



## **Law Week May 16-22 2010**

### **Grant Application Guidelines**

#### **Background**

Law Week was established in New South Wales and to promote greater understanding within the community of the law, the legal system and the legal profession. Law Week is an incorporated company administered by a Board, which is comprised of the leaders of the justice system in New South Wales. Law Week is a National Event.

Law Week is an opportunity for lawyers to become involved in their communities and demonstrate their skills, and for the community to learn about the law and the legal system. It is a week long campaign that attracts widespread national media coverage. It provides numerous learning opportunities for both the community at large and the legal profession in what is generally considered to be one of the best legal community education programs offered annually.

The aim of Law Week programs in 2010 is to engage local communities in a program of events designed to provide greater awareness about “ Law and Justice in Your Community” and how the law applies to and affects the day to day lives of its residents in a context that is relevant and educational.

#### **Law Week 2010 Theme**

Law and Justice in your community

#### **Law Week objectives**

- Promote greater understanding in the community of the law, our legal system and the legal profession.
- Provide the community with information about the services available through legal and justice agencies.
- Include people from diverse backgrounds, organisations and perspectives in the planning, implementation and participation in Law Week programs.
- Form appropriate partnerships that will enable the development and implementation of public education programs about the law.
- Engage Regional Law Societies in legal education events in their local communities that include organisations such as local courts, NSW Police, libraries and Legal Aid.

#### **Target audiences:**



- People from rural, regional and remote areas
- Aboriginal communities
- People from a non English speaking background
- People with a disability
- People at risk (domestic violence, people in custody, homeless, emerging communities)
- Legal profession
- NSW broader community

### **Grants Criteria**

- Law Week Grants are limited to a maximum of \$1000 (inclusive of GST) per region.
- Grants will be allocated to provide financial assistance for regional activities that demonstrate your activity is being conducted in partnership with the Regional Law Society, or local courts and schools, or NSW Police, or libraries or Legal Aid. Your grant application must describe how any of these organisations will be involved in the planning and development of your Law Week program.
- You must demonstrate how your activity supports the theme and objective/s of law week.
- You must demonstrate how your activity is relevant to any of the target groups identified above.
- Grants will be assessed on the information provided which clearly meets the requirements for applications outlined below

### **Submission Requirements**

Your submission of 2-4 pages should address the following matters:

(Please use each of the following headings in your applications)

- **Objective/purpose of the grant** – What do you aim to achieve and how does it fit within the Law Week theme and how does your project meet any of the objectives of Law Week as outlined above?
- **Target group** – who will use or benefit from the project? Why do they need the project?
- **Project plan/methodology** – how will you meet your objective? Describe your project in detail, including the methodology to be used, how the grant will be spent, stakeholder involvement and include a plan of action and timetable, describe any other related activities that will be conducted that support this project but are not part of this funding application.
- **Distribution and promotion strategy** – how will you reach your target market?
- **Publicity/launch** – is a formal launch or publicity campaign appropriate? Please provide details



- **Capacity of applicant** – please outline the relevance of this project to your organization and capacity to deliver the project eg have all stakeholders committed time and materials, venue available etc?
- **Evaluation** – How will you measure/assess the success of your project (eg number of participants, media coverage etc)
- **Budget** – please provide an itemized budget including any other funding sources and any quotes you have received to support your budget.

#### How to apply

Send your Grant Application Form and submission, by **5pm on Friday 26<sup>th</sup> February 2010**, to:

Lorraine Clark  
Law Society of New South Wales  
170 Phillip Street  
SYDNEY NSW 2000

Phone: (02) 9926 0287  
Fax: (02) 9926 0118  
Email: [lgc@lawsocnsw.asn.au](mailto:lgc@lawsocnsw.asn.au)

**PLEASE NOTE THAT UNDER NO CIRCUMSTANCES WILL LATE ENTRIES BE ACCEPTED**



## Law Week May 17-21 2010

### Grant Application Form

#### How to Apply for a Grant:

1. Read the Guidelines (attached).
2. If your project is within the Guidelines:
  - 2.1 Complete Grant Application Form and sign the Term of Agreement;
  - 2.2 Attach a 2-4 page Grant submission addressing all of the questions referred to in the Guidelines.
3. Send this Grant Application Form and your Grant Submission to the address set out in the Guidelines by February 26 2010
4. The Law Week Board will notify your organisation on the outcome of your application within one week of the closing date for applications.
- 5.

Applicant/s Name:	
Contact Person/s	
Postal Address	
Email Address	
Contact No: :	Tel: Fax:
Project Title:	
Total projected cost:	\$
Amount Sought	\$
Project Description/Summary:	



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### Law Week Funding Agreement

In accordance with the requirement that all funds provided by Law Week are expended on Law Week activities, I agree that as a condition of accepting a grant from Law Week 2010 I will provide to the Law Week Board the following information:

- A reconciliation showing how the Law Week Grant was spent (including supporting documentation if called for);
- A brief written report (two pages or less) summarising the activities funded by the Law Week Grant; and
- Copies of any local newspaper reports relating to Law Week activities in my area.

I agree to provide this information to the Law Week Board prior to 30 June 2010.

Certified by: \_\_\_\_\_ (NAME)

\_\_\_\_\_ (POSITION)

\_\_\_\_\_ (SIGNATURE)

\_\_\_\_\_ (DATE)