



Law Foundation  
NEWFOUNDLAND & LABRADOR

**Grant Application**  
**APPLICATION DEADLINE: APRIL 18, 2024**

The Law Foundation of Newfoundland and Labrador (the “**Foundation**”) welcomes applications from individuals and organizations. To be eligible for consideration, the proposed project/program must fall within one or more of the statutory objects set forth in the *Law Society Act, 1999* and listed below:

- (i) legal education and legal research,
- (ii) law reform,
- (iii) the establishment, operation, and maintenance of a legal referral service for the residents of the province,
- (iv) the establishment, operation, and maintenance of law libraries,
- (v) the provision of scholarships for studies in matters relevant to law, and
- (vi) to assist in funding the Newfoundland and Labrador Legal Aid Commission as established under the *Legal Aid Act*.

Decisions on whether the project/program falls within the statutory objects and whether the project/program will be funded will be made by the Board of Governors of the Foundation upon consideration of the application.

Grants are awarded subject to the availability of funds. There are no set limits on the amounts that can be applied for. Grants, in general, are awarded for a period of one year or less. Further funding requires reapplication. An applicant may apply for more than one project/program. A separate application must be submitted for each separate project/program.

The Board may require an interview with the applicant before deciding on the application. Travel expenses will not be paid unless specifically authorized by the Board.

The Foundation may provide the full amount of the approved grant where the project/program is of short duration. An approved grant for a project/program that exceeds a period of six months will normally be provided to the grant recipient as two installments. The second instalment will be provided when the grantee files the evaluation report, confirming that the object(s) are being met and that the project/program budget is on track.

Grants are subject to the conditions set out in the Application Summary and may be subject to additional conditions set by the Board of Governors when a grant is approved.

## PROJECT APPLICATION SUMMARY

<b>Name of Applicant and/or Organization</b>		
<b>Contact Person</b>		
<b>Name:</b>	<b>Position:</b>	
<b>Address:</b>		
<b>Telephone:</b>	<b>Cell:</b>	
<b>Email:</b>	<b>Website:</b>	
<b>Mandate of Organization (1 or 2 sentences):</b>		
<b>Date Incorporated (if applicable)</b>		
<b>GST Registration Number (if applicable)</b>		
<b>Project Name and Brief Description (supplementary information may be attached)</b>		
<b>Location:</b>	<b>Start Date:</b>	<b>End Date:</b>
<b>Project Budget</b>		
<b>Amount Requested:</b>	<b>Total Project Budget:</b>	
<b>Name of other sponsors and funding requested and/or committed</b>		
<b>Applicable Law Foundation Objects of Funding (see Application Overview Section)</b>		
<b>Target Groups</b>		
<b>Board Members - list names and biographical information (supplementary information may be attached)</b>		
<i>List names and biographical information. Supplementary information may be attached.</i>		
<b>Name:</b>		
<b>Title:</b>		
<b>Signature:</b>		
<b>Date:</b>		

***The authorized signature should be the applicant or Board Chair or President as applicable. By signing this form, you are agreeing to the terms and conditions as set out in Appendix "A" Terms and Conditions of Grant Acceptance, and the terms, representations and warranties set out in Appendix "B" Liability Waiver.***

## **APPENDIX A: TERMS AND CONDITIONS OF GRANT**

*In signing the Project Application Summary, the applicant agrees to accept the following conditions of approval as set out by the Board of Governors of the Law Foundation of Newfoundland and Labrador:*

1. Unless specifically stated in writing by the Foundation, funding, if approved, is solely applicable for the project for which it is made, and it cannot be assumed that funding will continue to be provided for subsequent projects. Further funding will require re-application.
2. Funding, if approved, will be used as specified in this application, or any variation first approved in writing by the Law Foundation, and any unused portion of the grant will be returned to the Law Foundation immediately following the completion date of the project/program, or such earlier date as the Law Foundation during the project.
3. Funds used for a purpose other than approved by the Foundation shall be reimbursed to the Foundation upon request. Similarly, if the project funded by the Foundation is cancelled or substantially modified, approval for the grant shall be deemed to be withdrawn, any further payments shall cease, and any funds not spent at the time of cancellation or modification of the project shall be immediately refunded.
4. If the project does not commence within one year of the grant date, the grant shall be rescinded unless a written extension is given by the Foundation.
5. There shall be full rights of access by the Foundation or a designate to perform a spot analysis or audit of the project.
6. As applicable, the Foundation will be acknowledged in all material produced because of a grant from the Foundation and all such material (written, printed, video tapes, digital media etc.) will be provided without charge to the Foundation, upon request. In any event, such material shall be made available for public use through the Foundation. In the case of public legal education materials, the Foundation is also granted the right to revise materials produced because of the Foundation grant.
7. As applicable, a project evaluation report will be filed at the conclusion of the project assessing the extent to which the object(s) were achieved and presenting the actual financial results of the project compared to those budgeted and that, regarding the latter, the revenues and expenses of the project will be identified in the accounts of the applicant.

