

# Information for Applicants

- Annual Grants 2017-2018

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## Introduction

The Law Society's Public Purposes Trust (the Trust) was established in 1985. The Law Society of Western Australia (Inc) is the trustee of the Law Society Public Purposes Trust (PPT). In its role as Trustee, the Law Society sets policies with regard to the investment of the Trust's assets and provides administration services to the Trust.

The Law Society does not decide which applications are to receive funding.

"A copy of the deed establishing the Trust is set out in the Schedule to the *Law Society Public Purposes Trust Act 1985 (WA)* (the Act)." Applications for grants are assessed through an independent three stage process explained on pages 6-7.

The Trust receives its income from two sources, being income from the Trust's investments and 49% of the interest paid by banks, on Solicitors Trust Accounts in Western Australia.

This Information Booklet is applicable for and annual funding for the period 1 July 2017 to 30 June 2018.

## **Applying for a Grant**

Persons, organisations or institutions can apply for funding for activities that fall within the objects of the Trust, for the financial year 1 July 2017 to 30 June 2018 by lodging an online application by no later than Friday, 29 July 2016.

**We have revised the application process. Applications for grants must now be submitted via our website through the Law Society of Western Australia website. (<https://www.lawsocietywa.asn.au/public-purposes-trust-grant-application/>).**

**Each application is to be completed using the online format in full and where relevant to the proposed project/service. A copy of the supporting documentation must be attached for each application as detailed in the attachments section of the online form.**

**Only one copy of annual reports, constitution etc. need be provided. If this information is available on the applicant's website then please supply the web link.**

The Attorney General has approved the awarding of grants on a triennial basis. Only a portion of the total funding pool will be awarded on the three year basis, the balance of the available funds will be awarded on an annual basis. The awarding of the triennial grants for 2016-2019 has been finalised and no further submissions will be accepted.

Applicants, who unsuccessfully apply for triennial funding, will still be eligible to be considered to receive a one year grant.

For annual grants, the funding period is from 1 July 2017 to 30 June 2018.

The grant may only be used to pay expenses incurred in the financial year or the years for which it has been granted.

Every year the total funds' requested by applicants exceeds the amount of money available. The total amount available for distribution will not be known until after the closing date when the Trust's annual income is determined and the audited financial statements finalised.

### **Conflict of Interest**

Applicants must identify any potential or actual conflict of interest when applying for the grant.

Where a conflict of interest is identified, the applicant must demonstrate a capacity to implement procedural mechanisms and/or governance arrangements to address this concern.

### **Grant Conditions**

Grants are awarded subject to conditions set by the Allocations Committee. Common grant conditions may include amongst others:

## Annual Grants

1. The period for annual grants is 1 July 2017 to 30 June 2018.
2. Ongoing funding should not be expected.
3. The funding period is from 1 July 2017 to 30 June 2018. No portion of the grant will be paid prior to 1 July 2017 and no expenses incurred after 30 June 2018 will be met by the Trust.
4. All invoices for payment by the Trust must be received by no later than 31 July 2018. Invoices received by the Trust after this date will not be paid.
5. In exceptional circumstances, a grant recipient may apply in writing to the Allocations Committee to have the funding period extended beyond 30 June 2018. Any application needs to be made prior to the 30 June 2018 and must set out the reasons why the grant could not be used before this date. Where no approval is granted, any remaining funds are forfeited and must be returned to the Public Purposes Trust.
6. Within two months of the end of the funding year, a report of actual expenditure versus budget is to be provided along with a statement on whether all grant conditions have been complied with. If funds have not been expended in the relevant year, they are to be returned with the statement.
7. Payments will only be made in Australian dollars by cheque or may be paid electronically into the recipient's nominated bank account.
8. If variations to the original program occur, the applicant must notify the Allocations Committee in writing of the changes and provide details of the impact they will have on the project/service.

## Objects of the Trust

For a proposal to be eligible for funding it must fall within the “Objects” of the Trust. These Objects are listed on the following pages of this booklet and are found in Clause 3 of the Trust Deed set out in the schedule to the *Law Society Public Purposes Trust Act 1985 (WA)*.

It is the responsibility of applicants to identify which object(s) from 1 to 3(e) their project falls within. There are no formal guidelines or restrictions on the interpretation of the objectives and applicants are free to read and apply the objects widely.

The Objects of the Trust are to:

- (1) Advance the education of the community and any section of it with respect to the law;
- (2) Advance the collection, assessment and dissemination to the community and any section of it, of information relating to the law; and
- (3) Improve the access of the community and any section of it to legal services.

Without limiting the generality of the foregoing, the objects shall include, to the extent that they are in aid of any of the principal objects, any of the following:

- (a) Advance the education with respect to the law of persons desiring to study law, law students, law graduates, legal practitioners, and persons having responsibility for legal education and for the administration of the law and the legal system.
- (b) Establish and advance law libraries and legal information services, including computerised legal information retrieval services;
- (c) Advance the examination of the law, the legal system, the legal profession, legal education, legal services and the effect of any of them on the community, or any section of it;
- (d) Promote and establish any body having objects altogether or in part similar to any of the objects set out above and to sponsor or otherwise support activities of any such body insofar as the same shall be incidental or conducive to any of the objects set out above; and
- (e) Carry out, encourage and support any act, matter or thing which is or may be incidental or conducive to any of the above objects or which may be conveniently done in connection therewith.

