

GPO BOX 2388, Darwin Northern Territory 0801
TELEPHONE: (08) 8981 5104
FAX: (08) 8941 1623
EMAIL: Dagmar.brautigam@lawsocietynt.asn.au
WEB: www.lawsocietynt.asn.au
ABN: 48 813 464 972



Law Society Public Purposes Trust



GUIDELINES FOR APPLICANTS

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Background • • •

The Law Society Public Purposes Trust was established in February 1988 when the Trust Deed was executed by the Law Society Northern Territory and approved by the Attorney-General.

The Trust Deed was ratified by the *Law Society Public Purposes Trust Act 1988*.

In the Northern Territory, legal Practitioners are required to keep trust accounts with banks. The Trust income is generated by the interest earned, or amounts equivalent to interest earned, on those accounts. The banks pay the interest amounts direct to the Law Society Public Purposes Trust.

Under the Trust Deed the Law Society of the Northern Territory is the trustee of the fund.

Applications for grants from the Trust are considered by an Allocations Committee which consists of three people: two nominated by the Law Society of the Northern Territory and one nominated by the Attorney-General.

The Trust Deed requires that grants recommended by the Allocations Committee be considered by the Attorney-General.

The Attorney-General is at liberty to reject the recommendation of the Allocations Committee thereby reversing the decision, or referring the recommendation back to the Allocations Committee for reconsideration.

GST • • •

Applicants, be they an organisation or an individual, must have an Australian Business Number to be eligible for a grant. Applications from organisations and individuals who do not provide an ABN will not be considered because of the withholding requirement.

An organisation or individual does not have to be registered for GST but in any case budgetary consideration must be given to the treatment of the grant for GST purposes. Please do not hesitate to contact the Secretary of the Trust if you have any queries in relation to GST treatment. **The budget must show the GST component.**

How to Apply for a Grant • • •

Any person, organisation or institution wishing to apply for a grant should lodge an application with the Law Society Public Purposes Trust. The application should describe the project for which funding is sought and address all the essential information i.e. proposal, relevance to the Trust's objects, budget, schedule, applicant and researchers, acknowledgment of the Trust and sources of funding. Projects must fall within the Trust's objectives (overleaf). An application form is included in this booklet and must be included with each application.

Prospective applicants are encouraged to discuss their preliminary ideas with the Secretary of the Trust.

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Generally, providing funds are available, the Allocations Committee meets on a twice yearly basis. Applicants should be prepared to meet deadlines of the last day in January and July. Inquires as to availability of funds can be made of the Secretary of the Trust.

Objects of the Trust ● ● ●

The objects of the Trust as set out in the Trust Deed are:

1. To advance the education of the community, and any section of it, with respect to the law;
2. To advance the collection, assessment and dissemination to the community, and any section of it, of information relating to the law;
3. To improve the access of the community, and any section of it, to legal services;
4. To improve the quality, standard and effectiveness of legal services available to the community or any section of it; and
5. To protect any members of the community using or seeking to use legal services.

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

- a) To advance the education with respect of 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) To establish and advance law libraries and legal information services, including computerised legal information retrieval services:
- c) To 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 or it;
- d) To 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) To 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.

Notwithstanding the foregoing, in accordance with the terms of the Trust, the Trustee shall not expend in excess of three tenths of the expenditure of the Trustee on behalf of the Trust in any one financial year in grants to persons or bodies whose primary object is the provisions of legal aid.



Guidelines for Applicants • • •

Grants will not normally be made for overseas study leave. Support for travel, or to attend conferences will only be available if it is incidental to a project funded by the Trust, or in other special circumstances. Grants will not be made for legal services or representation.

The Trust must also ensure that its grants are used effectively. Consequently:

- Applicants should demonstrate or refer to in their proposals the anticipated short-term or long-term impact of their projects and provide start and finish dates.
- Inquiries may be made and/or proposals may be referred to outside experts for comment on their merit.
- Grants are subject to the appropriate approved acknowledgment of the Trust and to the applicant observing certain conditions as directed.
- Grants are subject to adequate and regular monitoring, reporting and review of projects.

