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For information about the **Alberta Law Foundation**  
and to request application forms and the most  
recent annual report, write or telephone:

**Alberta Law Foundation**  
#205, 407 - 8th Ave. S.W.  
Calgary, Alberta  
T2P 1E3  
Telephone: (403) 264-4701

As of June 1990, the members of the Board of  
Directors are:

Mr. R. Philip M. North, Q.C.  
Lethbridge (Chairman)

Mr. Richard R. Joly, C.A.  
Red Deer

Mr. Dennis P. Medwid, C.M.A.  
Edmonton

Mr. George J. Stalinski  
Calgary

Mr. Ronald G. Starchuk, Q.C.  
Calgary

Mr. Douglas A. Tien, C.A.  
Camrose

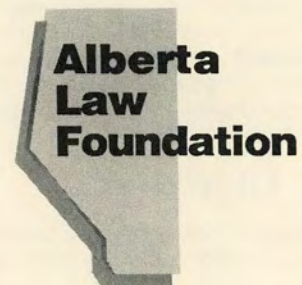
Ms. Anne S. de Villars, LL.B.  
Edmonton

**Staff**

Mr. Owen G. Snider, M.B.A.  
Executive Director

Miss Diana M. Porter  
Administrative Assistant

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## Alberta Law Foundation

The Alberta Law Foundation was established by amendments to the Legal Profession Act which became effective on April 1, 1973. The Foundation is the recipient of the interest which banks and trust companies must pay on clients' funds held in lawyers' mixed general trust accounts. This does not include interest paid on a specific trust investment held for an individual client. The interest is made available by the Foundation to organizations engaged in activities which are considered to be in keeping with the Foundation's objectives.

### Objectives

The Legal Profession Act spells out the purposes for which the Foundation's money can be used:

- Objective I: conducting research into and recommending reform of law and administration of justice.
- Objective II: establishing, maintaining, and operating law libraries.
- Objective III: contributing to the legal education and knowledge of the people of Alberta and providing programmes and facilities therefore.
- Objective IV: providing assistance to native people's legal programmes, student legal aid programmes, and programmes of like nature.

### Administration

The Foundation's funds are administered by a Board of Directors consisting of seven members; three are appointed by the Attorney-General of Alberta, two by the Benchers of the Law Society of Alberta, two others by those five Directors. The Directors meet regularly to decide on grant applications and policy matters with respect to the general administration of the Foundation's affairs, including the collection and investment of funds. A small staff is employed by the Foundation to take care of administrative matters and to advise prospective applicants for funding.

## Examples of Funding

As an indication of the sort of activities considered by the Board of Directors to be eligible for financial assistance, a few projects which have received funds are briefly described below.

### Objective I

#### The Institute of Law Research and Reform

Research into various aspects of the law and formulation of recommendations for legislative action.

#### The Canadian Institute of Resources Law

Advancement of the law relating to Canada's natural resources by research, education and publication.

### Objective II

#### Joint Library Committee

#### Law Society of Alberta & Attorney-General

Maintenance of book collections and improvement of services in Courthouse libraries.

#### Lawsearch

Provision of computer-assisted legal research services to the legal profession and the general public.

### Objective III

#### Legal Resource Centre of Alberta

Provision of a public legal education service based on a collection of legal resource materials.

#### John Howard Society of Alberta

Delivery of a public legal education programme on the Criminal Justice System.

### Objective IV

#### Student Legal Services, University of Alberta

Provision of public legal assistance and education programmes and promotion of research and reform of the law.

#### Native Counselling Services of Alberta

Production of multi-media educational material and conducting research into the law as it relates to Native people.

## Funding Guidelines

Your project must fall within the stated objectives of the Alberta Law Foundation as interpreted by the Foundation's Board of Directors. It may be of any size but all grants are subject to the availability of funds. In general, grants will not be made to an individual or for the support of a commercial venture. Also, funds are not available for scholarships, bursaries, fellowships, sabbatical leave support, or for endowments.

## Application Procedures

Contact the Foundation office to discuss your proposal and to obtain the necessary application forms. Assistance with the preparation of your application is available from the Executive Director. Remember, however, that the staff can only offer advice and that it is the Board of Directors who will make the decision on the funding of your project.

Your proposal should contain completed application forms, a detailed programme budget, a few pages describing your project and its benefits to the general public of Alberta, and other supplementary material.

Send eight copies of your submission to the office of the Foundation at least four weeks prior to the meeting of the Board of Directors at which it will be considered. The Board meets regularly throughout the year and the scheduled meeting dates can be obtained through the office.

## Obligations of Grant Recipients

An organization which receives a project grant must ensure that the work is carried out in accordance with the submission. Any major departure from the objectives, procedures, or budget of the project must be approved by the Board of Directors of the Alberta Law Foundation. Progress reports and financial statements must be submitted at agreed intervals; the final report should be accompanied by a refund of any unspent funds, together with an independent auditor's report (unless the Foundation has agreed that such is not required).

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# ALBERTA LAW FOUNDATION

#205, 407 - 8th Avenue S.W.

Calgary, Alberta T2P 1E3

Telephone 264-4701

## Application Guidelines

The Alberta Law Foundation was established by amendments to the Legal Profession Act which became effective on April 1, 1973. The Foundation is the recipient of the interest which banks and trust companies must pay on clients' funds held in lawyers' mixed general trust accounts. This does not include interest paid on a specific trust investment held for an individual client. The interest is made available by the Foundation to organizations engaged in activities which are considered to be in keeping with the Foundation's objectives.

The Legal Profession Act spells out the purpose for which the Foundation's money can be used:

Objective I: conducting research into and recommending reform of law and administration of justice.

Objective II: establishing, maintaining, and operating law libraries.

Objective III: contributing to the legal education and knowledge of the people of Alberta and providing programmes and facilities therefore.

Objective IV: providing assistance to native people's legal programmes, student legal aid programmes, and programmes of like nature.

## Funding Policies

Your project must fall within the stated objectives of the Alberta Law Foundation as interpreted by the Foundation's Board of Directors. It may be of any size but all grants are subject to the availability of funds. In general, grants will not be made to an individual or for the support of a commercial venture. Also, funds are not available for scholarships, bursaries, fellowships, sabbatical leave support, or for endowments.

## General Steps

1. Contact the office to discuss your project with staff.
2. If it seems appropriate, request the application forms and collect supporting material.
3. In consultation with the Foundation staff, compile your brief as outlined herein.
4. Submit eight copies of your brief at least four weeks prior to the Board of Directors' meeting at which you would like to be heard. The Board meets regularly - future dates are available from the office.
5. If you wish, make arrangements with the staff for you to appear at the meeting in support of your brief.
6. If your project is funded:
  - (a) arrange with the Executive Director a schedule of drawdown of funds.
  - (b) carry out your project according to your proposal.
  - (c) submit all reports at agreed intervals.
  - (d) submit a final report together with an audited financial statement and a refund of surplus funds (if any).

## Contents of Brief

1. Cover letter (if desired).
2. Application form.
3. Budget summary.
4. Budget support material.
5. Project description.
6. Supporting documents.

Please assemble material in the order indicated.

Note: The cover letter and application form are intended to convey only the basic facts about your organization and the project being proposed. The budget material, detailed project description, and various supporting documents should be designed to make a favorable case for your project in the view of the Board of Directors of the Foundation.

## Budget Preparation

A request for financial assistance from the Alberta Law Foundation may be comprised of one or both of the following categories:

### Continuing Project

This budget is calculated to provide funding for the expenditures and staffing necessary to support existing programmes funded by the Alberta Law Foundation according to the annual funding guidelines.

### New Project

This budget category may be utilized by an organization already in receipt of Alberta Law Foundation funding for one-time special projects, pilot projects, or the implementation of new programmes.

Organizations seeking Alberta Law Foundation funding for the first time apply under this category. Also, applications to the Special Projects Fund will be submitted under this category.

## General Procedures

1. Budget requests are to be prepared utilizing the forms included in the application package.
2. All line figures are to be rounded to the nearest \$1.
3. All budget items are to be categorized either as Personnel costs or Supplies and Services expenditures. Once the budget is approved, transfers of funds between the two categories cannot be done without prior approval from the Foundation. Your organization is expected to maintain expenditures at or below the levels indicated by the totals on the budget forms. Funds unexpended at the end of the project or the programme year are to be refunded to the Foundation as soon as is practical.
4. You may wish to attach your organization's format of budget to the Alberta Law Foundation budget forms and consolidate totals into the appropriate categories on the Foundation forms. If this is a continuing programme, please include the prior year's budget in that format as well.
5. **Personnel**
  - (a) Salaries: Permanent Position

On a separate sheet, list staff positions and the proposed salary for each. Place the total salary figure on the form. Permanent part-time positions should be included here.
  - (b) Wages: Temporary and/or Part-time

On a separate sheet, calculate wage requirements based on the number of hours each employee is expected to work times the proposed rate of pay (hourly, weekly, monthly, etc.). Transfer the total wage figure to the form.
  - (c) Contracts/Honoraria

If this project or programme involves payment for contract work or honoraria to individuals, include the total amount on the form. Show the details on a separate sheet.
  - (d) Employer Contributions

Total of Salaries + Wages x the current percentage for UIC, CPP, Holiday Pay, etc.
  - (e) Allowances and Supplementary Benefits

Include special allowances given as part of compensation.
6. **Supplies and Services**

In the same manner that a separate sheet was prepared to provide supporting details for the Personnel Budget form, a sheet providing additional information for various line items may be advisable here. Additional line items may be added where those provided are inadequate to describe your needs. Any items provided by outside sources should be mentioned on the support sheet.

  - (a) Office Furnishings and Equipment

If this is a new project or short-term programme, a strong argument is needed for the purchase rather than rental of these items. However, a permanent record must be maintained of the particulars of fixed assets as to description and costs.
  - (b) Insurance

Include premises, equipment, liability, etc.
  - (c) Telephone

Include installation, service, and long distance charges.
  - (d) Travel Expenses

These may be composed of car allowances, personal car use reimbursement, cabfare, airfare, subsistence, parking, etc. Show details.

(e) Staff Development

This category includes seminar and workshop fees, conferences, certain courses etc. Show details.

(f) Professional Fees

Audit fees, professional association fees, legal disbursements, etc. are included here. Itemize by category.

### Continuing Project

1. Compare the current year's expenditures to your current budget. This will usually require a projection to the end of your fiscal period.
2. Record the budget amounts for current year and new year on the Continuing Project Budget Analysis form. Calculate the increase or decrease variance for each expenditure category, showing decreases in parenthesis, e.g. (\$100). Calculate the percentage of change shown by this variance.
3. Repeat this procedure comparing new budget to actual expenditures.
4. On the separate sheet containing the details for each expenditure category, please explain the reasons for the major variances.
5. All Personnel costs must be justified **notwithstanding** the prior year's funding level.
6. In addition to the Budget forms and supporting details, please include current financial statements and, if available, an organizational chart.

### New Project

1. One set of forms titled New Project Budget Analysis and supporting details must be submitted for each project request.
2. If more than one project is being submitted, identify each in terms of your organization's priority ranking.
3. The Budget Analysis form has space for three years of budget figures. This is designed for multi-year projects or projections on one-year (or less) projects which may require future funding if proven successful. It should be understood, however, that the Alberta Law Foundation normally funds projects up to one year and subsequent years of funding must be applied for annually.
4. If your organization is already in receipt of funding from the Foundation, be sure to explain carefully in your brief how this new project will relate to your present programme.
5. The New Project forms are utilized when making application for funding from the Special Projects Fund. These projects must be of a fixed duration and will not be considered for further funding. Therefore, projects submitted to the Fund must not be pilot or demonstration projects and must not constitute programme expansion. Thus, these projects are independent of the regular programming of the organization but may well be related to the objectives of ongoing programmes.
6. Projects funded from the Special Projects Fund may be of any length up to three years. The funds for the entire period of the project will be allocated on approval by the Directors.

### Programme Budgeting

The Alberta Law Foundation requires that organizations submit their grant request in a programme budget format. A programme is composed of activities which are undertaken by the organization in order to further one or more of its objectives. Each programme activity requires the input and expenditure of financial resources. Programme budgeting is a system of accounting whereby revenue and expenditures are allocated to each activity or collection of activities.