## **Assessment of Applications**

Applications are handled and assessed in three distinct stages. A flow chart of the decision making process is shown on page 8 of this booklet.

### **Stage 1 – Receipt of Applications**

All applications are received and reviewed for completeness and applicants contacted if further information is required.

Notices acknowledging receipt of applications are sent to all applicants.

No recommendations for the approval or rejection of applications are made at this stage.

### **Stage 2 - Allocations Committee**

The Allocations Committee reviews all applications having regard to a range of factors including:

- Does the program/project meet one or more of the Objects of the Law Society Public Purposes Trust?
- Has adequate information been provided about the purpose of the program/project, the quality of its management and the integrity of the applicant?
- Will the program/project provide a clear outcome to the community rather than provide services to other service providers?
- To what extent will the funding be applied directly to the proposed program/project rather than the administration of the applicant?
- Has the application clearly identified the intended outcomes along with a proof of the need for the program/project. Have any alternative service providers been identified?
- Where relevant, such as where the program/project is ongoing, has a Business Plan been provided?

**The Allocations Committee does not provide the reasons to applicants for its recommendations to the Attorney General.**

### **Stage 3 - Attorney General**

The Attorney General receives from the Allocations Committee a summary of both the applications recommended for funding and those recommended for rejection by the Allocations Committee.

The Attorney General formally accepts or rejects the recommendations of the Allocations Committee.

If the Attorney General does not accept a recommendation of the Allocations Committee, the recommendation must be returned to the Allocations Committee for further consideration. The Allocations Committee reconsiders the recommendation in light of the Attorney General's reasons for disapproval and the Attorney General and the Allocations Committee will endeavour to agree on a recommendation.

If the Attorney General does not agree to the Allocations Committee further recommendation, the Attorney General has the power to determine the allocation of money in respect of that recommendation.

After the Allocations Committee has been advised by the Attorney General of which recommendations have been accepted and if any were rejected, all applicants will be notified accordingly.

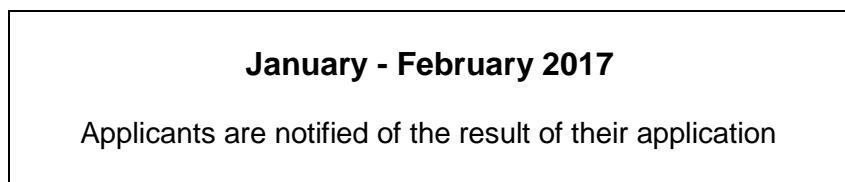
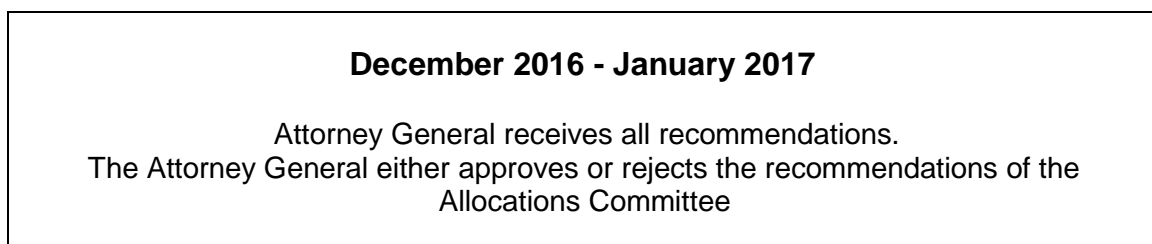
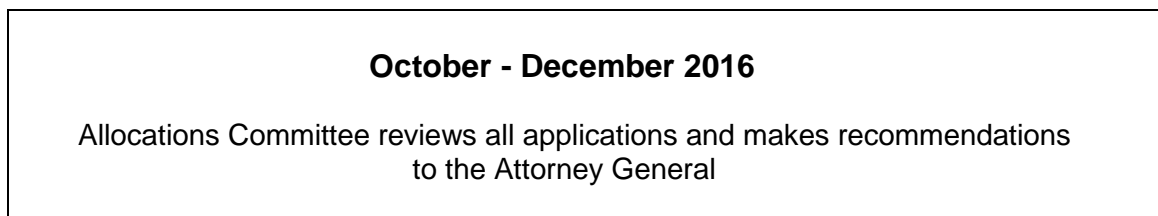
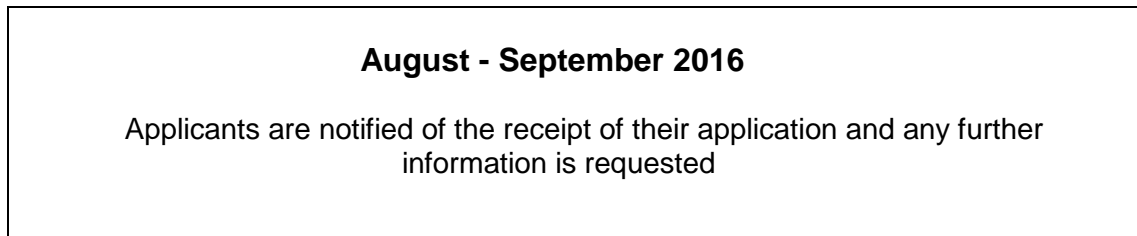
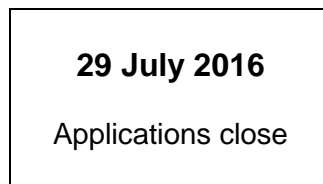
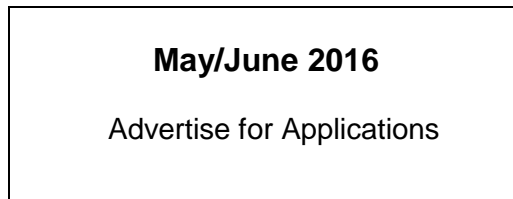
All enquiries should be directed to:

