

Law Week Grant guidelines

Grant aim

Improving community understanding of the law and justice system, through engaging events

Law Week is an annual festival of events that makes learning about the law easy for Victorians. Through Law Week Grants, the Foundation will support projects that improve community understanding of the law and justice system through engaging events. This year priority will be given to events in new locations and regional areas.

Guiding principles

Priority will be given to applications that can demonstrate the following:

Impact

Projects that have potential to reach significant audiences – this could be a broad audience or a project that responds to a current issue or need for a specific group of Victorians.

Innovation

Projects that respond to legal need by offering new approaches or apply proven strategies in legal education.

Examples

The types of projects that have been funded in the past include:

- community legal education sessions
- panel discussions
- legal health checks
- mock trials
- court tours
- public talks
- performances and entertainment.

Submitting your application

The Law Week Grants program will open Monday 3 December. Applications for grants up to \$3,000 will be accepted until **Monday 4 March 2019**. Applications must be submitted via the grants portal on the Foundation's website.

You should contact the Grants Manager prior to submitting your application. The Grants Manager can provide feedback on your project proposal, indicate if it meets selection criteria and advise if sufficient funds are available, giving your application the best chance of success.

Assessment process

The Executive Director of the Foundation makes funding decisions. Applicants will be advised on the outcome of their application within a week after the closing date.

Grant applications are assessed against the Foundation's statutory functions, grant priorities and guiding principles. The following criteria are also considered as part of the assessment process:

- grants can only be made to organisations
- the project must primarily benefit Victorians

- legal need – what is the legal need of the target audience?
- format – how does the format meet the needs of the target audience?
- capacity – does the organisation have experience working with the target audience or issue area?
- impact – what difference will this work make?
- promotion – has a strategy been developed to ensure the event engages the target group?
- budget – is the budget realistic? Does it offer value for money?
- evaluation – how will the organisation collect feedback from the audience?

Grant exclusions

Generally, we do not fund:

- professional development activities
- conferences – sponsorship or attendance
- government organisations with the exception of independent statutory bodies
- recurrent or core operational costs
- purchase of major items of equipment
- international travel costs
- commercial or profit-making activities
- litigation of any kind
- projects that primarily support political activity and lobbying
- costs incurred prior to grant approval
- grant applications previously deemed unsuccessful by the Foundation unless invited to reapply.

Conditions of grant

Victoria Law Foundation places conditions on the grants it makes. Some of the grant requirements include:

- successful applicants enter into an agreement with the Foundation
- a final report is to be submitted on completion of the project
- acknowledging the support of the Foundation
- events must be delivered during Law Week 2019 and open to a public audience
- information must be delivered by a person with appropriate legal knowledge