

# Small Grant guidelines

## **Grant aim**

*Improving community understanding of the law and justice system*

Through Small Grants, the Foundation will support projects that improve community understanding of the justice system where there is evidence of legal need, including Law Week events.

The types of projects likely to be funded include:

- one-off projects – to address a legal issue which is likely to make a difference for a specific audience, for example, a legal resource – video, factsheet
- pilot projects – offering new approaches or to trial a strategy and gain further insights, for example, the delivery of legal information in a new format that could be duplicated in other services
- Law Week events - events must take place during Law Week for a community audience.

## **Guiding principles**

Priority will be given to applications that can demonstrate:

### ***Evidence***

Evidence of legal need and a good case that this response is likely to make a difference.

### ***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.

## **Submitting your application**

The Foundation accepts applications at any time throughout the year – there are no formal open or closing dates. Applications can be made for projects with budgets up to \$5,000. Applications must be submitted through 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. In most cases, applicants will be advised on the outcome of their application within 2-4 weeks of the application being received.

Grant applications are assessed against the Foundation's statutory functions, grant aims 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? What is the evidence?
- project methodology – what will you do to address the need?
- format – how does the format meet the needs of the target audience?
- duplication – does the information already exist?
- capacity – does the organisation have the skills and resources to undertake the project?
- impact – what difference will this work make?

- dissemination and promotion – has a strategy been developed to ensure the information gets to the target group?
- replication – is there potential for the project to benefit a broader audience?
- budget – is the budget realistic? Does it offer value for money?

### **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
- having materials checked by a person with appropriate legal knowledge
- developing resources using plain language principles (where applicable).