Essential Information • • •

Applicants should provide relevant detailed information and address each of the following criteria;

(a) The Proposal • • •

The nature of the project or activity should be fully stated. In appropriate cases, references should be made to the applicant's previous work in the area and the significance of the anticipated results should be explained. The proposed means of recording or reporting results and of their distribution should also be set out.

(b) Relevance to the Trust's Objects • • •

Proposals must be in accordance with at least one of the trust's objects and applicants should set out how their projects meet this requirement.

(c) Budget • • •

A detailed budget should be prepared. It should contain full explanation and justification of each item. Where research assistance is required, it must be shown that the level of remuneration is appropriate to the skills required for the proposed task. Some of the following may be relevant: salaries, printing, equipment, postage, stationary, travel, typing or word-processing, data processing and analysis. Written quotes should be provided as necessary.

Consideration must be given to the GST implications of your particular situation and details of GST treatment provided. **The budget must show the GST component.**

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The Allocations Committee may agree to support a project in conjunction with other potential contributors, particularly where such co-operative arrangements may contribute to the adoption or implementation of the results of a project.

Details of all other persons or organisations from whom funding has been sought, together with their response (if known), should be provided to enable the Allocations Committee to make a considered decision.

Where it is envisaged that the project will continue beyond the period for which a grant is sought, information about its future funding should be provided. It should be made clear that the applicant has proposed the least costly alternative for each budgetary item. Proposals involving the provision of services, the purchase of equipment or printing should, where possible, be accompanied by written quotations.

(d) Project Schedule ● ● ●

Considerable importance will be placed on the timely completion of projects. Applications should thus include realistic estimates of the proposed commencement and completion dates of the project and of each of its major stages.

Where some or all of the work is to be undertaken by persons with sufficient other demands on their time, or who are not to be engaged full-time on the project, the application must demonstrate clearly that the proposed schedule can be met.

(e) Applicant and Researchers ● ● ●

Applicants should provide detailed resumes of the persons who will mainly be responsible for carrying out the project to demonstrate that they have both the skills and equipment to accomplish the work proposed.

Any information which may demonstrate on applicants special knowledge, experience or interested in the project area should be included, as should the person's name, address, telephone contact, date and place of birth and educational background. Where appropriate, applicants should state their previous employment and any publications.

If an application is made on behalf of an organisation, brief details of its history, aims and activities together with information as to how the organisation is otherwise funded and a list of current office bearers and members of its management council should be included.

(f) Acknowledgment of the Trust ● ● ●

It is a condition of grants that the applicant acknowledge the Trust in an appropriate manner. Applicants are required to provide details of how they intend to acknowledge the Trust through their project and provide proof of such acknowledgment prior to a request for funds. Any proposed acknowledgment of the Trust must be approved prior to publication.

(g) Funding ●●●

Details of how the applicant is normally funded and details of other sources of funding that have been sought should be provided. If a project had previously been funded elsewhere and/or funding has been sought from another organisation then this information and any reasons for refusal, if given, should be included.

If the applicant intends to charge for an item for which a grant is provided then this should be clearly set out in the application and projected income detailed in the budget. The Trust may require that any profits realised from a funded project be returned to the Trust.

Applications and enquires should be addressed to:

The Secretary
Law Society Public Purposes Trust
GPO Box 2388
Darwin NT 0801
Telephone: (08) 8981 5104
Facsimile: (08) 8941 1623
Email: dagmar.brautigam@lawsocietynt.asn.au



GRANT APPLICATION FORM

Applicant/Organisation: _____

ABN: _____

Are you registered for GST? YES / NO *Delete as necessary*

Address: _____

Telephone Number: _____

Commencement Date: _____

Completion Date: _____

Amount required: \$ _____ (Including/Excluding GST?) *Delete as necessary*

Briefly describe the nature of the project for which funds are sought (please attach detailed information):

Officer responsible for grant: _____

Position: _____

Signed: _____ Date: _____