

## ALBERTA LAW FOUNDATION

### Questions to Consider Prior to Submitting a Grant Enquiry

Prior to submitting an enquiry to Alberta Law Foundation, it is important to consider the following aspects about your proposal. These questions will form the basis of your meeting with the Grants Team.

Review the questions below and be prepared to address them as best you can at this stage of the proposal development. These questions speak to the elements the Foundation uses to assess your application and are key components in creating a strong project:

#### A. Your Project

1. What do you hope to achieve with this project?
2. Who is/are the target population(s)?
3. What needs is the project addressing? How many individuals/families/communities do you anticipate the project will impact?
4. How were these needs identified?
5. What activities, services, or products will the project deliver?
6. What is the rationale for how the project will meet the needs of the target population? Do you have research or other supporting evidence for your approach?
7. How will this project specifically benefit Albertans?
8. Does the project leverage volunteer and/or pro bono lawyer time?

#### B. Project Evaluation

1. What are the desired outcomes of the project? (Your impact.)
2. How will you evaluate the project's success in meeting its desired outcomes?
  - a. What processes will be put in place to monitor outcomes on a regular basis?
  - b. If the project is already running, what are the most recent outcome monitoring results?

#### C. Your Organization

1. How does this project fit with your organization's mission or mandate?
2. What is your organization's capacity and experience in delivering this type of project?
  - a. Who will be doing the work and what are their qualifications?
  - b. If staff recruitment must take place, what is the plan of action and timeline for this?
3. What is the organization's overall funding strategy?

#### D. Your Project in the Community

1. How does this project differ from similar projects/programs currently being offered in the community?
2. What is the level of collaboration and community support for this project, as well as for the organization as a whole?
3. How will the project and services be publicized?

**E. Your Project Budget**

1. Approximately how much funding will you request from ALF for this project?
2. Are there other sources of funding? If so, in what amount and are these confirmed?
3. Is there any in-kind support expected? If so, what is it and is it confirmed?
4. Is the project cost-effective (budget and value relative to the expected result)?

**Please note:** If you are eligible to submit an application, the Foundation will ask you to submit the organization's most recent annual report and financial statements for review. You may also be asked to submit additional information in writing prior to beginning work on the application forms.