
Cooperative Legal Service Delivery (CLSD) Program project funding guidelines & procedures

(updated January 2018)

1. Objects of CLSD Program project grants

The CLSD Program is part of the Collaborative Legal Service Delivery Unit within the Policy, Planning and Programs Division at Legal Aid NSW. The CLSD Program manages project funding that is available to support collaborative projects that directly provide, facilitate or enhance access to free legal advice, minor assistance and casework services for disadvantaged and vulnerable people within CLSD Program regions in regional, rural and remote NSW.

These Guidelines set out the key principles, criteria and processes for CLSD Program project funding.

2. Key principles of CLSD Program project grants

The following principles underpin the CLSD Program project grants and guide the CLSD Program and Legal Aid NSW in its grant-making process.

1. The CLSD Program will only make grants that align with the CLSD Program's objectives to:
 - a) meet emerging and identified unmet legal needs of disadvantaged and vulnerable people in regional, rural and remote NSW, and
 - b) enhance collaboration between legal and non-legal service providers in the delivery of legal services.

Projects that demonstrate cross-agency collaboration to address emerging and identified unmet needs are a priority.

2. Funded projects should focus on tangible outcomes for disadvantaged and vulnerable people in regional, rural and remote NSW. Project applicants should identify the target groups' needs that will be addressed through the project, how they will work with local agencies to meet that need and identify how the project will make a difference to the target group.
3. The CLSD Program adopts an evidence-based approach to its work and funded projects. Project proposals should refer to current evidence to support their project and methods to deliver that project. Evidence of legal need set out in CLSD Program Regional Profiles, priorities identified in Regional Action Plans and emerging needs identified through CLSD Program partnership meetings will assist the CLSD Program's assessment of funding proposals.
4. The CLSD Program is interested in projects that test or pilot new and innovative ways of collaborating across legal and non-legal agencies to deliver or enhance access to legal services.

5. The CLSD Program does not fund ongoing programs through project funding. **We do not fund "core business".**

3. What kinds of projects do we fund?

The CLSD Program at Legal Aid NSW funds a variety of projects. Examples of projects include:

- joint service or legal advice and minor assistance clinics in a location that is otherwise underserved
- training and community legal education workshops and seminars for lawyers or non-lawyers

- the development and production of legal information resources
- one-off events, for example Law Week outreach activities. Funding for participation in expos and events will only be available when direct legal assistance is provided by project partners at that expo or event.

Projects may be:

- “seed” projects that may be financially supported elsewhere beyond the initial project
- innovative trials or pilot projects that seek to test a legal service delivery method

4. What we don't fund

CLSD Program project funds will generally not be available for:

- Travel and accommodation (except in cases of approved wills workshops)
- Conference attendance
- Projects outside a CLSD Program region
- Capital items
- Items that could otherwise be funded from alternative sources (for example, where an Expo is being organised, a local Council could be approached to provide free stall hire)
- Projects that duplicate existing resources or services
- Initiatives or projects that should be progressed through existing core or recurrent funding
- Printing or reprinting*

* Legal Aid NSW, through the CLSD Program, *may* be able to provide in-house design and printing of flyers and poster to promote CLSD Program activities.

5. Criteria for funding

Projects must align with the CLSD Program objectives and are assessed against the following criteria:

- The project directly provides, facilitates or enhances access to, or awareness of, free legal assistance services for disadvantaged and vulnerable people in a CLSD Program region.
- The project will be implemented in collaboration with, and with the support of, all relevant legal and/or related services in the CLSD Program region.
- Evidence of the need of the project is set out in the project submission.
- The target group is defined, and evidence that this target group needs assistance for the project, is clearly identified in the project submission.
- The proposed method or strategy is appropriate to meet the needs of the identified target group.
- The project sponsor and other partners involved in the project have the capacity to undertake the project.
- The project does not duplicate a project or initiative.
- Funding the proposed project does not duplicate other sources of funding, for example, core work funded under the Community Legal Centre Funding Program.
- The proposed project activity is sustainable (where appropriate).
- The proposed project budget is appropriate and realistic.
- The proposed evaluation is appropriate and realistic.
- The project tests or pilots new or innovative ways of delivering or enhancing access to legal services.