## APPENDIX B – LIABILITY WAIVER

The Law Foundation of Newfoundland and Labrador, its Governors and employees shall not be held liable for any injury, including death to any person or for any loss or damage to property of the applicant, or for any obligation of the applicant, incurred or suffered by the applicant or its employees, agents or voluntary workers in carrying out the project funded through the grant, unless such injury, loss or damage is caused by the negligence of the Law Foundation, its Governors or employees.

The applicant represents and warrants that:

- a) All persons, corporations and other entities specified in the application are Canadian;
- b) There is not now pending nor, to the best of the knowledge of the applicant, threatened against the applicant any cause of action or legal proceeding of any kind before any court, tribunal or other competent authority in any jurisdiction in the world;
- c) The project does not contain elements of excessive violence, hate propaganda, sexual violence, or sexual exploitation or elements which are obscene, indecent or defamatory or in any other way unlawful;
- d) The project does not violate or infringe any intellectual property right (including copyright, trademark, patent, industrial design or trade secret) moral right, privacy right, right of image or any other right or interest of any person, nor does it appropriate the personality of any person. If the applicant collects any personal information through the project, it will do so in strict compliance with the *Personal Information Protection and Electronic Documents Act* and all other applicable data protection and personal information protection laws;
- e) The project will adhere to the laws of the province of Newfoundland and Labrador and the federal laws of Canada; and,
- f) The Law Foundation, its Governors and/or employees shall not be held liable for any of the above infringements or violations.

The applicant will indemnify and hold harmless the Law Foundation, its Governors, officers, and employees from and against any damages, costs, expenses, losses or claims (including, without limitation, legal fees and costs) arising directly or indirectly with respect to:

- a) The project, including but not limited to, the development, production, exploitation, advertising or promotion of the project;
- b) Any breach or alleged breach of any representations and/or warranties of the applicant; and/or
- c) Breach by the applicant of any other provision of these Terms and Conditions.
- d) The applicant acknowledges that the project and/or the grant does not create any partnership or joint venture with the Law Foundation.

## APPENDIX C - APPLICATION CHECKLIST

Applicants must submit a written grant application (MS Word document or PDF) via email to the Executive Director at [fnl@lawfoundationnl.com](mailto:fnl@lawfoundationnl.com).

Completed applications must contain the following:

- An Application Summary signed by the Applicant, Board Chair or equivalent.
- The most recent Annual Report and Mission Statement, if applicable. If no Annual Report or Mission Statement, submit further details on the mandate.
- Certificate of Incorporation and Bylaws, or equivalents. This is not necessary if you or your organization have previously been awarded an LFNL grant.
- Current year operating budget
- Project/Program Budget
- Financial Statements
- References: If you are collaborating with other organization(s) whose support you need to carry out the project/program, provide *a letter of reference from at least one* individual from each organization who is familiar with your projects/programs and services and who can verify the need for your project/program.
- If the applicant or the project/program is associated with a university or educational institution, attach a letter from the Dean or Principal confirming approval of the project/program.
- If the applicant is associated with any international, national, provincial, or local organization which has a direct or indirect involvement or interest in the project/program, attach a letter of reference from such organization.
- The Foundation may contact the references and make enquiries of and obtain such other information from any persons, institutions or organizations as the Foundation may require in connection with this application.

Applications submitted without all required documentation may not be considered by the Board.

Please contact the Executive Director by email at [fnl@lawfoundationnl.com](mailto:fnl@lawfoundationnl.com) or by telephone at (709) 754-4424 if you require assistance or clarification with the application form or process.