

# 2024/25 Everyday Legal Grant application

## Form Preview

### Everyday Legal Grant application

\* indicates a required field

#### Objectives

Everyday Legal Grants support projects that help the community to navigate the justice system and access relevant and accessible legal information.

#### Eligibility checklist

Before proceeding, please check that you are eligible to apply for an Everyday Legal Grant.

If you are unsure or unable to meet all of the following criteria, please contact the Grants Manager at [grants@victorialawfoundation.org.au](mailto:grants@victorialawfoundation.org.au) to discuss your proposal.

#### Grants criteria \*

- ☐ The applicant is a community legal organisation or NFP community organisation with a legal partner
- ☐ The proposal addresses an area of civil law or will help Victorians navigate the justice system
- ☐ The project will primarily benefit Victorians

#### Applicant details

##### Organisation name

Organisation Name

##### ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

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Main business location

Must be an ABN.

### Address

Address

  

### Website

Must be a URL.

### Applicant Organisation type \*

### Contact details

#### Head of Organisation \*

First Name

Last Name

#### Head of Organisation Position \*

#### Head of Organisation phone \*

Must be an Australian phone number.

#### Head of Organisation email \*

Must be an email address.

#### Key Project Contact

First Name

Last Name

#### Key Contact Position

#### Key Contact phone

Must be an Australian phone number.

#### Key Contact email

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Must be an email address.

### Project overview

\* indicates a required field

#### Project summary

##### Project Title \*

##### Short project description \*

Word count:

Provide a short description of your project (100 words)

##### Project start date \*

Must be a date.

##### Project end date \*

Must be a date.

##### Total Amount Requested \*

Up to \$10,000 excluding GST.

##### Beneficiaries - who is expected to benefit from the project? \*

- |   |  |
|---|--|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander people | <input type="checkbox"/> People with a disability                  |
| <input type="checkbox"/> Culturally and linguistically diverse people | <input type="checkbox"/> People with experience of family violence |
| <input type="checkbox"/> Children/young people                        | <input type="checkbox"/> Recent arrivals/asylum seekers            |
| <input type="checkbox"/> LGBTI+ people                                | <input type="checkbox"/> Regional/rural                            |
| <input type="checkbox"/> Older people                                 | <input type="checkbox"/> Other: <input type="text"/>               |

- ☐ People experiencing disadvantage

Please specify the group/s that you intend to help.

##### Area of law - what is the main focus of the project? \*

- |  |   |   |
|--|---|---|
| <input type="radio"/> Consumer - credit and debt | <input type="radio"/> Human rights        | <input type="radio"/> Legal system                |
| <input type="radio"/> Discrimination             | <input type="radio"/> Housing and tenancy | <input type="radio"/> Processes and systems       |
| <input type="radio"/> Employment                 | <input type="radio"/> Immigration         | <input type="radio"/> Legal practice              |
| <input type="radio"/> Family violence            | <input type="radio"/> Mental health       | <input type="radio"/> Other: <input type="text"/> |
| <input type="radio"/> Fines and infringements    | <input type="radio"/> Social security     |   |

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### Project description

\* indicates a required field

#### Project details

**What is the purpose of the project or activity? \***

What problem are you trying to overcome? Include legal need and evidence where available (Up to 400 words)

**What are the key project activities? How will you ensure the project meets the needs of the audience? \***

How the project activities will support the purpose and intended outcomes. (Up to 400 words)

**What are the expected outcomes of the project? \***

(Up to 400 words)

**Is there anything else you would like to tell us to support your application?**

This might include past projects, your expertise or experience working with the audience group or in the area of law.

### Partnerships

#### Partner details

We encourage partnerships and collaboration with other organisations to explore a shared issue or need or where a partner can provide specialist information or expertise in a specific area.

Community organisations are required to partner with a legal service to ensure accurate legal information is provided to the audience group.

Please only provide details of project partners which will contribute to the project.

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You may attach letters of support from stakeholders and/or partners in document upload section (this is optional).

### Partner

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Partner Primary Phone Number

Must be an Australian phone number.

### Partner Primary Email

Must be an email address.

### Partner Primary Website

Must be a URL.

### Outline how this partner will contribute to the project?

## Budget

### Budget

Please include all income and expenditure. This helps us understand the true cost of delivering the project.

Budget information is used to assess your application so please include detailed information where possible.

#### Income

Include:

- the amount you are requesting from Victoria Law Foundation
- other grants (include grants you have applied for and/or secured)
- cash contributions from your organisation
- in-kind contributions.

#### Expenditure

Budget items might include:

- salaries (hrs/rates/time period)

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- consultant or consultation fees
- administration costs
- project costs, e.g. design, focus or reference group costs, resource development, marketing, interpreters
- evaluation.

Income (excl. GST)	\$	Expenditure (excl. GST)	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

### Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

### Document upload

Please attach or link to any documents to support your application. This might include a detailed project plan or budget, quotes, monitoring and evaluation framework, or letters of support from partners or stakeholders. This is optional.

If we need more information to assess your application, we will contact you.

#### Support material

Attach a file:

A maximum of 3 files may be attached.

#### Link to website

Must be a URL.

### Declaration

\* indicates a required field

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I declare that the information in this application and any attachments are to the best of my knowledge true and correct and I am authorised to submit the application on behalf of the organisation.

I consent to Victoria Law Foundation referring this application to third parties to assist the assessment of this application.

I consent to my contact details being used by Victoria Law Foundation to keep me up to date about activities and events.

**I have the authority to submit this application and have read and understand the declaration. \***

☐ Yes

### Name

First Name

Last Name

### Position

### Date

### Feedback

**Please provide any feedback about your experience applying for a grant that might help improve our grant processes.**

### How did you find out about this year's grant opportunity?

- ☐ VLF email
- ☐ VLF website
- ☐ Social media
- ☐ Previously applied for a grant