Direct costs and some or all of attributable indirect costs are allocated to specific programmes. Revenue from one or more sources is then allocated to the programme as necessary to cover the costs. It is recommended that programme costs be segregated from administration and that any programme which represents 10% or more of the activities of an organization should be budgeted separately. This programme budgeting may be in addition to, or instead of, line item financial budgeting as required by the Alberta Law Foundation forms.

The key factor in determining whether a particular cost is direct or indirect is traceability. If a cost can be positively linked to a programme, then it is traceable to that programme and becomes part of the direct costs of carrying it out. Indirect costs are attributable to several programmes including the one for which costs are being calculated. An equitable share of total indirect costs is allocated to each programme on some reasonable basis. The full cost of the programme is the total of the direct costs traced to it and the indirect costs allocated to it.

Allocation of the full amount of indirect costs to programmes must be avoided. A certain amount of cost in any organization cannot be attributed to any one activity but is common to all and must remain in the administration budget.

The Alberta Law Foundation expects that the budget for the requested grant will identify the portions of the grant which will be allocated to each of the programmes and to administration. In this way, the Foundation will be able to determine how its funds are being utilized to further the objectives of the organization. This will also enable the organization to make evaluative statements about the programme output resulting from Alberta Law Foundation funding. In addition, the organization will be able to determine whether any of its surplus revenue is properly due to the Foundation.

For further information concerning programme budgeting, please contact the Alberta Law Foundation office.

Programme Budget - revenue and expenditures are allocated to each activity or collection of activities.

Direct Costs - costs that are easily traceable to a programme.

Indirect Costs - costs that are not easily traceable to an individual programme but are attributable to several programmes.

Cost Allocation - the assignment of direct costs and a portion of the indirect costs to a programme in order to determine the full cost of carrying out the programme.

### **Project Description**

It is understood that every project is different and, therefore, every proposal brief must be considered on its own merits. However, there are certain general areas that should be addressed in your submission.

#### Introduction

A discussion of the background for your project or programme proposal, and the reasons for approaching the Foundation for funding, should be included here.

#### Project Description

Outline the objectives of the programme and the activities designed to achieve those objectives. An explanation of how your project fits in with existing work in the field should be provided.

#### "Needs" Statement

Describe carefully how your project is designed to meet perceived needs of the public of Alberta - how will the people benefit?

#### Alberta Law Foundation Objectives

State the Objective(s) of the Foundation under which you are applying and provide a sound rationale for your choice.

#### Evaluation

If this application is for funding to **initiate** a project or programme, indicate the means by which you will judge its success.

If this application is for funding to **continue** a project or programme, provide a summary of the evaluation carried out to show whether or not it has been successful.

#### Community Support

Provide evidence that you have carried out a community needs assessment for your new project and have the support of community members for its implementation. Provide evidence of on-going support for your continuing project.

#### Other Funding

Discuss briefly other funding or "in-kind" support for your project which you have obtained and, if applicable, describe other funding sources you have approached.

#### Supporting Documents

These could include:

1. Letters of support or commitment for your project.
2. Evaluation summaries or instruments.
3. Lists of Directors, Advisory Committees, Staff, etc. of your organization, and other details of your legal structure.
4. The objectives of your organization.
5. Resumes, articles, reports, etc. pertinent to the proposal.

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ALBERTA LAW FOUNDATION

225-497 (in Alberta)  
Calgary, Alberta T2P 1E3  
Telephone 244-1721

The Honourable John Abird, K.C.  
Attorney-General for the Province of Alberta  
527 Legislative Building  
Edmonton, Alberta

Dear Sir:

Re: Report

I have the

pleasure to

submit to you

the

Annual Report

of the

Alberta Law

Foundation

for the

year ended

March 31st,

1990.

The

Report

contains

information

regarding

the

activities

of the

Foundation

and

is

submitted

to you

as

requested.

I

am

very

thankful

for

your

continued

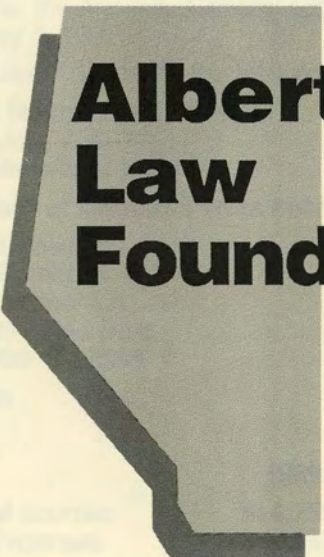
support.

SEVENTEENTH

**ANNUAL REPORT**

1990

(FISCAL YEAR ENDED MARCH 31ST)



**Alberta  
Law  
Foundation**

Financial Highlights

Revenue

	1989	1988	Change
Revenue from grants	\$1,194	\$1,214,400	97% increase
Administrative Expenses	7,412	5,195,798	19% increase
Net Available Funds	7,791	\$1,049,702	91% increase

Legal Activities

The Board examined 107 applications (81 last year).

Approved - 61 (70 last year)

Denied - 26 (19 last year)

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# ALBERTA LAW FOUNDATION

#205, 407 - 8th Avenue S.W.  
Calgary, Alberta T2P 1E3  
Telephone 264-4701

The Honorable Ken Rostad, Q.C.  
Attorney-General for the Province of Alberta  
#227 Legislative Buildings  
Edmonton, Alberta

Dear Sir:

**Re: Fiscal Year Ended March 31, 1990**

I have the honor to submit to you, in accordance with Section 107 (i) of the Legal Profession Act, the seventeenth Annual Report of the Alberta Law Foundation.

Accounts of the Foundation for the year ended March 31, 1990 were examined by Messrs. Peat Marwick Thorne, Chartered Accountants, whose report is enclosed herewith. I am pleased to set out below some comments on the financial results and other transactions and information regarding that financial year.

**I. Composition of the Board of Directors**

- (a) Mr. R. Philip M. North, Q.C., was appointed as Chairman by the Attorney-General for the period February 1, 1990 to January 31, 1992.
- (b) The appointment of Mr. R. Philip M. North, Q.C., was extended by the Law Society of Alberta to January 31, 1992.
- (c) The appointment of Mr. Ronald G. Starchuk, Q.C., was extended by the Law Society of Alberta to January 31, 1992.
- (d) The appointment of Mr. Dennis P. Medwid, C.M.A., was extended by the Attorney-General to November 15, 1991.
- (e) The appointment of Mr. George J. Stalinski was extended by the other Directors to November 5, 1991.
- (f) The appointment of Ms. Anne S. de Villars, LL.B., was extended by the other Directors to January 31, 1992.
- (g) Mr. Donald M. Graves, C.A., retired from the Board at the expiration of his term on August 31, 1989. In his place, the Attorney-General appointed Mr. Douglas A. Tien, C.A., for a two year term expiring May 1, 1992.
- (h) As at year end March 31, 1990, the total composition of the Board was as follows:

R. Philip M. North, Q.C., Chairman	George J. Stalinski
Richard R. Joly, C.A.	Ronald G. Starchuk, Q.C.
Dennis P. Medwid, C.M.A.	Anne S. de Villars, LL. B.

**II. Meetings of the Board of Directors were held as follows:**

April 21/22, 1989 - Victoria	December 5/6, 1989 - Edmonton and Calgary
May 23, 1989 - Edmonton	January 22, 1990 - Edmonton
June 27, 1989 - Edmonton	February 20, 1990 - Calgary
October 17, 1989 - Red Deer	March 14, 1990 - Edmonton
November 6, 1989 - Calgary	

**III. Financial Highlights**

(a) Revenues

	1989-90	1988-89	Change
Revenue from all sources	\$14,755,164	\$9,214,480	60% increase
Administrative Expenses	\$ 197,413	\$ 165,768	19% increase
Net Available Funds	\$14,557,751	\$9,048,712	61% increase

(b) Grant Allocations

The Board entertained 107 applications (91 last year).

Approved - 81 (75 last year)  
Denied - 26 (16 last year)

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Amount Allocated (net of refunds and withdrawals)  
\$7,710,458 (\$5,629,192 last year).

In addition, the Board received 38 applications (31 last year) for the Special Projects Fund. 27 grants (18 last year) totalling \$2,551,021 (\$1,029,133 last year) were approved and 11 applications (13 last year) were denied.

Funds were allocated to projects under the Alberta Law Foundation's objectives as follows:

	1989-90	1988-89
(i) Research and Reform	\$2,535,025 (32%)	\$1,399,487 (24%)
(ii) Law Libraries	\$1,341,856 (18%)	\$1,136,460 (20%)
(iii) Public Legal Education	\$3,002,483 (38%)	\$2,150,843 (37%)
(iv) Native & Student Projects	\$ 948,356 (12%)	\$1,074,992 (19%)

The Special Projects Fund grants were distributed as follows:

	1989-90	1988-89
(i) Research and Reform	\$ 529,841 (21%)	\$ 427,855 (42%)
(ii) Law Libraries	\$1,647,295 (65%)	\$ 336,800 (32%)
(iii) Public Legal Education	\$ 373,885 (14%)	\$ 227,153 (22%)
(iv) Native & Student Projects	\$ -----	\$ 37,325 ( 4%)

- (c) Unallocated funds and sums not needed immediately by funded projects are kept invested in short-term treasury bills and low-risk marketable securities. Income from investments was \$1,982,834, an increase of 62% from last year's investment income of \$1,220,861.
- (d) Solicitors' mixed general trust account interest received in 1989-90 totalled \$12,655,068, an increase of 61% over last year's receipts of \$7,861,029. It is expected that 1990-91 revenue from this source will remain about the same given the current economic conditions.

#### IV. Chairman's Comments

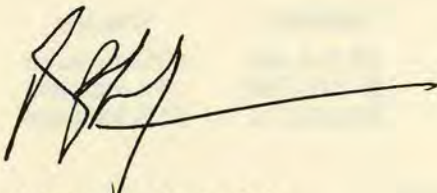
The revenue of the Foundation increased substantially again this past year (by 61% to \$14.6 million), due to high interest rates and expanded economic activity. This has resulted in both expanded and new programmes as well as Board approval for continuation for a third year of the successful Special Projects Fund. In addition, the Reserve Fund has been increased to \$8,000,000 to provide one year's further funding for ongoing obligations.

Notwithstanding these increased allocations, the Foundation is left with a significant surplus. However, it is the view of the Board that this unexpectedly high revenue is only temporary, and the Board, therefore, continues to prefer short term fixed duration projects for its surplus monies.

It should be noted that, as of November 1, 1989, credit unions in the Province of Alberta became approved depositories for Alberta lawyers' trust monies. Accordingly the Alberta Law Foundation is now entitled to receive interest revenue from these Alberta credit unions, as well as from chartered banks, trust companies, and Alberta Treasury Branches.

The Chairman extends his appreciation to the Board Members and the Executive Director and his Administrative Assistant for the successful efforts of the Foundation during the past year. Particular thanks must go to retiring board member Don Graves of Calgary whose business acumen and good judgement have benefited the Foundation so much over the past twelve years. A warm welcome is extended to his recently appointed successor, Douglas Tien, of Camrose.

All of which is respectfully submitted.



R. Philip M. North, Q.C.  
Chairman  
Alberta Law Foundation  
June, 1990



Peat Marwick Thorne

Chartered Accountants

Suite 1200,  
Bow Valley Square 2,  
205 - 5th Avenue S.W.,  
Calgary, Alberta, Canada  
T2P 4B9

Telephone: (403) 262-0100  
Telefax: (403) 266-2455

## AUDITORS REPORT

To the Directors of  
Alberta Law Foundation

We have examined the balance sheet of the Alberta Law Foundation as at March 31, 1990 and the statements of revenue and expenditures, changes in financial position, unallocated surpluses and allocated surpluses for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the Alberta Law Foundation as at March 31, 1990 and the results of its operations and changes in financial position for the year then ended in accordance with generally accepted accounting principles applied, after giving retroactive effect to the changes in accounting policy as explained in Note 1 to the financial statements, on a basis consistent with that of the preceding year.

