure for the project. Income and expenditure should balance. Budget information is used to assess your application and should relate to all key project activities.

Income should be itemised and include:

* the amount you are requesting from Victoria Law Foundation
* other grants (include details of grants you have applied for and/or secured)
* cash contributions from your organisation
* in-kind contributions.

Expenditure should be itemised. Budget items might include:

* a breakdown of salaries (position/time/rate/FTE/on costs)
* consultant fees (Rates/hrs or attach fee proposal)
* administration costs
* program costs, e.g. design, advertising/marketing, translation (please specify details e.g. printing - 200 copies x 1page A4 factsheet; translation - 5 videos x 3 languages)
* evaluation (internal - rate/hrs or external - attach quote).

1. Document upload

Documents can be attached to support your application, for example, quotes for expenditure items (design, printing, consultants, etc.).

The Foundation does not require any additional documentation. If we need more information to assess your application, we will contact you.

1. Declaration

* Declaration that the information in the application and attachments are true and correct and the applicant is authorised to submit the application on behalf of the organisation.
* Consent to Victoria Law Foundation to refer the application to third parties for assessment.
* Consent for contact details to be used by Victoria Law Foundation in relation to marketing of Foundation activities and events.

1. Feedback

Can you provide any feedback to help improve the grant application process?