6. Project funding – small and large projects

Grants – large and small projects

A Sub-Committee of the CLSD Program Steering Committee will assess and advise on applications for large projects (\$5,000 to \$25,000) 4 times a year. The CLSD Program will consider the advice of the Sub-Committee when determining the application.

Applications for small projects (up to \$5,000) can be submitted at any time and will be reviewed and assessed by the CLSD Program.

Project rounds for large projects

The closing dates for large project applications in 2019 are:

- Friday 1 March 2019
- Friday 31 May 2019
- Friday 6 September 2019
- Friday 22 November 2019

From time to time, the CLSD Program/Legal Aid NSW may specify priority areas for large project applications.

7. Developing a project and applying for project funding

Developing a good project is an iterative process. When developing a project, applicants are encouraged to consult with the local CLSD Program Regional Coordinator and the CLSD Program Manager or Coordinator at Legal Aid NSW at an early stage. These consultations will assist you to make your application more competitive.

Developing a project proposal

Each project should have a lead agency or “project sponsor” that will manage project funds and be responsible for managing, reporting on and acquitting the project.

Any CLSD Program partner can take the lead in submitting a proposal for project funding. However, the development of project proposals should involve collaboration with relevant agencies in the CLSD Program region, or state-wide agencies. Project sponsors should discuss ideas for proposals with other agencies at an early stage of developing a submission to maximise collaboration and cooperation on the project.

Project sponsors should also contact their CLSD Program Regional Coordinator and the CLSD Program Manager in the early stages to discuss proposals and obtain guidance as to whether the proposed project falls within these Guidelines. The CLSD Program may be able to direct project sponsors to other organisations that can provide valuable input into or support for the project.

It is not the Regional Coordinator’s role to develop all the projects for each region. However, CLSD Regional Coordinators may take an active role in project development and implementation. In appropriate cases, the costs of the Regional Coordinator’s time may be budgeted into project submissions as an administrative cost.

Drafting the project submission

The project sponsor must complete and submit a written project submission using the CLSD Program Project Funding Submission form.

Following consultation with CLSD Program partners and the CLSD Program, a draft submission should be sent to the relevant Regional Coordinator for dissemination to all local CLSD Program partners for comment and to ascertain whether the project is supported by other partners. Early consultations on the project development will contribute to a more successful application.

Approval process

The project sponsor should submit a final project submission to the CLSD Program at Legal Aid NSW. A Sub-Committee of the CLSD Program Steering Committee assesses large projects. The CLSD Program Manager reviews and assesses small projects. Final determination of all projects rests with Legal Aid NSW.

A project funding submission may be approved in full, or in part. For example, where a project proposes a number of workshops, the CLSD Program Manager may approve “pilot” funding for a limited number of workshops and only approve further funding if the pilot receives a positive evaluation, if further need is demonstrated, and CLSD Program partners are supportive.

Once approved, the CLSD Program Manager will send an approval letter to the project sponsor with any special conditions outlined, and request a Tax Invoice be sent to the Legal Aid NSW, after which the funds will be transferred to the sponsoring agency to commence the project.

Disputes in relation to project funding will be directed to the CLSD Program Manager for resolution, and may be directed to the CLSD Program Steering Committee. Contentious disputes will be referred to the Director of Policy, Planning and Programs at Legal Aid NSW.

Budget

Project proposals should include a budget of costs to develop and execute the project. It is acceptable that an administration cost be included in a project based on the actual cost of the work to be completed. Submissions should clearly set out administrative cost in the project budget. (ie salary rate, eg 10 hours at Clerk 4/5 @ \$xx per hour).

8. Project reporting and monitoring

Project sponsors must provide oral or written update reports on the progress of a funded project to CLSD Program partners at each quarterly meeting.

The project sponsor monitors the progress of all projects, and must contact the CLSD Program Manager if there are any issues with project delivery. This may include delays or concerns around completion.

