



# Lions Clubs International Foundation

## Grant Criteria Grant Application



# LCIF

LIONS CLUBS INTERNATIONAL FOUNDATION



# LCIF

LIONS CLUBS INTERNATIONAL FOUNDATION

## GRANT CRITERIA

The mandate and challenge to Lions Clubs International Foundation is to achieve significant humanitarian results with the funds available. All grants authorized should meet one or more of LCIF's major objectives — Humanitarian Services, Vocational Assistance, or Disaster Relief.

### Standard Grants

#### A. Humanitarian Services Grants

Humanitarian Services grants may be issued for permanent communal programs or institutes which satisfy humanitarian needs in harmony with the objectives of Lionism.

#### B. Vocational Assistance Grants

Vocational Assistance grants may be issued for programs providing job training and employment opportunities to enable disabled persons to achieve greater independence and self-fulfillment. Funds shall not be granted directly to individuals but for projects serving many beneficiaries.

#### C. Disaster Relief Grants

Disaster Relief grants may be issued in response to documented natural disasters, evidenced by significant mortality, injury, property damage and loss, population displacement or any substantial combination of these.

LCIF sponsors activities that further reconstruction efforts and that provide long-term benefits to as many people as possible. Among proposed reconstruction projects, higher priority is given to those proposing the creation or reconstruction of new public facilities and services.

### Criteria for Standard Grants

1. Grants shall be authorized for projects meeting diverse human needs not adequately addressed by other programs, having a distinct Lions identification and character, and providing long-term benefits. Projects serving many people shall be preferred because of more favorable cost effectiveness, economies of scale and lower costs per amount of service.
2. LCIF does not provide assistance to offer services otherwise available through governmental, religious, charitable, social welfare or comparable service programs. Nor does it attempt to fund projects more appropriately the responsibility of Lions clubs, districts or other Lions units.
3. Although many health care projects qualify for consideration, grants may not be requested for the construction of new hospital facilities at the club level. Priority will instead be given to projects aiming to upgrade and expand existing health care facilities in a community. Consequently, grants for the construction of new Lions hospitals may only be considered for the following: 1) health facilities at the district

level with the active involvement of a number of clubs, and 2) expansions of existing Lions hospitals with a proven track record of success. With respect to eye hospitals in developing countries, districts should apply to LCIF's SightFirst Program, which has its own criteria and technical infrastructure to guide the development, review and consideration of such projects.

4. Grants may not be requested for community enhancement-type projects, such as the development of libraries, community centers, athletic fields and parks.
5. Grant funds shall concern the financial burden of projects which are beyond the scope of traditional club and/or district fundraising.
6. Applicant Lions districts must not only indicate the nature and extent of their planned participation in the grant project, they must also make a significant financial commitment on behalf of the project. **(NOTE: Projects with the financial support of only one Lions club are not eligible.)**
7. Where grants are authorized for projects of a permanent nature, such projects shall carry a definite identification as having been made possible through LCIF. Specifications for such identification shall be provided by LCIF. Documentation of identification shall be included in the final report on the project to be submitted by the district.
8. Where grants are approved for a single project, no further grants will be permitted to cover continuing operating expenses.
9. Because of limited resources, grants shall not be made on a continuing basis to any single project.
10. Grants may be made to meet operating expenses of existing institutions or programs, but only when there is a significant increase of services over and above that which had been offered previously and then only on a one-time basis.
11. Grants may be authorized for non-Lions organizations or programs only when their services and facilities would significantly contribute to LCIF's purposes and when their specific capabilities, resources, economies and efficiency exceed those of available Lions programs. The LCIF grant must represent a significant addition to such a program's service capacity.
12. Projects shall be preferred that have high implicit promotional value and a recognizable Lions' identity.

13. Each grant application shall be judged solely on its own merit and the degree to which it meets these criteria and the operating policies of LCIF as established by the board of trustees.