The Secretary  
Public Purposes Trust  
The Law Society of Western Australia  
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PERTH WA 6831

Telephone: (08) 9481 3111  
Fax: (08) 9481 3166  
Email: [info@lawmutualwa.com.au](mailto:info@lawmutualwa.com.au)



## Decision Making Process



## Preparing an Application

**Note: Each application must be completed via the online application form and all supporting information where relevant to their application attached. The online application form is available on our website. (<https://www.lawsocietywa.asn.au/public-purposes-trust-grant-application/>).**

Applicants must provide as much information as possible explaining both the project and the organisation or individuals making the application.

The following information must be provided where applicable:

1. A full and complete description of the proposed service/project.
2. A full explanation with evidence as to why the proposed service/project is needed in the Community. For very large projects, this should encompass a Needs Analysis or a feasibility study.

In the case of a Community Legal Centre, statistics should be provided to demonstrate the need for the service.

3. Identification of any similar existing service providers in the locality offering a similar service and an explanation as to how the proposed service differs from services already available. It must not be assumed that this is obvious to the Allocations Committee or the Attorney General.
4. A detailed profile of the organisation including where relevant, such information as the primary purpose of the organisation, experience, qualifications and professional references of key personnel along with an organisational chart.

If the organisation is incorporated under State or Commonwealth Law, a copy of the certificate of incorporation and constitution must be provided. If this is available on the applicant's website then a provision of the web link will be sufficient.

5. Estimates of the commencement and completion dates for the proposed service/project and identify any completion dates for major stages where appropriate.
6. The applicant must clearly demonstrate that the proposed project timetable can be achieved.
7. A detailed budget disclosing each type of anticipated revenue (eg. fees, sale of materials etc) and expenditure. An example of one of many suitable formats that may be adopted is shown on page 10 of this booklet.

All income and expense items are to be quoted excluding GST.

8. What quality assurance mechanisms are used and how often.

9. Details of all past and ongoing grants from both the Public Purposes Trust and other sources in the past three years. This must include funding from Commonwealth or State Government programs.
10. All asset purchases over \$1,000 must be supported by two market quotes.
11. Any salaries to be paid must be supported by evidence of the current market rate for each position. If a service is being proposed, explain why the work cannot be done by pro bono or by volunteers.
12. If the service/project is to be ongoing, provide details of any plans to acquire future sources of funding or plans to become self sufficient.
13. An evaluation plan showing the procedure and criteria by which the effectiveness of the service/project can be measured.
14. Where relevant, a copy of the Annual Report for the previous two years or a web link if it is available on the applicant's website.

**Note:** If a service/project varies from the original application after it has been lodged, the changes must be brought to the attention of the Allocations Committee in writing.

### **Goods & Services Tax**

All applications must state if they are registered or will be registered for GST. If registered, payment will be made to grant recipients upon receipt of a 'Tax Invoice'.

## Example Budget

### Budget for the period

1/7/2017 to 30/6/2018

#### **Income (excluding GST)**

Sale of Materials	XXXX
PPT Sponsorship	XXXX
Other Sponsorship	XXXX
Fee Income	XXXX
Donations	XXXX
Other Grants	XXXX
Other (please specify)	<u>XXXX</u>
Total Income	XXXX

#### **Running Costs (excluding GST)**

Accounting & Bookkeeping	XXXX
Bank Charges	XXXX
Data Processing	XXXX
Electricity	XXXX
Fax	XXXX
Photocopying	XXXX
Printing & Stationery	XXXX
Salaries	XXXX
Subscriptions	XXXX
Travel	XXXX
Telephone	XXXX
Other	<u>XXXX</u>
Total Running Cost	XXXX

#### **Capital Items (excluding GST)**

Furniture (supported by quotes)	XXXX
Other	<u>XXXX</u>
Total Capital Cost	<u>XXXX</u>
Total Expenditure (Running Costs plus Capital Items)	<u>XXXX</u>
Net Surplus (Loss) (Total Income less Total Expenditure)	XXXX

**Note: All of these revenue and expenses will not be relevant to each applicant and each applicant will have its own unique set of income and expense items.**