*Peat Marwick Thorne*

April 18, 1990



Member Firm of  
Klynveld Peat Marwick Goerdeler

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**ALBERTA LAW FOUNDATION  
BALANCE SHEET AS AT MARCH 31, 1990**

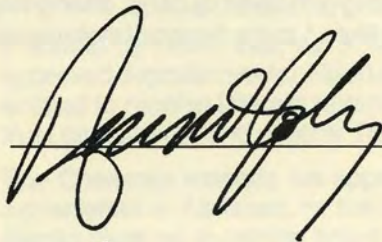
**ASSETS**

	1990	1989 (as restated, note 1)
Cash	\$ 8,753	\$ 17,478
Fixed rate investments (note 2)	21,988,880	14,374,383
Accrued interest	787,136	499,481
Property and equipment	47,321	38,923
	<u>\$22,832,090</u>	<u>\$14,930,265</u>

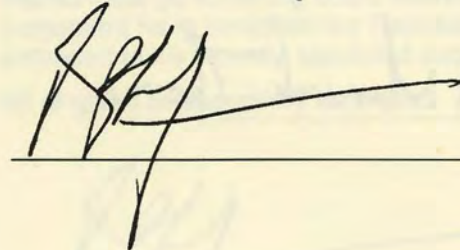
**SURPLUS**

Unallocated surplus - General	\$ 3,978,622	\$ 3,799,612
Unallocated surplus - Reserve Fund	8,000,000	6,000,000
Unallocated surplus - Special Projects	2,000,000	—
Allocated surplus - General	6,156,128	4,516,577
Allocated surplus - Special Projects	2,650,019	575,153
Allocated surplus - Property and Equipment	47,321	38,923
	<u>\$22,832,090</u>	<u>\$14,930,265</u>

APPROVED BY THE BOARD:



Director



Director

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**ALBERTA LAW FOUNDATION  
STATEMENT OF REVENUE AND EXPENDITURES  
YEAR ENDED MARCH 31, 1990**

	1990	1989 (as restated, note 1)
<b>REVENUE</b>		
Interest received on solicitors' trust accounts	\$ 12,655,068	\$ 7,861,029
Interest earned from fixed rate investments	1,969,799	1,220,861
	<u>14,624,867</u>	<u>9,081,890</u>
<b>EXPENDITURES</b>		
Salaries	93,626	86,438
Travel	18,873	21,214
Rent and parking	18,806	17,409
Meetings	17,621	13,844
Printing	6,580	6,845
Professional fees	6,359	6,170
Insurance	5,502	5,362
Contracts	4,716	—
Postage	3,896	3,586
Telephone	2,732	2,589
Office supplies	1,297	632
Other	700	888
Photocopying	562	397
Bank charges	120	194
	<u>181,390</u>	<u>165,568</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>14,443,477</b>	<b>8,916,322</b>
Amortization of investment premiums (discounts)	13,035	(17,714)
Loss on sale of property and equipment	(7,625)	—
<b>NET INCOME</b>	<b><u><u>\$14,448,887</u></u></b>	<b><u><u>\$ 8,898,608</u></u></b>

**ALBERTA LAW FOUNDATION  
STATEMENT OF CHANGES IN FINANCIAL POSITION  
YEAR ENDED MARCH 31, 1990**

	1990	1989 (as restated, note 1)
<b>CASH PROVIDED BY (USED FOR):</b>		
<b>OPERATING ACTIVITIES</b>		
Net income	\$ 14,448,887	\$ 8,898,608
Items not involving cash		
Amortization of investment (premiums) discounts	(13,035)	17,714
Loss on sale of property and equipment	7,625	—
	<u>14,443,477</u>	<u>8,916,322</u>
<b>INVESTMENT ACTIVITIES</b>		
Proceeds from disposition of property and equipment	10,000	—
Additions to property and equipment	(26,023)	(200)
Net acquisitions of fixed rate investments	(7,601,462)	(2,747,005)
Allocations paid to projects	(6,653,282)	(6,147,554)
Project refunds	106,220	86,743
Accrued interest	(287,655)	(116,975)
	<u>(14,452,202)</u>	<u>(8,924,991)</u>
<b>DECREASE IN CASH POSITION</b>	(8,725)	(8,669)
Cash position at beginning of year	17,478	26,147
<b>CASH POSITION AT END OF YEAR</b>	<u>\$ 8,753</u>	<u>\$ 17,478</u>

**ALBERTA LAW FOUNDATION  
STATEMENT OF UNALLOCATED SURPLUS - GENERAL  
YEAR ENDED MARCH 31, 1990**

	1990	1989 (as restated, note 1)
BALANCE AT BEGINNING OF YEAR	\$ 3,799,612	\$ 2,559,528
Add		
Excess of revenue over expenditures	14,443,477	8,916,322
Project refunds (note 3)	106,220	86,743
Amortization of investment discounts	28,489	12,655
Allocations withdrawn from projects	11,042	45,847
Proceeds from disposition of property and equipment	10,000	—
	<u>14,599,228</u>	<u>9,061,567</u>
Deduct		
Allocations to projects	7,827,720	5,761,782
Transfer to special projects fund	4,551,021	1,029,133
Transfer to reserve fund	2,000,000	1,000,000
Purchase of property and equipment	26,023	200
Amortization of investment premiums	15,454	30,368
	<u>14,420,218</u>	<u>7,821,483</u>
BALANCE AT END OF YEAR	<u>\$ 3,978,622</u>	<u>\$ 3,799,612</u>

**STATEMENT OF UNALLOCATED SURPLUS -  
SPECIAL PROJECTS FUND**

	1990	1989
BALANCE AT BEGINNING OF YEAR	\$ —	\$ —
Add		
Transferred from unallocated surplus - general	4,551,021	1,029,133
Deduct		
Allocations to special projects	2,551,021	1,029,133
BALANCE AT END OF YEAR	<u>\$ 2,000,000</u>	<u>\$ —</u>

**STATEMENT OF UNALLOCATED SURPLUS - RESERVE FUND**

	1990	1989
BALANCE AT BEGINNING OF YEAR	\$ 6,000,000	\$ 5,000,000
Add		
Transferred from unallocated surplus - general	2,000,000	1,000,000
BALANCE AT END OF YEAR	<u>\$ 8,000,000</u>	<u>\$ 6,000,000</u>

**ALBERTA LAW FOUNDATION  
STATEMENT OF ALLOCATED SURPLUS - GENERAL  
YEAR ENDED MARCH 31, 1990**

	1990	1989
BALANCE AT BEGINNING OF YEAR	\$ 4,516,577	\$ 4,494,216
Add		
Transferred from unallocated surplus - general		
Research and reform	2,535,025	1,399,487
Law libraries	1,341,856	1,136,460
Public legal education	3,002,483	2,150,843
Native and student assistance	948,356	1,074,992
	<u>7,827,720</u>	<u>5,761,782</u>
Deduct		
Allocations withdrawn from projects and returned to unallocated surplus - general		
Research and reform	—	5,000
Public legal education	10,042	40,847
Native and student assistance	1,000	—
	<u>11,042</u>	<u>45,847</u>
Allocations paid		
Research and reform	1,706,960	1,363,774
Law libraries	1,185,653	1,051,960
Public legal education	2,265,392	2,405,746
Native and student assistance	1,019,122	872,094
	<u>6,177,127</u>	<u>5,693,574</u>
BALANCE AT END OF YEAR	<u>\$ 6,156,128</u>	<u>\$ 4,516,577</u>

**STATEMENT OF ALLOCATED SURPLUS - SPECIAL PROJECTS**

	1990	1989
BALANCE AT BEGINNING OF YEAR	\$ 575,153	\$ —
Add		
Transferred from unallocated surplus - special projects fund		
Research and reform	529,841	427,855
Law libraries	1,647,295	336,800
Public legal education	373,885	227,153
Native and student assistance	—	37,325
	<u>2,551,021</u>	<u>1,029,133</u>
Deduct		
Allocations paid		
Research and reform	215,598	50,855
Law libraries	20,000	316,800
Public legal education	240,557	49,000
Native and student assistance	—	37,325
	<u>476,155</u>	<u>453,980</u>
BALANCE AT END OF YEAR	<u>\$ 2,650,019</u>	<u>\$ 575,153</u>

**ALBERTA LAW FOUNDATION**  
**STATEMENT OF ALLOCATED SURPLUS -**  
**PROPERTY AND EQUIPMENT**  
**YEAR ENDED MARCH 31, 1990**

	1990	1989
BALANCE AT BEGINNING OF YEAR	\$ 38,923	\$ 38,723
Add		
Transfer of property and equipment from unallocated surplus - general	26,023	200
Deduct		
Disposal of property and equipment, at cost	17,625	—
BALANCE AT END OF YEAR	<u>\$ 47,321</u>	<u>\$ 38,923</u>



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## ALBERTA LAW FOUNDATION NOTES TO FINANCIAL STATEMENTS YEAR ENDED MARCH 31, 1990

### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Interest on Solicitors' Trust Accounts

The interest earned on solicitors' mixed general trust accounts of members of the Law Society of Alberta is remitted to the Foundation by financial institutions on a monthly, quarterly or semi-annual basis. Such interest is recorded in revenue when the cash is received.

#### Fixed Rate Investments

Fixed rate investments are carried at cost. The purchase premium or discount, if any, is charged to net income over the life of the investment. Interest earned on fixed rate investments is recorded on the accrual basis.

#### Property and Equipment

Purchases of property and equipment are capitalized at cost. No depreciation is recorded.

#### Allocated Surplus

The allocated surplus is funds committed by the Board to be spent on specific projects currently in process.

#### Unallocated Surplus

The unallocated surplus is funds which have not been committed, but are available for specific projects.

#### Reserve Fund

The reserve fund is funds which have been reserved by the Board and are not available for current allocation to projects.

### 1. CHANGE IN ACCOUNTING POLICY

In 1990, the Foundation changed its method of accounting for property and equipment and investment premiums and discounts in accordance with recent recommendations of the Canadian Institute of Chartered Accountants. This change has been applied retroactively and has increased amounts previously reported for property and equipment and for allocated surplus - property and equipment each by \$38,923; and decreased amounts previously reported for fixed rate investments and for unallocated surplus - general each by \$17,713.

### 2. FIXED RATE INVESTMENTS

	MARCH 31 1990	MARCH 31 1989
Corporate secured notes	\$ 9,480,284	\$ 5,351,395
Treasury bills and bankers acceptances	6,040,918	7,638,415
Government of Canada Bonds	2,577,398	665,448
Province of Saskatchewan debentures	1,566,717	219,125
Province of British Columbia debentures	874,057	—
Corporate debentures	587,371	500,000
Province of Quebec debentures	505,885	—
Province of Newfoundland debentures	356,250	—
	\$ 21,988,880	\$ 14,374,383

Fixed rate investments yield to maturity 9.4% to 13.3% per annum and mature at various dates to August 1993.

### 3. PROJECT REFUNDS

Project refunds represent funds returned to the Foundation from projects which did not require all the funds originally advanced to them by the Foundation.

### 4. RELATED PARTY TRANSACTION

During the 1990 fiscal year, the Alberta Law Foundation sold an automobile for cash proceeds equal to its fair market value of \$10,000 to a director. The undepreciated original cost of the automobile in 1986 was \$16,527.

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## ALBERTA LAW FOUNDATION GRANTS 1989-90

### OBJECTIVE 1

<b>ALBERTA CIVIL LIBERTIES RESEARCH CENTRE</b> .....	\$135,150
The Research Centre was established to carry out legal research and public legal education on civil liberties and human rights.	
<b>CANADIAN BAR ASSOCIATION, ALBERTA - LEGISLATIVE REVIEW OFFICER</b> .....	\$ 30,000
Provision of an honorarium for a lawyer to work with the Legislative Review Committee to review all bills prior to first reading.	
<b>CANADIAN INSTITUTE FOR THE ADMINISTRATION OF JUSTICE</b> .....	\$ 25,000
A contribution to the costs of the National Conference on Discrimination in the Law and the Administration of Justice held in Alberta, October 11-14, 1989.	
<b>CANADIAN LAW INFORMATION COUNCIL</b> .....	\$ 55,000
CLIC carries out projects designed to improve the availability, quality, and access to legal information for the legal community and the general public in Canada.	
<b>ENVIRONMENTAL LAW CENTRE</b> .....	\$251,800
Operating grant for the Centre which provides legal information and expertise to the public in the area of environmental and natural resources law and maintains a resource centre to provide research, educational programmes, monitoring service, and a resource library in environmental and natural resources law.	