As noted above, project sponsors must provide an oral or written update report on the progress of the project to CLSD partners at each quarterly meeting.

The CLSD Program at Legal Aid NSW NSW may audit projects from time to time to ensure they are progressing in a timely manner and that funds are being spent appropriately. Where a project is encountering difficulties, including where projects are not progressing in a reasonable timeframe, the CLSD Program can give guidance and offer reasonable opportunity to make necessary improvements. In the event of further problems with a project, the CLSD Program Manager will refer the project to the CLSD Program Steering Committee Sub-Committee for guidance, and in some cases may refer the project to Director of Policy, Planning and Programs at Legal Aid NSW.

Final report and acquittal of projects

Project sponsors must provide a written Report to the CLSD Program Unit on project outcomes within 30 days of the completion of the project, using the CLSD Program Project Report form. The local CLSD Program Regional Coordinator will circulate the Report to local CLSD Program partners.

The Report provides the CLSD Program and local CLSD Program partners with valuable information on project ideas, lessons learned and the opportunity to identify the need, scope, and viability of future projects

The Report must also include a reconciliation of the budget and include copies of receipts. Unspent project funds must be refunded to Legal Aid NSW.

9. Project materials, publicity, and promotion

Project sponsors must send all project materials including leaflets, flyers, brochures, scripts, community legal education materials and any other project materials to the CLSD Program Unit for final approval before they are published, distributed, and/or promoted. The project sponsor should allow reasonable time for the CLSD Program Unit to give final approval before distribution.

All project materials produced with the assistance of CLSD Program project funding must acknowledge the provision of funding by the CLSD Program at Legal Aid NSW with words to the effect of:

“Funded by (or “with assistance from”) Legal Aid NSW through the Cooperative Legal Service Delivery Program.”

and, where appropriate:

“The views expressed herein do not necessarily reflect the views of Legal Aid NSW”.

Project sponsors and participants should use the CLSD Program logo as well as their own logos.

The CLSD Program at Legal Aid NSW may be able to assist project sponsors to produce flyers and other project promotion materials, subject to capacity. Contact the CLSD Program at Legal Aid NSW for further information.

10. Forms

The following forms, annexed to these Guidelines, must be used for CLSD Program projects:

- CLSD Program Project Funding Submission
- CLSD Program Project Report

11. Contact for further information and advice on CLSD Program projects

For further information on CLSD Program projects and these Guidelines, or on the operation of the CLSD Program generally, please contact Jenny Lovric, CLSD Program Manager with the Collaborative Legal Service Delivery Unit at Legal Aid NSW on (02) 9291 63 99 or email kate.halliday@legalaid.nsw.gov.au.

CLSD PROGRAM PROJECT FLOW CHART

A CLSD Program partner or partners develop a project idea – and scope whether this is a large or small project. Large project submissions should note the large project round closing dates. The partner responsible for Project funding, management and acquittal will become the “Project sponsor”.



Project sponsor discusses proposal idea with relevant CLSD Regional Coordinator and other CLSD Program partners in their region.



Project sponsor and/or local CLSD Program Regional Coordinator discusses the project idea with the CLSD Program Unit.



Draft Project Submission drafted using CLSD Program Project Submission form.



The CLSD Regional Coordinator circulates the Draft Project submission to all CLSD partners for broader input. This can be at a face-to-face meeting and/or by email or telephone discussion. Consensus on project ascertained. Details of the project may be amended at this stage



Formal Project Submission sent to the CLSD Program at Legal Aid NSW.



Sub-Committee of the CLSD Program Steering Committee reviews Project Submission for larger projects. Details of the project may be amended at this stage



The CLSD Program Unit/Legal Aid NSW determines whether the Project will be funded, and on what terms. Invoice sent to Legal Aid NSW, funding disbursed and project commences.



Project sponsors provide an oral or written update report on the progress of the Project to CLSD Program partners at each regional quarterly meeting.



Project acquitted. Within 30 days of the Project’s completion, the Project sponsor submits a Project Report to the CLSD Program Unit and CLSD Program partners using the CLSD Program Project Report template