### Regulations for Standard Grants

1. The need for LCIF assistance must be documented by the submission, on an LCIF Grant Application form, of specific project plans and benefits, a project budget and all other pertinent factors that may be requested by the board of trustees. The project budget should clearly detail all project income and expense, including allocations by item and detail. It should show all sources of income and expense, both received and projected. Project expense should equal project income.
2. Grant proposals may originate from any district (single, sub or multiple) or non-Lions organization. Except for applications received from non-Lions organizations, the appropriate district governor and the multiple district council chairman (or where none exists, the single district cabinet) must certify the significance of the need addressed, the social value and operational feasibility of the proposed project and the validity and reasonableness of the grant request. The certification of the single or sub district cabinet, or the council of governors in the case of a multiple district application is also required. Cabinet or council certification is to be evidenced by the submission of the minutes of the meeting at which the application was certified.
3. Any club project must have the full support, including financial support, of the district, before its application may be eligible for consideration by the trustees. The amount of district financial support must be indicated in the sources of income section of the itemized budget. Districts must make a significant financial commitment in behalf of the project consistent with their respective funding capacity.
4. LCIF grant funds are intended for projects in the developmental stages or for projects in progress. LCIF grant funds are not intended to repay loans or to establish reserve funds.
5. Grants issued to Lions districts will be made payable to the appropriate Lions district (single, sub or multiple). Such grants are to be administered by the district governor or multiple district council chairman who is in office at the time the grant is approved by the board of trustees. It shall be his/her responsibility to disburse and account for LCIF grant funds in his/her possession. If a project is carried over into a new fiscal year the grant administrator may, upon approval of the trustees, delegate his/her authority to the current governor or council chairman.
6. Lions and/or their families should not receive direct or professional benefit or have proprietary interest in projects receiving LCIF assistance.
7. Grant applications must be received in the LCIF office, in completed form, at least 60 days before a scheduled meet-

ing of the board of trustees in order to be placed on the agenda for consideration by the trustees. Exceptions to this regulation may be made only with the express permission of the chairman of the board of trustees.

8. Applicants failing to answer correspondence concerning their pending application shall be notified 120 days from the date of the last correspondence that their application will be automatically withdrawn unless a response is received within 60 days starting with the date on the notice.
9. New applications for previously withdrawn or rejected projects may be submitted if there is reason to believe the project or the existing conditions are now such that the application is likely to be approved.
- 10. Applications will not be considered that request LCIF assistance in excess of 50 percent of the total budget, except with applications from developing countries, as defined by the United Nations, in which case assistance may be considered for up to 75 percent of the total project budget, not to exceed the maximum limit of US\$75,000.**
- 11. The maximum limit of a grant shall be equivalent to US\$75,000. If awarded, disbursement of LCIF funds shall not be made until appropriate local funding has been collected as specified in grant regulation number 10.**
12. Grant recipients are responsible for submission of a thorough report upon completion of their project. An appropriate form will be provided to the designated administrator at the time a grant is made. The report form will request details concerning the results of the project and in particular, information concerning the exact use of funds made available through LCIF. Where feasible, the report should include photographs, newspaper clippings, and other documentation of work completed. A district failing to submit such a report for a completed project will not be eligible to receive any additional grants, with the exception of a district which encompasses more than one country; in this case each country submitting a grant application shall be considered on an individual basis.
13. No more than two applications and/or approved grants per district may be in process at any given time. If one grant has been approved in a particular district and a final report has not yet been submitted, the district may be eligible to receive an additional grant as long as the existing LCIF-funded project is progressing along satisfactorily.



# LCIF

LIONS CLUBS INTERNATIONAL FOUNDATION

# Instructions for completing grant application

## Applying For A Standard Grant

Please read Grant Criteria before completing application. Send completed grant application and all supporting documentation to the Lions Clubs International Foundation office at International Headquarters. A detailed acknowledgment will be sent after the proposal has been reviewed. If additional information is required, a letter of clarification requesting this information is sent to the corresponding district governor or multiple district council chairman. Applicants failing to respond to this correspondence regarding their application within 120 days will be notified that the application will be automatically withdrawn unless a response is received within 60 days of the date of that notice. Applications must be received in the LCIF office, in completed form, at least 60 days before a scheduled executive committee meeting in order to be placed on the agenda for that meeting.

## GRANT APPLICATION

Each of the following items must be completed before the board of trustees considers this application. The trustees reserve the right to request other pertinent information. Use separate page(s) for detailed explanations, referencing paragraph number.