### UNIVERSITY OF ALBERTA

<b>ALBERTA LAW REFORM INSTITUTE</b> .....	\$622,580
The objectives of the Institute are:	
(a) to conduct and direct research into law and the administration of justice;	
(b) to consider matters of law reform with a view to proposing to the appropriate authority the means by which the law may be made more useful and effective;	
(c) to promote law research and reform; and	
(d) to these ends, to work in cooperation with the Faculty of Law of the University of Alberta, the Faculty of Law of the University of Calgary, and with others.	
<b>Administration of Estates</b> .....	\$146,035
A research project to formulate proposals for reform of Surrogate practice in the Administration of Estates.	
<b>Domestic Relations Act</b> .....	\$147,880
A comprehensive review of provincial family law legislation, in particular the Domestic Relations Act.	
<b>CENTRE FOR CONSTITUTIONAL STUDIES</b> .....	\$419,115
This national inter-disciplinary Centre conducts research, education, and publication activities in the field of constitutional studies. This grant is for 1989-90 and 1990-91.	
<b>HEALTH LAW INSTITUTE DATABASE</b> .....	\$ 53,538
A research and education project to foster a better understanding of health care and the law. Project staff respond to requests for information and assist people to do personal research. The grant provides for the maintenance of the Health Law Database and the newsletter.	

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**Faculty of Law**

**CHARTER OF RIGHTS DATABASE** ..... \$ 36,366

The maintenance of a database which makes accessible to all judges, practitioners, and students in Alberta abstracts of all decisions, academic comments, and manuscripts concerning the Charter of Rights.

**UNIVERSITY OF CALGARY**

**CANADIAN INSTITUTE OF RESOURCES LAW** ..... \$281,400

Operating grant for the Institute which undertakes and promotes research, education, and publication on the law relating to Canada's renewable natural resources.

Legal Challenge of Sustainable Development ..... \$ 21,265

Production of a book composed of a collection of essays from this CIRL conference.

**CANADIAN RESEARCH INSTITUTE FOR LAW AND THE FAMILY** ..... \$271,471

The Institute conducts and disseminates, through publications and education, interdisciplinary research on issues relating to law and the family.

Visiting Scholars Programme ..... \$ 30,000

A programme to provide legal education by bringing recognized experts to Alberta to give presentations to academics, practitioners, and government groups.

**Faculty of Management**

**TIME DELAYS IN THE ARBITRATION PROCESS** ..... \$ 1,000

A supplementary grant to the Industrial Relations Research Group for the investigation of time delays in the grievance arbitration process, the analysis of why such delays occur, and the formulation of recommendations as to how delays can be reduced.

**UNIVERSITY OF LETHBRIDGE**

**ALBERTA COURT OF APPEAL DECISIONS** ..... \$ 7,425

A three year project to collect data on all 1989-91 Alberta Court of Appeal decisions in order to analyze caseload, decision-making practices, and citation patterns.

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## OBJECTIVE II

### JOINT LIBRARY COMMITTEE

**LAW SOCIETY OF ALBERTA/DEPARTMENT OF THE ATTORNEY-GENERAL .....** \$967,000

The provision of legal information services to lawyers, judges, and the public by:

- 1) maintenance and development of library resources.
- 2) improvement of public service through part-time student help.
- 3) creation of a union catalogue to facilitate the use of resources.

**LAWSEARCH .....** \$ 64,150

The provision of legal information through the operation of service centres at the courthouse libraries in Edmonton and Calgary. The centres provide results of computer assisted research to the legal profession and others.

**LEGAL ARCHIVES SOCIETY OF ALBERTA .....** \$ 98,300

A programme to provide acquisition, arrangement, description, conservation, and references services necessary for the proper preservation and research use of legal archives in Alberta.

Capital Improvements Grant .....

\$ 88,948

## UNIVERSITY OF ALBERTA LAW LIBRARY

**ALBERTA CASE LOCATOR .....** \$ 27,568

The project provides immediate access to an on-line database of information relating to the decisions of the Alberta Courts of Appeal and Queen's bench.

**LAW CENTRE DATABASE SUPERVISION .....** \$ 51,053

A grant to provide for the salary of a coordinator responsible for the management of Faculty of Law Databases.

## UNIVERSITY OF CALGARY LAW LIBRARY

**COMPUTERIZED RESEARCH TRAINING .....** \$ 14,898

A grant to provide equipment maintenance, purchased database searching, and student tutors in order to train law students in the skills of computerized research training.

Hardware and Software .....

\$ 29,939

A grant for the purchase of computer hardware and software in order to enhance the delivery of the programme to law students.

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## OBJECTIVE III

<b>ALBERTA ARBITRATION AND MEDIATION SOCIETY</b> .....	\$100,000
The Society was established to promote, publicize, inform, communicate and improve the knowledge, application and techniques of arbitration and mediation for the resolution of disputes.	
<b>ALBERTA DEBATE AND SPEECH ASSOCIATION</b> .....	\$ 95,510
The Association organizes and promotes a programme of debate and speech activities among junior and senior high school students in Alberta.	
<b>ALBERTA LAW REVIEW</b> .....	\$ 8,452
Printing of 1,000 copies of the Introductory Guide to Alberta's Personal Property Security Legislation.	
<b>ALBERTA SEVENTH STEP SOCIETY</b> .....	\$181,347
Education of the public, particularly in the schools, re the criminal justice system particularly from the viewpoint of the offender or ex-offender.	
<b>CALGARY BOARD OF EDUCATION - CONTINUING EDUCATION DEPARTMENT</b> ..	\$ 63,207
The Department provides public legal education workshops and seminars for the citizens of Calgary and the surrounding rural area.	
<b>CALGARY LEGAL GUIDANCE</b> .....	\$ 50,000
An interim grant to cover the administration costs of the volunteer lawyer clinical services programme as well as the costs of the public legal education programme including Dial-A-Law.	
<b>CANADIAN BAR ASSOCIATION, ALBERTA - LAW DAY '90</b> .....	\$ 21,900
Partial funding for public legal education events held across the province to celebrate Law Week, April 1990.	
<b>CANADIAN BAR FOUNDATION</b> .....	\$ 13,781
Canadian Bar Review - partial funding of the publication costs.	
<b>CROWSNEST PASS WOMEN'S RESOURCE CENTRE</b> .....	\$ 7,053
Public Legal Information through a drop-in centre, telephone information, media information, and referral services.	
<b>EDMONTON CHURCH COALITION ON LABOUR AND JUSTICE</b> .....	\$ 11,850
A project to research key issues around recent Alberta labour legislation and prepare educational materials for public use.	
<b>EDMONTON CITY CENTRE CHURCH CORPORATION</b> .....	\$ 23,832
Operations grant to conduct an educational programme in the schools emphasizing that shoplifting is stealing and that shoplifting is a crime.	
<b>EDMONTON PUBLIC SCHOOLS</b>	
Continuing Education .....	\$ 25,587
The Department provides public legal education workshops and seminars for the citizens of Edmonton.	
Curriculum Development Branch .....	\$ 40,935
A joint project with the Public Utilities Board to produce a video and print package to inform high school students of the function of public utility boards.	

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**ELIZABETH FRY SOCIETY OF ALBERTA**

Calgary	- Adult Courtworker Programme .....	\$ 23,783
	- Youth Courtworker Programme .....	\$ 26,182
	- Shoplifting Intervention Programme - partial funding .....	\$ 12,626
Edmonton	- Adult Courtworker Programme .....	\$ 21,840
	- Youth Courtworker Programme .....	\$ 19,365

The courtworker programmes utilize trained volunteers to provide information, guidance, referral, and support to persons in Provincial Court. There is also a component of education of the public re the court system.

**FEDERATION OF LAW SOCIETIES .....** \$ 5,000

A contribution to the costs of a project to develop a curriculum for the teaching and learning of legal ethics and professional responsibility.

**JOHN HOWARD SOCIETY OF ALBERTA .....** \$601,752

Public legal education programme re the criminal justice system delivered in the schools and to the general public.

**LAKELAND COLLEGE .....** \$ 8,520

The College provides public legal education workshops for the citizens of various communities in Northeastern Alberta.

**LEARNING DISABILITIES ASSOCIATION OF ALBERTA .....** \$ 875

A grant to cover the costs of the resource person for the Learning Disabilities and the Young Offender workshop.

**LEGAL EDUCATION SOCIETY OF ALBERTA .....** \$278,258

The Society administers the Bar Admission Course and presents a programme of continuing legal education seminars and public legal education workshops. LESA also makes available publications of interest to the profession and the general public.

**LETHBRIDGE COMMUNITY COLLEGE****Community Education .....** \$ 60,195

The College provides public legal education workshops and seminars for the citizens of Lethbridge and surrounding rural communities.

**Entrepreneurial Centre .....** \$ 41,825

The Centre provides business related public legal education programming to the business community in Lethbridge and surrounding rural communities.

**MEDICINE HAT COLLEGE .....** \$ 11,800

The College provides public legal education workshops for the citizens of Medicine Hat and surrounding rural communities.

**PLANNED PARENTHOOD ALBERTA .....** \$ 5,704

A grant with which to purchase educational materials dealing with the legal issues involved in various aspects of family life.

**WESTERN JUDICIAL EDUCATION CENTRE, BRITISH COLUMBIA**

This Centre provides a Judicial Education Programme for the Provincial Court Judges of Western Canada.

Delivery of Reasons Workshop, Edmonton, Fall '89 .....	\$ 3,864
Core Curriculum Workshops Series, Alberta, Spring '90 (1/2 costs) .....	\$ 98,126
Purchase of Office Equipment (1/2 costs) .....	\$ 5,259

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**YWCA/JUNIOR LEAGUE OF CALGARY** ..... \$ 14,410  
 The production of a court support manual for volunteers working with battered women and a public legal education brochure for the women.

## UNIVERSITY OF ALBERTA

**UNIVERSITY ARCHIVES AND COLLECTIONS** ..... \$ 31,378  
 A grant with which to develop and produce a travelling display based on the "Persons Case".

**UNIVERSITY OF ALBERTA HOSPITALS, EDUCATION DEPARTMENT** ..... \$142,650  
 Production of a second series of three videos supported by print material focusing on medicolegal issues to be used as adjuncts to classroom teaching and as self-directed learning modules.

**Faculty of Extension**

**LEGAL RESOURCE CENTRE** ..... \$522,070  
 The Centre is a public legal education and information service. It was developed to assist Albertans in gaining access to the information and skills needed to undertake a wide variety of law-related activities. The Centre also acts as a clearinghouse for information on law-related activities so that it can assist in building networks between people with similar needs, interests, or concerns. Services are particularly directed towards the needs of teachers, librarians, community, and youth groups.

**Faculty of Law**

**MARTLAND LECTURE SERIES** ..... \$ 28,262  
 Funding of the direct costs of this lecture series which brings distinguished legal scholars to the Alberta universities.

**MOOTING COMPETITIONS** ..... \$ 32,620  
 Preparation and travel expenses for law students competing in various mooting competitions throughout Canada.

## UNIVERSITY OF CALGARY

**Faculty of Law**

**HUMAN RIGHTS IN THE 21ST CENTURY CONFERENCE** ..... \$265,000  
 A grant for the planning costs (\$40,000) and a further grant for the costs of resource persons conditional on the balance of funding being obtained. This is an international conference being planned in conjunction with several European organizations.

**LAWYER IN RESIDENCE** - 1989-90 ..... \$ 31,000  
 - 1990-91 ..... \$ 36,000

**MOOTING COMPETITIONS** ..... \$ 21,315  
 Preparation and travel expenses for law students competing in various mooting competitions throughout Canada.

**VISITING SPEAKERS PROGRAMME** ..... \$ 9,350  
 Travel, accommodation, and honoraria for prominent visiting lecturers at the law school during the academic year.

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## OBJECTIVE IV

### FIRST NATIONS RESOURCE COUNCIL

Centre for Legal Research ..... \$130,006

A study to examine Indian banking law and alternate mechanisms and strategy for financing Reserve public and private ventures.

Centre for the Study of Management ..... \$ 67,094

A grant with which to hire law students for the summer to provide legal research assistance to Alberta's Native people.

**LETHBRIDGE LEGAL GUIDANCE SERVICES** ..... \$ 28,960

Provision of public legal assistance and education programmes by law students during the summer months.

**MEDICINE HAT STUDENT LEGAL SERVICES** ..... \$ 22,710

Provision of public legal assistance and education programmes by law students during the summer months.

### NATIVE COUNSELLING SERVICES OF ALBERTA

The Foundation provided interim grants to two Departments.

Media ..... \$ 42,775

Production of slide/sound and video tape legal education shows aimed at Native people.

Research and Planning ..... \$ 27,534

Provision of research, planning, and evaluation to Native groups and government bodies as requested.

