



GUIDELINES ON APPLICATIONS FOR GRANTS

1. INTRODUCTION

The Law Foundation of South Australia (“the Foundation”) is an Incorporated Association. The Foundation consists of nine members of whom one, the Chair, is a Judge of the Supreme Court of South Australia, three members are appointed by the Attorney-General for the State of South Australia, three by the Law Society of South Australia and the remaining members are the Dean of the School of Law of Adelaide University and the Dean of the School of Law of Flinders University.

2. OBJECTS

The objects and purposes of the Foundation are:

- (a) To promote or undertake legal research which in the opinion of the Foundation may be of value in the reform of law.
- (b) To promote and provide legal education including the education and training of legal practitioners and persons employed by legal practitioners.
- (c) To promote or undertake community education in law and the legal system, including programmes in schools.
- (d) To communicate to legal practitioners and other persons, information on the law and matters relating to the law.
- (e) To publish, subsidise or otherwise assist in the publication of materials relating to, resulting from or connected with carrying out the objects of the Foundation.
- (f) To provide legal services to the community or a section of the community.
- (g) To do anything incidental or conducive to the carrying out of the foregoing objects.

3. FUNDING

The Foundation currently receives a percentage of the interest accruing upon legal practitioners’ trust accounts pursuant to section 57A of the Legal Practitioners Act, 1981 and is empowered to accept gifts, donations, trusts and endowments, subsidies and bequests.

4. GRANTS

The Foundation is interested in making grants to cover a wide variety of undertakings, provided that they come within its objects and financial resources.

It is a condition of acceptance of an application that the Foundation reserves the right to seek advice from outside experts regarding the merits of any particular application, or to refer an application to other funding bodies for the purposes of seeking supplementary funding.

Recipients of grants will be required to co-operate fully with any publicity sought by the Foundation over the making of the grant.

5. APPLICATION GUIDELINES

In order to assist applicants to prepare their applications, the following are some basic guidelines:

- 5.1 **Applicants should note that the Foundation will not generally support the cost of continuing institutional overheads nor of major capital expenditure nor of projects that are essentially commercial or are predominantly directed towards self-advancement.**
- 5.2 If the applicant is already in receipt of a grant from the Foundation, but the work for this project is not yet completed, or a full report on the project has not been received by the Foundation, the Foundation will generally not entertain an application for a further grant.
- 5.3 Applicants should indicate whether they are in receipt of grants from other sources or have applied for such other funding. Applicants are to advise the Executive Officer of the Foundation immediately if they receive funding from another source after their application is submitted.
- 5.4 Applicants, whether an organisation, group or individual, must provide details of their aims, primary functions or activities and achievements in the pro forma Application Form. This should include names of all members of any management committee or group responsible for the day to day running of the applicant, if it is an organisation. The name and telephone number of a person who can provide further information (if required) should be included. **APPLICANTS MUST USE THE PRO FORMA APPLICATION FORM TO BE SUBMITTED ONLINE. APPLICANTS MUST ALSO OBSERVE THE WORD COUNTS SPECIFIED IN THE APPLICATION FORM.**
- 5.5 Applicants should state whether they have been registered or are required to be registered for GST purposes.
- 5.6 Applicants should provide a description of the proposed activity and state clearly and succinctly the course of action to be undertaken and the objectives to be achieved. It should be borne in mind that the Foundation regards it as essential that the community receives a direct or indirect benefit from the project undertaken.
- 5.7 Applicants must advise whether similar resources currently exist, and if they do, when they first came into existence, and how they differ from the proposed project. Applicants must also detail the searches and enquiries they have conducted to ascertain whether similar resources exist.
- 5.8 Applicants should include a budget providing full detail of each head of expenditure. The budget should include the following, if relevant:

Postage	Salaries	Equipment
Data Processing	Stationery	Printing
Other purchases of equipment	Taxation (GST)	Travel

- 5.9 Applicants should take special care in formulating their budget, as it will undergo careful scrutiny by the Foundation. Each item should be justified so that it is apparent that the applicant has proposed the least costly alternative. For example, the cost of research assistance should be commensurate with the level of skills required for the proposed tasks. Proposals involving printing, the purchase of equipment or services, should, if possible include three written quotations and the availability of second-hand equipment should be the subject of comment.
- 5.10 Applications should include a detailed timetable of the proposed activity, including the date on which the project is to commence, the anticipated dates of commencement and completion of each major stage, and the proposed date of completion of the project. Applicants should note that if a grant is made, strict adherence to the timetable put forward by the applicant is required. If the timetable is not adhered to, the Foundation may revoke the grant and require reimbursement of its monies.
- 5.11 Grants are not usually awarded for projects extending for a period in excess of 12 months.
- 5.12 Grants may be offered subject to conditions including such matters as progressive payments, appropriate acknowledgement of the Foundation's support, copyright and provision by the recipient of a grant, of a GST tax invoice in the approved form.
- 5.13 Financial reports and audited financial statements must be submitted at the conclusion of the project. Progress reports may also be required.
- 5.14 Applicants should include a curriculum vitae or resume of the person or persons who will be primarily responsible for carrying out the project.
- 5.15 Applicants should also include any other details which demonstrate their special knowledge, experience or interests in the project area.
- 5.16 Applications for grants will be considered twice yearly and are to be received by 5 pm on the closing dates of the 31st day of March and the 30th day of September in each year. **Applications received after the closing date will be neither accepted nor considered.**
- 5.17 Applicants should provide the names and addresses of at least two referees. Applications are to be made by completing the pro forma Application Form (at www.lawfoundationsa.com.au).

All enquiries should be directed to:

The Executive Officer
The Law Foundation of South Australia Incorporated
enquiries@lawfoundationsa.com.au
Telephone: 0429 266 611