1. Date submitted \_\_\_\_\_
2. Project name \_\_\_\_\_
3. Amount of funds requested from LCIF (maximum limit is US\$75,000) \_\_\_\_\_
4. Estimate the number of people to be served on a monthly or yearly basis \_\_\_\_\_
5. Problem identification and project objective. Please provide detailed reasons and justifications for the project. Include a statement of the project's objective and a description of the particular problems to be addressed.
6. Project strategy and plan of action.
  - a. Project description. Give a detailed plan of this project indicating how the project's objective(s) will be reached. If plans are to build a permanent structure, give a physical description of the facility and its contents, including blueprints and photographs, construction cost estimates, and price quotations for equipment.
  - b. Project schedule. Give a timetable for project implementation and completion. If project has already commenced, please list progress to date and include photographs.
7. Describe geographical area and the communities that will be served.
8. Provide background information on other organizations participating in the project.
9. Lions Involvement. Describe how Lions will be involved in the proposed project and plans for Lions continuing participation after support from LCIF is concluded. Also indicate how the project will be identified and promoted as a Lions-supported project. For example, will Lions name be used in conjunction with the facility or equipment?
10. Describe plans for identifying the project as having been made possible by LCIF. (See Item 5 of Standard Grant Criteria).
11. Budget documentation. Please remember to include appropriate documentation for the expense items listed in the budget. This would include cost estimates for construction work, and price quotations and product brochures for major equipment purchases. (refer to budget section)
12. Application endorsement. Cabinet or council certification must be included with every grant application. Please submit a copy of the minutes of the meeting at which the application was certified. For single and sub districts, the district governor and the council chairman must sign the application. For multiple districts, the council chairman must sign the application. (Please refer to items 2 & 5 of the Regulations portion of Criteria.)

# PROJECT BUDGET

Please list individually all separate sources of funding for this project (clubs, district, community, business). Include the amount that the sources are providing and indicate the status of each source of funding (e.g. collected, pledged, or anticipated) and when any anticipated/pledged funds will be collected. The LCIF grant should be listed as a source of funding. The maximum limit for an LCIF Standard grant is US\$75,000 or the equivalent amount in local currency. (See Items 10 and 11 of the Regulations portion of the Criteria.) Please attach a separate sheet of paper using the format shown below:

INCOME		EXPENSE	
Source	Amount	Item	Amount

Total project cost must equal the funding received.

**Statement By District Governor**

This is to certify that I have reviewed the LCIF Grant Criteria and Grant Application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power, as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to the Lions Clubs International Foundation.

Signed \_\_\_\_\_  
 District Governor (Print name) (Signature) District Number

\_\_\_\_\_  
 Print address

\_\_\_\_\_  
 Telephone and Fax numbers

**Certification By Multiple District Council Chairman (required of all sub-districts)**

This is to certify that I have reviewed the LCIF Grant Criteria and Grant Application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power to assure proper and efficient administration of any funds granted, proper accounting and regular reporting to the Lions Clubs International Foundation.

Signed \_\_\_\_\_  
 Multiple District Council Chairman (Print name) (Signature) M.D. Number

\_\_\_\_\_  
 Print address

\_\_\_\_\_  
 Telephone and Fax numbers

- Did You Remember To Include . . .**
- district governor, council chairman signatures
  - minutes of cabinet/council meeting
  - detailed budget, individually listing all sources of income and expenses
  - physical description, including photos/blueprints indicating actual sizes
  - provisions for future operating expenses
  - information on promotional plans in the community and media
  - detailed information on how Lions are involved with the project now and in the future

Front cover photographs, clockwise from top left:

- (1) A camper at the Barton diabetes camp prepares to give herself an insulin shot. LCIF funding to the Lions of Massachusetts (District 33-A) supports the camp.
- (2) An LCIF Standard grant enabled the Lions of Sri Lanka (District 306-B) to build a vocational training center where courses are offered in several skilled vocations.
- (3) The Lions of Multiple District 104 and LCIF are responsible for improving the Lions Leader Dog School in Norway.



300 22nd Street Oak Brook, Illinois 60523-8842, USA