**NATIVE LAW CENTRE** ..... \$ 22,000

Contribution to the operating expenses of the research and education programme of the Centre which is housed at the University of Saskatchewan.

**ST. PAUL STUDENT LEGAL SERVICES** ..... \$ 32,395

Provision of public legal assistance and education programmes by law students during the summer months.

## UNIVERSITY OF ALBERTA

**STUDENT LEGAL SERVICES** ..... \$358,382

Provision of public legal assistance and education programmes and promotion of research and reform of the law.

### Faculty of Law

**NATIVE LAW STUDENT PROGRAMME** ..... \$ 64,450

This programme is designed to increase Native enrolment in the Faculty of Law and to help ensure the success of Native law students through the creation and operation of internal and external support systems.

## UNIVERSITY OF CALGARY

**SMALL BUSINESS CLINIC** ..... \$ 30,858

Funding of the direct costs of this Clinic which provides legal assistance and information to community-based entrepreneurs at the business start-up stage. This is a joint project of the Faculties of Law and Management.

**STUDENT LEGAL ASSISTANCE** ..... \$121,192

Provision of public legal assistance and education programmes to the student community and to the general public of Calgary, Banff, and Red Deer.

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**ALBERTA LAW FOUNDATION  
SPECIAL PROJECTS FUND GRANTS 1989-90**

**OBJECTIVE I**

**ALBERTA LAW REFORM INSTITUTE**

Local Area Network (1 year) ..... \$ 46,135

The provision of a Local Area Network and associated software to all Institute computer work stations.

**CANADIAN INSTITUTE OF RESOURCES LAW**

Capital Equipment Acquisition (4 months) ..... \$ 38,861

**CENTRE FOR CONSTITUTIONAL STUDIES**

Police Powers in Democratic Societies (2 years) ..... \$ 78,500

A project to undertake multi-disciplinary research, publication, and education on the issue of police powers in democratic societies.

**ENVIRONMENTAL LAW CENTRE**

Lawyer Secondment (4 months) ..... \$ 23,100

A lawyer will be seconded from private practice to undertake a review of the Alberta-Pacific Environmental Impact Review Board process.

Reference Collection (6 months) ..... \$ 35,450

A grant with which to hire a librarian and to acquire materials to upgrade the Centre's library.

Articles Series (1 year) ..... \$ 24,025

Funds with which to contract the writing of six articles in environmental law.

**UNIVERSITY OF ALBERTA, FACULTY OF LAW**

Computers and the Law (2 years) ..... \$139,000

An intensive investigation of computers and the law in an effort to bridge the gap between potential and actual use - supplementary grant.

**UNIVERSITY OF LETHBRIDGE, DEPARTMENT OF PSYCHOLOGY**

Eyewitness Testimony Research (3 years) ..... \$144,770

A project to conduct research in the area of the accuracy of eyewitness testimony in courtroom situations.

**OBJECTIVE II**

**JOINT LIBRARY COMMITTEE**

**LAW SOCIETY OF ALBERTA/DEPARTMENT OF ATTORNEY-GENERAL**

Integrated Automated Library System (3 years) ..... \$1,129,000

The system will link together the eleven courthouse libraries' internal operations, acquisitions, serial management, collection development, cataloguing, reference, inter-library loans, and circulation.

**UNIVERSITY OF ALBERTA, LAW LIBRARY**

Capital Equipment Acquisition (3 years) ..... \$ 31,815

Model Office (1 year) ..... \$ 24,990

A grant to acquire furnishings and to restore old law books in order to establish a turn of the century practitioner's office in the law library.

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**UNIVERSITY OF CALGARY, LAW LIBRARY**

Capital Equipment Acquisition (1 year) .....	\$ 42,790
Collection Restoration (3 years) .....	\$ 20,000
A grant for the restoration of the historical collection of 18th and 19th Century English and pre-1900 Canadian legal titles.	
Capital Improvements (3 years) .....	\$398,700
A grant to provide for the upgrading of the computerization capability in the new law school building in order to provide law students with an optimal environment for learning.	

**OBJECTIVE III****ALBERTA ARBITRATION AND MEDIATION SOCIETY**

Arbitration Video (6 months) .....	\$ 19,358
Public Legal Education Materials Development (6 months) .....	\$ 27,802

**ALBERTA DEBATE AND SPEECH ASSOCIATION**

Debating Videos (6 months) .....	\$ 53,713
The production of a series of ten videos aimed at beginning participants in debating and providing both modeling and critiquing of various legal topics.	

**CALGARY BOARD OF EDUCATION - CONTINUING EDUCATION DEPARTMENT**

Public Legal Education for Ethnic Minorities (2 years) .....	\$ 38,000
A project to provide legal education opportunities and to produce basic print materials on legal topics and resources for ethnic communities in Calgary.	

**ELIZABETH FRY SOCIETY OF CALGARY**

Capital Equipment Acquisition (1 year) .....	\$ 30,000
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**JOHN HOWARD SOCIETY OF ALBERTA**

YOA Implementation Research (2 years) .....	\$ 47,522
A research project to examine selected aspects of the implementation of the Young Offenders Act in Alberta.	
Computer Hardware Acquisition (6 months) .....	\$ 30,000
The installation of computer stations in each of the seven JHS offices in order to improve on-site productivity and inter-site communications.	

**UNIVERSITY OF ALBERTA, FACULTY OF EXTENSION - LEGAL RESOURCE CENTRE**

Civil Mock Trial Kits (2 years) .....	\$ 79,500
A project to develop a Court of Queen's Bench and a Small Claims Court civil mock trial kit.	
Dial-A-Law Emergency Assistance Tapes (6 months) .....	\$ 26,550
This is a joint project of the Legal Resource Centre and Calgary Legal Guidance to develop tape messages and printed scripts outlining steps to take and places to go for assistance in specific emergencies.	

**WORKING WOMEN'S HOTLINE SOCIETY**

Women: Know Your Rights Booklet (8 months) .....	\$ 21,440
A grant with which to condense this booklet and translate it into four languages and print 2,000 copies of each.	

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## ALBERTA LAW FOUNDATION

The Alberta Law Foundation was established by amendments to the Legal Profession Act which became effective on April 1, 1973. The Foundation is the recipient of the interest which banks, credit unions, and trust companies must pay on clients' funds held in lawyers' mixed general trust accounts. This does not include interest paid on a specific trust investment held for an individual client. The interest is made available by the Foundation to organizations engaged in activities which are considered to be in keeping with the Foundation's objectives.

### OBJECTIVES

The Legal Profession Act spells out the purposes for which the Foundation's money can be used:

- Objective I: conducting research into and recommending reform of law and administration of justice.
- Objective II: establishing, maintaining, and operating law libraries.
- Objective III: contributing to the legal education and knowledge of the people of Alberta and providing programmes and facilities therefore.
- Objective IV: providing assistance to native people's legal programmes, student legal aid programmes, and programmes of like nature.

### ADMINISTRATION

The Foundation's funds are administered by a Board of Directors consisting of seven members; three are appointed by the Attorney-General of Alberta, two by the Benchers of the Law Society of Alberta, two others by those five Directors. The Directors meet regularly to decide on grant applications and policy matters with respect to the general administration of the Foundation's affairs, including the collection and investment of funds. A small staff is employed by the Foundation to take care of administrative matters and to advise prospective applicants for funding.

### FUNDING GUIDELINES

Your project must fall within the stated objectives of the Alberta Law Foundation as interpreted by the Foundation's Board of Directors. It may be of any size but all grants are subject to the availability of funds. In general, grants will not be made to an individual or for the support of a commercial venture. Also, funds are not available for scholarships, bursaries, fellowships, sabbatical leave support, or for endowments.

### APPLICATION PROCEDURES

Contact the Foundation office to discuss your proposal and to obtain the necessary application forms. Assistance with the preparation of your application is available from the Executive Director. Remember, however, that the staff can only offer advice and that it is the Board of Directors who will make the decision on the funding of your project.

Your proposal should contain completed application forms, a detailed programme budget, a few pages describing your project and its benefits to the general public of Alberta, and other supplementary material.

Send eight copies of your submission to the office of the Foundation at least four weeks prior to the meeting of the Board of Directors at which it will be considered. The Board meets regularly throughout the year and the scheduled meeting dates can be obtained through the office.

### OBLIGATIONS OF GRANT RECIPIENTS

An organization which receives a project grant must ensure that the work is carried out in accordance with the submission. Any major departure from the objectives, procedures, or budget of the project must be approved by the Board of Directors of the Alberta Law Foundation. Progress reports and financial statements must be submitted at agreed intervals; the final report should be accompanied by a refund of any unspent funds, together with an independent auditor's report (unless the Foundation has agreed that such is not required).

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For information about the **ALBERTA LAW FOUNDATION**  
and to request application forms, write or telephone:

Alberta Law Foundation  
#205, 407 - 8th Ave., S.W.  
Calgary, Alberta  
T2P 1E3  
Telephone: (403) 264-4701

As of June 1990, the members of the Board  
of Directors are:

Mr. R. Philip M. North, Q.C.  
Lethbridge (Chairman)

Mr. Richard R. Joly, C.A.  
Red Deer

Mr. Dennis P. Medwid, C.M.A.  
Edmonton

Mr. George J. Stalinski  
Calgary

Mr. Ronald G. Starchuk, Q.C.  
Calgary

Mr. Douglas A. Tien, C.A.  
Camrose

Ms. Anne S. de Villars, LL.B.  
Edmonton

Staff

Mr. Owen G. Snider, M.B.A.  
Executive Director

Miss Diana M. Porter  
Administrative Assistant

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# NEW PROJECT

ALBERTA LAW FOUNDATION  
#205, 407 - 8th Avenue S.W.  
Calgary, Alberta T2P 1E3  
Telephone: 264-4701

## SUMMARY OF REQUEST FOR FINANCIAL ASSISTANCE (Please study the application guidelines before beginning form)

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

Incorporated: \_\_\_\_\_ Date: \_\_\_\_\_

Names of board members, president and other officers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal object of the organization: \_\_\_\_\_

\_\_\_\_\_

Short description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Under which objective(s) of the Foundation do you think this project falls?

\_\_\_\_\_

The following conditions of a grant are understood and accepted:

1. All grants are made subject to the availability of funds.
2. The costs of this project will be segregated in the accounts of the organization.
3. Any unused or unaccounted for portion of the grant must be returned to the Foundation.
4. All material must be made available for public use.

Signed on behalf of the organization: \_\_\_\_\_ Person to contact in connection with the application: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

(Forward 8 copies to the above address)





## NEW PROJECT - BUDGET SUMMARY

Name of organization: \_\_\_\_\_

Application period from \_\_\_\_\_ to \_\_\_\_\_

	<b>REQUEST</b>	<b>PROJECTION</b>	<b>PROJECTION</b>
<b>BUDGET</b>	19 / _____	19 / _____	19 / _____
Personnel	_____	_____	_____
Supplies & Services	_____	_____	_____
<b>Total</b>	=====	=====	=====
Grant Requested	_____		

Please complete the attached sheets to provide details of how the money will be spent. For assistance, refer to the application guidelines and, if you wish, contact the Foundation staff.

What other sources of funding does the organization presently have?  
\_\_\_\_\_  
\_\_\_\_\_

If the grant request is for less than the total budget, what other sources of revenue are available for this project?  
\_\_\_\_\_  
\_\_\_\_\_

Who will prepare a detailed statement of actual costs at the end of this project?  
\_\_\_\_\_  
\_\_\_\_\_

Who will audit the statement of actual costs?  
\_\_\_\_\_  
\_\_\_\_\_



**NEW PROJECT - BUDGET ANALYSIS**

<b>DESCRIPTION OF EXPENDITURE:</b>	<b>NEW REQUEST</b>	<b>FOR BOARD INFORMATION PROJECTIONS</b>	
		19__ / __	19__ / __
<b>PERSONNEL</b>	19__ / __	19__ / __	19__ / __
SALARIES: Permanent Positions			
WAGES: Temporary or Part-time			
CONTRACTS/HONORARIA			
<b>EMPLOYER CONTRIBUTIONS:</b>			
UIC/ CPP/Holiday Pay			
Medical Insurance			
Life Insurance and/or LTD			
Pension Plan			
Dental Plan			
Other Contributions and/or Allowances			
<b>PERSONNEL - TOTAL</b>			

**NEW PROJECT - BUDGET ANALYSIS**

DESCRIPTION OF EXPENDITURE	NEW REQUEST	FOR BOARD INFORMATION PROJECTIONS	
	19__ / __	19__ / __	19__ / __
<b>SUPPLIES AND SERVICES</b>			
Premises Rental			
Utilities, Maintenance, etc.			
Office Furnishings			
Equipment Rental			
Equipment Purchase			
Equipment Maintenance			
Insurance			
Office Supplies			
Photocopying			
Printing			
Telephone			
Postage/Courier			
Advertising			
Travel Expenses			
Staff Development			
Staff Training			
Board Expenses			
Professional Fees			
Other (explain)			
GST (estimate)			
<b>SUPPLIES AND SERVICES - TOTAL</b>			





# The Muttart Foundation

530, 9919 - 105 Street, Edmonton, Alberta T5K 1B1 Telephone (403) 425-9616

**INFORMATION**

**FOR**

**APPLICANTS**

Revised - April 1991

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## STATEMENT OF PURPOSE

The Muttart Foundation will consider funding innovative self-help projects aimed at helping certain groups help themselves to participate more fully in society.

