

November 16, 2012

### **NEW ALF GRANT APPLICATION DOCUMENTS AND PROCESS**

The Alberta Law Foundation is moving toward a paperless grant application process, beginning with applications to be submitted for the February 4, 2013 Board meeting. ALF Directors will only receive a digital version of the application which they will view and work with from a laptop or tablet device. To facilitate this, we are revising the ALF grant application documents so that applications will be shorter, more consistent and will include only the information that the Directors need to assess the merits of the application. For applicants, our aim is to make the grant application process easier to follow and less paper intensive, and to reduce the time required to assemble and deliver the final application.

To better inform applicants about ALF policies and expectations, the application form itself will be two pages, with the second page containing more detailed information about ALF funding policies and the terms and conditions of the grant.

The essential type of information requested in previous applications will continue to be relevant, but the new documentation will include a form for the narrative, with specific topics and questions to be addressed. Also, the budget summary document for operating grants will provide some additional flexibility to enable grantees to adjust the budget categories to be more consistent with their own chart of accounts. Supporting documents will be limited to the audited financial statements and only a limited number of other documents, depending on the type of grant.

Applications are expected to be a maximum of 20 pages plus audited financial statements (recognizing that grantees do not necessarily control the length of those statements).

As in the past, a complete draft application will be submitted in advance and ALF staff will provide comments and feedback before the application is finalized. Applicants will be required to submit their final application by email as a single PDF document. One original, signed hardcopy will be also be submitted for the ALF files.

New application documents and instructions are expected to be available by December 1, 2012. Please ensure that we are kept informed of any changes in your email address or the contact person who should receive information concerning ALF grant applications and reports. We welcome your feedback on the revised grant application documents and process as you complete your application.

For more information or to provide feedback, contact:

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