To be eligible for consideration, a project must be:

- (a) self-help in nature
- (b) operated by a registered Canadian charity
- (c) carried on in Alberta, Saskatchewan, the Northwest Territories or the Yukon and of prime benefit to residents in those areas, and
- (d) dealing with one or more of the following program areas:

- youth crises
- victimized women
- poverty
- native issues
- health

The Foundation also makes available funds to promote greater effectiveness of charitable organizations.

Detailed discussion of each of these program areas is attached.

Preference is given to projects which have one or more of the following qualities:

- (a) They are preventive in nature
- (b) They act as a catalyst for change
- (c) They address issues shared by several communities
- (d) The organization operating the project is contributing some portion of the cost, or is raising some funds from other sources.

## **EVALUATION**

Every project funded by the Foundation must have an evaluation component. This evaluation will help the Foundation and the grantee assess the impact of a project and learn how to improve similar efforts by other organizations.

Grantees will be expected to co-operate fully with the Foundation in evaluating the project. At its discretion, the Foundation may arrange for an outside assessment.

## **ELIGIBLE EXPENSES**

The Foundation prefers to fund projects, rather than contribute toward the general operation of an organization. In rare cases, the Foundation will consider applications for core funding.

However, the Foundation recognizes that the introduction of a new program or project may increase an organization's overhead expenses. Applicants may request a reasonable allowance for such expenses if they are not included as separate budget lines.

A project budget may include a request for capital items needed to carry out the project. However, stand-alone capital items, such as buildings and vehicles, are *not* eligible for funding *unless* they help an organization, operating in the Foundation's specified program areas, to carry out its functions more effectively.

The Foundation does *not* contribute toward:

- conferences or travel, unless part of a larger project
- film or video production
- scholarships or bursaries (except under the program entitled "Toward a More Effective Charitable Sector")
- awards or prizes
- budget deficits
- general fund drives
- annual charitable campaigns

In appropriate cases, the Foundation may consider a loan to an eligible organization, either instead of or in combination with a grant.

## PROGRAM AREA DESCRIPTION

### YOUTH CRISES

The Foundation recognizes that our young people are society's hope for the future. Yet, some of our youth find themselves in crisis situations, whether through abuse, neglect, poverty or conflict within the family.

The Foundation wants to help young people

- learn how to avoid such situations
- overcome the situation, if it is already upon them, and
- deal with the immediate, short-term problems that arise during a crisis.

Often, this help will also involve other members of the family.

We will not fund programs which are essentially recreational in nature unless the recreational activities are a component of a larger program to deal with such problems.

Programs aimed exclusively or primarily at young offenders will not be funded. Nor does the Foundation fund projects aimed at helping physically or mentally disabled children or children with learning disabilities.

### VICTIMIZED WOMEN

Women are too often the victims of physical abuse, including sexual assault.

The Foundation will consider funding programs which provide emergency assistance to such women.

Of greater interest are programs which attack the root causes of such abuse and those which provide women with the skills and knowledge to prevent, escape or change abusive situations.

## **POVERTY**

The Foundation's interests in this program area primarily involve empowerment: helping the poor, including the homeless, to become more fully involved in decisions affecting their own lives. Such empowerment may come through any number of programs, including education and economic-development initiatives.

While its primary interests are long-term help, the Foundation will also support programs designed to provide short-term help. However, the Foundation expects that organizations offering short-term aid will include their clients in the development of programs and policies.

## **NATIVE ISSUES**

Canada's native people are struggling with many problems. The Foundation will consider supporting projects through which native people can help themselves.

Of particular interest are programs which encourage and help native students to continue their education and programs which help perpetuate the rich cultural heritage of native people.

However, other types of projects will be considered so long as they fit within the Foundation's geographical areas of interest (Alberta, Saskatchewan, the Northwest Territories and the Yukon).

Capital costs of friendship centres and similar facilities are not eligible for funding. Neither will the Foundation fund projects related to land claims.

## **HEALTH-RELATED PROJECTS**

The Foundation's interests lie in broad-based and innovative projects in the field of health, including mental health.

Normally, the Foundation will *not* consider applications which relate to:

- a specific ailment or condition, such as cancer or heart disease, deafness, etc.
- chronic-care facilities or programs,
- assisting physically or mentally disabled individuals,
- learning disabilities, or
- alcohol and drug-abuse recovery

The Foundation intends to review this program area further and issue more specific guidelines to applicants.

## **TOWARD A MORE EFFECTIVE CHARITABLE SECTOR**

The Foundation believes that helping to make the charitable sector as effective as possible will pay large dividends to individual agencies and to the community generally.

The Foundation will make three types of grants available under this funding area:

- (a) bursaries
- (b) grants to assist in evaluation of programs, either on-going or special, which were not funded by the Foundation; and
- (c) grants to assist agencies in facilitating alliances and mergers with other charities.

Grants under this heading are available only to charities which qualify under the Foundation's general funding guidelines.



## (A) Bursaries

The Foundation will make grants to cover the registration costs for practical, short-term courses which will help improve the effectiveness of a charity's staff members or the members of the board of directors.

In assessing requests for bursaries, the Foundation will consider the agency's ability to pay some or all of the registration costs, the type of course involved, how the course will help the agency and assistance previously provided to the agency by the Foundation.

The following rules apply to bursaries:

1. The course must be offered in Alberta, Saskatchewan, the Northwest Territories or the Yukon.
2. The course must be offered by a post-secondary institution or by a charitable association such as the Canadian Centre for Philanthropy.
3. The bursary will be available only to cover registration costs or tuition. All other expenses are the responsibility of the agency or the person attending the course. In rare cases, partial travel assistance may be considered.
4. An agency may not receive more than two bursaries in a calendar year.
5. Bursaries are not available for attendance at conferences. However, the Foundation may consider a bursary if it believes the training aspect is the primary purpose of the conference.
6. Within 30 days of course completion, the recipient of a bursary must provide the Foundation with a report on the course and how the recipient will use the information from the course.
7. The bursary must be repaid if the person named in the application does not complete the course.

**SPECIAL NOTE:** Applicants for bursaries only should use the special application form attached to this package, rather than submit a formal application.

## **(B) Evaluation Grants**

The Foundation will make grants to assist agencies to evaluate on-going or special programs which were not funded by the Foundation. (In most cases, programs funded by the Foundation already have an evaluation program built in.)

Applications for evaluation grants must describe the program to be evaluated, who the evaluator will be or how (s)he will be chosen, the methodology to be used and how the results will be used.

## **(C) Merger and Alliance Facilitation**

The Foundation believes that one way to make the charitable sector more effective -- particularly in difficult economic times -- is for some agencies to consider mergers or alliances.

Grants will be available to assist in such efforts. Applications will be judged primarily on the commitment of the organizations involved and the likelihood of success.

## SOME QUESTIONS AND ANSWERS

### *Who can apply for a grant?*

Canada's *Income Tax Act* establishes the rule that the Foundation can make grants only to registered Canadian charities.

To be eligible, an organization must have been registered as a charity with Revenue Canada and received a charitable organization number.

Being a registered charity is different from being a non-profit organization. To become a charity, you must apply to Revenue Canada for registration.

There are certain types of organizations which are considered charities without first going through the registration process. These include registered Canadian amateur athletic associations, certain housing corporations providing low-cost accommodation to the elderly, Canadian municipalities, the United Nations and its agencies and certain universities outside Canada.

If you need more information about registering as a charity, you may wish to contact the nearest office of Revenue Canada - Taxation and ask for its brochures on establishing and operating a charity.

### *How much of a grant can our organization apply for?*

The Foundation has no upper limit on requests.

However, you should know that even if the Foundation does support your project, it may not provide all of the money you ask for. In many cases, our Board of Directors will make a grant for a part of a project.

***Are there certain types of projects the Foundation won't fund?***

The Foundation prefers to fund specific projects which an organization would like to undertake, but can't afford.

As a general rule, we do not contribute to general fund-raising campaigns, deficit-reduction programs or the general operating expenses of an organization.

While the Board of Directors will consider requests for capital funding, these are rarely approved, particularly where the application is to construct a building.

The Board also is unlikely to approve long-term funding of a project. We are prepared to allow an organization the time it needs to set up the project. Rarely, however, will funding extend beyond three years.

***How do we apply for a grant?***

Any registered Canadian charitable organization can submit an application for a grant.

Preparing a formal application can require considerable work. We suggest that your first step should be to write us a letter telling us about your project in general terms. This letter, *which should be no more than three or four pages long*, should briefly describe the need for the program, what the program entails (including who will run it and how), the total anticipated budget and the amount of the donation you are seeking from the Foundation.

The letter **must also include**: the formal name of your organization, a mailing address and telephone number, your charitable registration number as issued by Revenue Canada, and the name of a person we can contact for additional information

**PLEASE NOTE**

We cannot even begin to process your application unless it includes your organization's charitable registration number.

If you already have prepared a formal application (perhaps because you're submitting it to other foundations as well), you may send the full proposal instead of this preliminary letter.

### *What happens to the application?*

We will review your application to be sure it is within the Foundation's areas of interest and that it is the type of project which our Directors might support.

If it passes this preliminary screening, your application will be circulated to our Directors to gauge their level of interest. If enough interest is shown, we will then ask you to submit a formal application.

### *How do we submit a formal application?*

A formal application has to contain a significant amount of information. It is the major piece of information our Board of Directors will have when it considers your request.

You know your proposed project best, so we want you to describe it in your own words.

After the question-and-answer section of this package, you will find a summary of the key information which has to be in your application. Remember, though, that the example is just a guideline. You can organize your application in whatever way you want, as long as you cover all the points we have listed.

Bear in mind that with any application, there are two major questions which the Board will be considering:

Why is the project worthwhile?

Does the organization which is submitting the application have the background, knowledge and skills to carry out the project successfully ?

Both of these questions should be addressed in your application.

***How long should the application be?***

That varies widely, depending on the project. It should be long enough to explain your project and how it will work. But do not make it so long that it is difficult to understand your major points.

***What happens once we send our application in?***

We may ask you to clarify some parts of your application. If necessary, we will send you an "Information Request" which lists all of the questions we have.

Sometimes, the Executive Director and/or a member of the Board of Directors will make arrangements to visit with you and discuss your application with you.

Once we compile all the information we need, we schedule your application for Board consideration.

***Will our application be discussed with other people?***

Sometimes, the Foundation asks experts in a particular field to review an application and offer an opinion on it.

We will also likely explore how this program relates to work being carried on by other organizations in the community.

***When will our application be considered?***

The Board of Directors will review the application at its first meeting after the administrative review has been completed.

The Board meets four times a year -- in March, June, September and December.

As a **general rule**, the following deadlines apply for each meeting:

Meeting	March	June	September	December
Deadline for preliminary application	Nov. 30	Feb. 28	May 31	Aug. 31

However, the length of time between receipt of your application and Board consideration of it depends on when we receive your application, the time required for the administrative review and the Board's meeting schedule.

If you are applying for a grant to assist a project that has to take place at a specific time, you should submit your application as far in advance as possible.

Once your application is scheduled for Board consideration, we will write to you and let you know when the next meeting will be and when you can expect to hear the results.

**PLEASE NOTE**

The deadlines listed above are general guidelines only. Many factors will influence how long it takes to consider your application. Please give us as much "lead time" as possible. If you are asking for support of an event which must take place at a certain time, the application will be declined if we do not feel we can process it in time.

***What happens at the Board of Directors' meeting?***

The Directors will discuss your application and then decide whether or not to award a grant. Occasionally, the Board defers an application so additional information can be obtained.

***Can we appear at the Board meeting in support of our application?***

No.

***When will we know the results of the Board's consideration?***

Usually within a couple of weeks of the Board meeting.

***If our application is not successful, will we be given reasons?***

Usually, where an application is unsuccessful, it is because the Foundation cannot possibly support every project sent to it. In that sense, your application is competing with a large number of other applications for the money which the Foundation has available for grants.

***If our application is successful, will we receive whatever amount we have asked for?***

Not necessarily.

The Board will carefully review the budget for your project, the support you have from other contributors and the financial situation of your organization. It sometimes awards less than the requested amount.

**TIP**

Do not inflate your budget, hoping that a partial grant will be made and give you all the money you really need. If the Directors think your budget is unreasonable, they may decline the whole application.



***What happens if our application is approved?***

You will receive a letter from the Executive Director informing you that the application has been approved.

With that letter, you will receive a "Grant Agreement" which sets out the amount of the grant approved by the Board, the schedule on which the payments will be made and any conditions that are attached to the grant. You will be asked to have this agreement signed by the authorized signing officers of your organization and returned to us.

***What sort of conditions might be attached to the grant?***

Again, this varies widely, depending on your project.

If, for example, your project involves publication of material or production of a video program, the Board may ask that you agree to provide the Foundation with an unrestricted release of copyright, so that the Foundation can use the material as it wishes. This often helps other organizations which want to undertake a similar project.

There likely will be some standard conditions including a schedule setting out when you must provide progress reports to the Foundation.

Sometimes, the Directors approve what are known as matching or challenge grants. A matching grant commits the Foundation to match other money you receive, usually from non-governmental sources, up to a certain amount. A challenge grant commits the Foundation to pay a certain amount if you can raise the rest of the funding required for the project.

***When will we receive a cheque from the Foundation?***

As soon as we receive the signed "Grant Agreement" from you, we will process the first payment. You should have it within two weeks of the time the agreement is returned to us.

***Will there be on-going involvement with the Foundation?***

Yes. We consider approval of a grant as the first step in a partnership between the Foundation and your organization.

We will keep in touch with you through your progress reports and perhaps through visits to the project site to see how things are going.

In some cases, we also may ask to review your accounting records to make sure that the grant is being spent in the manner that was approved.

***Are we sure that future payments will be sent?***

No iron-clad guarantees can be made, but as long as you comply with the "Grant Agreement," future payments will be sent on the schedule that has been established.

If we do not receive a report that you have agreed to provide, future payments will be delayed until the report or other material is received.

## **APPLICATION GUIDELINES**

This sample lists various headings you might want to use in preparing your application for a grant. It shows the type of information the Board of Directors is looking for when reviewing applications. Feel free to set out your application in any way you wish, but make sure that all the required information is included.

### **APPLICANT**

We need the full name, address and telephone number of your organization, along with the name of one or more person(s) we can contact for information about your organization and the project.

### **CHARITABLE REGISTRATION NUMBER**

Please include the complete charitable organization number as issued by Revenue Canada. If the charitable number belongs to another organization, you must show this and explain the relationship between your organization and the other.

### **SUMMARY OF PROJECT**

Briefly explain what you want to accomplish.

### **BUDGET SUMMARY**

How much will the project cost?

How much of that money are you asking The Muttart Foundation to contribute?

#### **TIP**

The Board rarely entertains applications which ask us to "give what we can." Ask for a specific amount.

## **APPLICANT'S BACKGROUND**

Tell us something about your organization. How long has it existed? Why was it established? What skills or knowledge does your organization have which will allow it to carry out this project?

## **DETAILED PROJECT DESCRIPTION**

This is the part of the application in which you should tell us everything we need to know about your project. The following questions may help you develop this section of the application:

What problem are you trying to help correct?

Who will benefit from your project?

What are the specific goals for your project? What results do you want to achieve?

How will you accomplish these goals? Who will do what and how? What special skills or knowledge do these people have that will help them do these things? How will the people you are trying to help be involved in the project?

When and where will the project take place?

Will your project help train those people you are trying to help? How? What will they do with this training?

How will you measure the success of the project?

If the project is going to continue into the future, how will it be funded?

### **TIPS**

Avoid using jargon in your application.

Be realistic in your objectives but make sure there are objectives. Both of us need to know how we're going to decide if your project is successful.

The Board is very concerned about how projects it supports will be continued after our funding runs out. If you don't address this topic, your application could be declined on that basis alone. We're not asking for plans that are "etched in stone." We want to be assured that you have considered the issue and have some realistic plans of how the project will be continued, if it will be.

### **DETAILED BUDGET**

We need a detailed budget from you. It needs to include all costs associated with the project. If salaries are included in the budget, we need to know what those salaries will be. If there are administrative or overhead costs, you must explain what they will cover. If the donation requested from The Muttart Foundation is to cover certain specific items within your budget, you should indicate which items are involved.

Ordinarily, a payment schedule is established for an approved grant. If you need funds on a certain schedule, you should include this information, which the Board will consider.

### **TIP**

Be realistic in your budget.

If we don't believe your budget is reasonable, we will probably decline your application.

## **FUND-RAISING EFFORTS**

How much money is your organization contributing to the project?

How much money has been received from other funding sources? You should indicate which sources have committed funding and the amount.

What other funding sources have you approached or do you intend to approach and how much money do you hope to receive from each one?

Do you have applications for other projects pending before other funding bodies? If so, tell us about them.

How much of the budget is devoted to fund-raising efforts?

Who is responsible for your fund-raising campaign?

Are you using a professional fund-raising organization? If so, you must attach a copy of your contract with that organization. You must also attach a contract if anyone in your organization or employed by your organization is receiving a fee based on the amount of money raised.

## **DOCUMENTATION**

With your application, you must include copies of your audited financial statements for the last two fiscal years. Please ensure that the statement is complete, including the auditor's opinion letter, the statements themselves and any notes to the financial statement. (If the statements are more than six months old, you should also include a recent unaudited statement.)

You must also include an up-to-date list of your Board of Directors or other governing body.

It would also be helpful if your application included letters of support from those knowledgeable in the area and/or those you intend to assist.

## ADDITIONAL INFORMATION

If you need additional information, or would like to discuss some part of your application, you may phone or write to:

Mr. R.S. Wyatt  
Executive Director  
The Muttart Foundation  
#530, 9919 - 105 Street  
Edmonton, Alberta  
T5K 1B1

(403) 425-9616

Charitable organizations may telephone collect.

**THE MUTTART FOUNDATION**  
**#530, 9919 - 105 Street - Edmonton, Alberta - T5K 1B1**

**BURSARY APPLICATION**

**INSTRUCTIONS:** Use one form for each person or course. Photocopy the form if you wish. Mail to The Muttart Foundation as far in advance of the course registration deadline as possible.

**Name, address and phone number of your organization**

**Charitable Registration Number:**

**Name of course for which you are seeking bursary**

**Who is offering the course?**

**When and where is the course being held?**

**Length of course**

**Name and title of person for whom you are requesting bursaries:**

**Amount of bursary requested:**

Registration Fee: \_\_\_\_\_

Less: your contribution (if any) \_\_\_\_\_

**Total bursary requested** \_\_\_\_\_

*In rare cases, partial travel assistance may be available. If you wish to apply for such assistance, please provide your justification and cost estimates on a separate page.*

*(please turn over)*



How will this course help your organization be more effective or efficient?

Has anyone from your organization ever attended this or a similar course before? If so, please provide details on a separate sheet.

Documentation: Please enclose (a) your financial statements for the last fiscal year, (b) your budget for this year and (c) a copy of the course description published by the institution offering it. Your application cannot be considered without these documents.

The following must be signed by the executive director (or equivalent) or the president of your Board of Directors:

We acknowledge that if the bursary is awarded:

- (1) we must provide the Foundation with a charitable donation receipt as soon as the bursary is received and a copy of the receipt showing the registration fees for the course were paid;
- (2) each person who attends the course on bursary must provide a written report (including a copy of the certificate of completion) to the Foundation within 30 days of course completion ;
- (3) the Foundation may, at any time, examine our books and records to confirm that the bursary was used for the approved purpose;
- (4) the bursary must be repaid if the course is not completed.

We confirm that all of the information in this application is true.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

FOR FOUNDATION USE ONLY

Date received: \_\_\_\_\_ ESG File \_\_\_\_\_

Doc: Fin \_\_\_\_\_ Bud: \_\_\_\_\_ Desc \_\_\_\_\_

Prev. Grant \_\_\_\_\_ Burs \_\_\_\_\_

Last Grant \_\_\_\_\_ Burs \_\_\_\_\_

Rec: \_\_\_\_\_ Conc \_\_\_\_\_

Comments



# The Muttart Foundation

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Dr. Gladys E. Muttart  
1902 – 1969



Mr. Merrill D. Muttart  
1903 – 1970

*The Muttart Foundation was incorporated as a private foundation in 1953 by Dr. Gladys Muttart and Mr. Merrill Muttart.*

*Mr. and Dr. Muttart were successful business people who believed very strongly in supporting worthwhile charitable organizations.*

*Even before they created the Foundation, Mr. and Dr. Muttart were recognized as generous philanthropists, contributing their time and money to many community organizations.*

*Both Mr. and Dr. Muttart died in the winter of 1969-70, but their strong belief in and support of private philanthropy have been carried on by a Board of Directors comprised of people from a variety of backgrounds. Working with a small staff, the Board of Directors considers applications for grants from registered Canadian charities.*





# The Muttart Foundation

530, 9919 - 105 Street, Edmonton, Alberta T5K 1B1 Telephone (403) 425-9616

## **GRANTS AWARDED 1990 - 1991**

Revised - April 1991

## **IMPORTANT NOTE**

The Muttart Foundation changed its funding guidelines effective March 1, 1990.

Some of the grants listed in this document were made before those changes came into effect. They would not necessarily qualify for funding under the current guidelines.

Please refer to the Foundation's information package for detailed information on eligibility rules.

**GRANTS AWARDED**

**January 1, 1990 - present**

(listed alphabetically)

**Alberta Rehabilitation Council for the Disabled  
(Easter Seal Ability Council)**

**Edmonton, Alberta ..... \$ 15,000**

*To purchase specialized equipment for long-term loan to physically disabled individuals unable to purchase the equipment themselves (1990)*

**Atonement Home**

**Edmonton, Alberta ..... \$ 28,500**

*To purchase playground equipment for its multicultural day-care centre (1990)*

**Big Sisters and Big Brothers Society  
of Edmonton and Area**

**Edmonton, Alberta ..... \$ 22,020**

*To operate "Life Choices," a program on decision-making for young girls, for three years (1990)*

**Big Sisters and Big Brothers Society  
of Edmonton and Area**

**Edmonton, Alberta ..... \$ 18,984**

*To purchase computer equipment and develop a database which will allow the agency to work more efficiently (1990)*

**Bissell Centre**  
**Edmonton, Alberta** ..... \$ 9,167

*To assist in following up findings in a report on banking and money management problems in the inner city (1990)*

**Bissell Centre**  
**Edmonton, Alberta** ..... \$ 130,968

*To establish and operate for two years a cheque-cashing and money-management service in Edmonton's inner city. Working with an Edmonton bank, the Centre will offer a place where clients can cash cheques without paying a fee. Information and assistance on money-management techniques and use of the "mainstream" banking system will also be available. Additional banking-related services may be introduced as demand warrants. (1990)*

**Boyle McCauley Health Centre**  
**Edmonton, Alberta** ..... \$ 53,621

*To allow an elevator to be installed in a new building (1990)*

**Boyle McCauley Health Centre**  
**Edmonton, Alberta** ..... \$ 10,000

*Developmental funding to allow a group of inner-city agencies to prepare an application for funding of a major project (1990)*

**Canadian Mental Health Association**  
**Yellowknife, N.W.T.** ..... \$ 81,950

*To assist in the development of a culturally sensitive and appropriate suicide-prevention program for use in the N.W.T. Co-sponsored by the Government of the Northwest Territories, Department of Social Services (1990)*

**Central Alberta Women's Emergency Shelter**  
Red Deer, Alberta ..... \$ 15,300

*To provide for a group-therapy program for children who have been victims of domestic violence (1991)*

**Edmonton Emergency Relief Services Society**  
Edmonton, Alberta ..... \$ 14,819

*To assist in the general operation of the society, pending a major fundraising drive (1990)*

**Edmonton Family Violence Treatment,  
Education and Research Centre**  
Edmonton, Alberta ..... \$ 20,000

*To allow continuation of a program providing therapy to men who batter. Conditional upon applicant raising remainder of budget from other sources. (1991)*

**Edmonton Inner City Housing Society**  
Edmonton, Alberta ..... \$ 20,000

*To assist in the general operation of the Society (1990)*

**First Nations Resource Council**  
Edmonton, Alberta ..... \$ 15,700

*To allow the hiring of two students who will work with native organizations on special projects for the summer (1990)*

**Glenrose Rehabilitation Hospital**  
Edmonton, Alberta ..... \$ 130,000

*To construct a special facility in its new building to aid in the rehabilitation of patients. Conditional upon applicant raising \$140,000 from other sources (1990)*



**Goodwill Rehabilitation Services of Alberta**  
Edmonton, Alberta ..... \$ 39,801

*To purchase a truck to replace one funded by the Foundation 10 years earlier (1990)*

**Grande Prairie Women's Residence Association**  
Grande Prairie, Alberta ..... \$ 48,670

*To create a follow-up co-ordinator's position to work with women who are ready to leave the association's shelter and establish a new home (1990)*

**Grant MacEwan Community College Foundation**  
Edmonton, Alberta ..... \$ 750

*To provide five scholarships for the fundraising conference sponsored by the College and the Canadian Centre for Philanthropy (1990)*

**The Heritage School**  
Edmonton, Alberta ..... \$ 250,000

*To create an endowment supporting the work of this school for learning-disabled children. Conditional upon applicant raising another \$750,000 (1990)*

**KARA Family Support Centre**  
Edmonton, Alberta ..... \$ 33,000

*To operate the nutritional counselling program for one additional year (1990)*

**Native Council of Nova Scotia**  
Truro, N.S. .... \$ 45,000

*To continue a program providing no-interest loans to native students attending post-secondary institutions (1990)*

**Neighborhood Activity Association of Belvedere**  
Edmonton, Alberta ..... \$ 1,000

*To purchase scarves and mitts to be presented as gifts to children attending the Christmas party of this agency, which serves a low-income part of Edmonton (1990)*

**Northern Addiction Services**  
Yellowknife, N.W.T. .... \$ 33,150

*To purchase a bus for transportation of clients (1990)*

**Northern Arts and Cultural Centre**  
Yellowknife, N.W.T. .... \$ 11,050

*To assist with renovations of the Centre (1990)*

**Northern Fly-in Sports Camps**  
Winnipeg, Manitoba..... \$ 25,000

*To assist in the general operation of this organization which takes recreational programs to remote northern communities (1990)*

**Peace Country Crisis Association**  
Peace River, Alberta ..... \$ 15,000

*To assist in construction of a new shelter for abused women (1990)*

**Peekiskwetan "Let's Talk" Society**  
Wabasca, Alberta ..... \$ 56,000

*To assist in development of a domestic-violence prevention program for the remote communities in the Wabasca-Desmarais area (1990)*

**Red Deer Family Service Bureau**  
**Red Deer, Alberta ..... \$ 1,000**

*To establish an endowment fund allowing it to provide greater respite-care relief services. A no-interest loan of \$10,000 was also approved. (1990)*

**Salvation Army**  
**Yellowknife, N.W.T. .... \$ 75,000**

*To purchase furnishings for its new centre, serving a wide variety of disadvantaged people in the Yellowknife area (1990)*

**Sexual Assault Centre of Edmonton**  
**Edmonton, Alberta ..... \$ 18,000**

*To provide training to teachers using a kit aimed at helping prevent child sexual abuse and to conduct workshops dealing with prevention of sexual abuse of disabled adults (1990)*

**St. John's School of Alberta**  
**Stony Plain, Alberta ..... \$ 62,400**

*To establish three bursaries for a four-year period to allow native students and children of single parents to attend the school on the recommendation of their current school principal (1990)*

**Town of Whitecourt**  
**Whitecourt, Alberta ..... \$ 1,330**

*To establish a support group for victims of domestic violence and a support group for men who batter (1990)*

**University Hospital of Saskatchewan**  
**Saskatoon, Saskatchewan ..... \$ 56,000**

*To purchase specialized computer and technical resource equipment for use by children with cognitive delays (1990)*

**University of Alberta**  
**Edmonton, Alberta ..... \$ 250,000**

*To allow a pilot project on diabetes research to continue at the Muttart Diabetes Training and Research Centre for five years (1990)*

**University of Alberta**  
**Edmonton, Alberta ..... \$ 19,500**

*To support initial research into the development of a tactile substitution device for the visually impaired (1990)*

**University Hospitals Foundation**  
**Edmonton, Alberta ..... \$ 50,000**

*To allow the purchase of additional patient-controlled pain-control machines (1991)*

**Young Yukon Society**  
**Whitehorse, Yukon ..... \$ 36,000**

*To hire two people to assist in programming for a teen centre and assist in fundraising to ensure continuation. (1990)*

**Youth Emergency Shelter Society of Edmonton**  
**Edmonton, Alberta ..... \$ 75,000**

*To assist with renovations of the facility (1990). A no-interest loan of \$75,000 was also approved.*

# The Muttart Foundation

**ROBERT S. WYATT**  
Executive Director

530, 9919 - 105 Street  
Edmonton, Alberta  
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Telephone: (403) 425-9616

The Muttart Foundation

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The Canadian Women's Foundation was incorporated as a registered charitable foundation in 1989 to raise and make available funds to help women across Canada achieve greater self-reliance and economic independence.

Governed by a national, voluntary Board of Directors, the Foundation is the only national foundation whose purpose is to bring women and funding together.

With offices in Toronto, the Foundation is directed by a Board of Directors designed to represent every region of Canada. A Council of Advisors comprised of prominent women across Canada representing the corporate, philanthropic and community service sectors works with the Board of Directors to guide and support the work of the Foundation.

Developed over the past three years through consultation with women, government, community services, women's organizations and private sector funders across Canada, the Foundation is committed to helping women achieve their full potential economically, socially and politically.

#### **THE NEED**

The continued existence of structural barriers to women in job training and promotion, income, jobs, the education, healthcare and justice systems; racial discrimination; the inadequacy of child care, affordable housing, and pensions; the prevalence of child and spousal abuse ---all result in a Canadian society in need of powerful transformation.

#### ***Transforming women in poverty into women of economic independence***

- o Women in Canada comprise 82% of single parent families
- o Over half of female single parent families live below the poverty line
- o About 75% of all Canadian women live the last quarter of their lives in poverty

#### ***Transforming women without education into women with skills***

- o 17.2% of women have less than a grade 9 education
- o Disabled women aged 15 and over are between 2 and 3 times as likely as non-disabled women to have less than grade 9 schooling

#### ***Transforming women as underpaid workers into women earning their worth***

- o Female university graduates working full-time only earn about as much as males with some postsecondary education
- o Females working full-time earn only 66% of their male counterparts' earnings

#### ***Transforming women in fear into women confident of their safety***

- o 1 in 4 women in Canada are sexually abused at some point in their lives
- o In each of the past two years over 100 women were killed by their male partner

Programs which attempt to address these imbalances are essential for the health, economic growth and success of Canadian society as a whole. Across the country, many local, regional and national organizations struggle to provide those much needed services and programs addressing the specific needs and barriers facing women in Canada. Federal and Provincial governments have provided some funding for them. To date the private sector has failed to demonstrate the same concern for women's welfare by financially supporting such programs.

The Canadian Women's Foundation is the only national foundation specifically designed to raise and grant funds to projects meeting the special needs of women and girls.

### **GRANTMAKING**

The Canadian Women's Foundation will award grants to imaginative, results-oriented programs and projects developed by charitable organizations registered with Revenue Canada. The Foundation is especially interested in economic development projects that encourage self-determination, self-reliance and independence, through investing in personal and skills development strategies and the creation of new jobs. The Foundation will fund efforts to strengthen an organization and increase its ability to develop leadership and deliver services to the community. Priority will be given to programs which address the needs of women and girls who are economically disadvantaged or who are at risk.

These program priorities and directions were developed after a cross country series of focus groups with individual women in rural and urban settings, national womens' groups, community organizations and funders. The guidelines will continue to be revised as ongoing consultation demonstrates changing needs and priorities.

### **THE CHALLENGE**

The Foundation will seek funds from individuals, corporations, foundations and others interested in increasing the quality and quantity of programs and projects addressing issues facing Canadian girls and women today.

Launched by a gift of half a million dollars from Mary Coyne Rowell Jackman, the Foundation is committed to raising \$5 million dollars over the next five years. Mary Jackman's gift has been designated to support the operation of the Canadian Women's Foundation.

Philanthropy has an important part to play in bringing about change and strengthening the Canadian economy. The Canadian Women's Foundation will be a resource to fund new programs and services in a cost efficient manner that avoids duplication of services. The Foundation will also encourage the sharing of programs and models that are effective and support linkage between organizations across the country.

***The Canadian Women's Foundation will be a resource, a funder, an advocate and a public voice for women and girls in Canada.***

# CANADIAN WOMEN'S FOUNDATION

## GUIDELINES FOR GRANT APPLICATIONS

The Canadian Women's Foundation (CWF) was established in 1989 to increase the funds available to help women across Canada achieve greater self-reliance and economic independence.

CWF is committed to helping women achieve their full potential economically, socially and politically.

The Foundation is a registered charity governed by a volunteer Board of Directors, who make all funding decisions.

### What we fund

CWF awards grants to imaginative, results-oriented programs and projects that seek to empower women and girls. These programs will be managed by organizations committed to working for social and systemic change on behalf of women and girls.

Such programs may

- reinforce women's strengths
- build their self esteem
- break their isolation
- increase their choices.

The Foundation is especially interested in economic development projects that encourage self-determination, self-reliance and independence, through investing in personal and skills development strategies and creating new jobs.

### What grants will be awarded

CWF will make grants ranging in size from \$2,000 to \$20,000. We will consider challenge or matching grants, as well as multi-year funding.

### Who may apply

Because CWF is a registered charitable foundation, by law, we are permitted only to fund organizations which are charities registered with Revenue Canada.

However, we recognize that many excellent projects and programs are developed by groups without this status. If your group is not a registered charity, we may be able to accept an application made on your behalf by a sponsoring organization that is a registered charity.

Preference will be given to

organizations involved in

- community-based development
- information and referral
- advocacy.

Non-profit, cooperative groups and self-help groups will also be given preference.

### What projects will be considered

CWF is especially interested in funding programs which address the needs of women and girls who are economically disadvantaged or who are at risk.

We will consider funding

- community organizing
- new program planning and start up
- pilot programs
- technical assistance (eg. Board and staff development, fundraising and computer training)
- public policy education.

Also, we will fund efforts to strengthen an organization and increase its ability to develop leadership and deliver services to the community.

CWF does *not* consider

grants for

- aid to individuals
- conferences
- fundraising events
- capital or endowment campaigns
- deficit or emergency funding
- research
- publications, films or videos (unless part of a larger program being supported by CWF)

### How to apply

There are two steps in the application—an initial inquiry, followed by a full proposal if we request it.

First, send us a brief inquiry letter (2-3 pages) outlining the details of your project, including

- your organization's history and goals
- the purpose of the project
- the target population, and how it will be served
- how the project will be monitored and evaluated
- the total project budget
- the expected or committed sources of funds
- how much you are asking from CWF
- how the project matches CWF guidelines and purpose.



No more than 60 days after we receive your letter, it will be reviewed to determine if it fits within our guidelines. If it does, we will then ask you for a full proposal, outlining what information we require.

Our request for proposal will indicate a strong interest in your project, but should not be interpreted as a guarantee of funding. Full proposals will not be considered unless they have been submitted in response to our request.

In order to evaluate your full proposal, we may gather more information over the telephone or in meetings and site visits.

Funding decisions made by the Board of Directors are final.

CWF will establish an appropriate reporting/evaluation method and timetable, once the decision has been made to fund the project.

*Please address questions or letters of inquiry to "Vice President, Grants Program" at the address indicated.*

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## THE CANADIAN WOMEN'S FOUNDATION

214 Merton Street, Suite 208  
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