

LIONS CLUBS INTERNATIONAL FOUNDATION

# STANDARD GRANT APPLICATION



Lions Clubs International  
**FOUNDATION**





THE LIONS NURSERY SCHOOL



MASAKA

"SERVICE THROUGH EDUCATION"

LCIF  
PROJECT

LCIF

LCIF

# STANDARD GRANT CRITERIA AND REGULATIONS



**Lions Clubs International  
FOUNDATION**

## MISSION STATEMENT AND FUNDING PRIORITIES

Standard grants provide capital funding to help establish or expand Lions-initiated service projects that address critical and diverse human and social needs around the globe. Funding is prioritized for the equipment and infrastructure needs of such projects. All grant proposals should meet one or more of Lions Clubs International Foundation's (LCIF) traditional funding concerns: humanitarian services, aid for people who are blind and disabled and long-term disaster relief.

### • Humanitarian services

Grants awarded in this area target critical health and human service needs not adequately addressed by governments and other funding sources. Commonly funded projects include mobile health units, hospices, nursing homes, medical units, street children's homes, schools in developing countries and other projects consistent with Lions' humanitarian work.

### • Aid for people who are blind and/or disabled

Building on Lions' historic commitment to serving and empowering people who are blind or disabled, priority is also given to projects that provide rehabilitation and educational opportunities for these populations. Grants are frequently awarded for eye clinics and research centers, rehabilitation and mobility training centers, vocational training institutes, adaptive technology units and other related initiatives. Grants fund projects that are large-scale and serve many people; grants are not available for individuals.

### • Disaster reconstruction

In keeping with LCIF's commitment to disaster relief, Standard grants may be requested for the long-term reconstruction of important public and community facilities damaged or destroyed by natural disasters, with an emphasis on rebuilding schools and hospitals. Standard grants may be applied for after all other LCIF funding has been fully expended (such as Major Catastrophe grants and Designated grants).

## FUNDING AND LEVELS OF SUPPORT

Standard grants are awarded from US\$10,000 up to US\$100,000 matching funds per project. Applications from developing countries are eligible for up to 75 percent of the total project budget. Applications from developed countries are eligible for up to 50 percent of the total project budget (see regulation five).

## DEADLINES

The LCIF Board of Trustees reviews all eligible Standard grant applications three times per year. Applications must be received at least 60 days prior to the scheduled board meeting and meet all criteria to be considered. Please visit [www.lcif.org](http://www.lcif.org) to see grant deadlines.

ELIGIBLE PROJECTS	NON-ELIGIBLE PROJECTS
<ul style="list-style-type: none"> <li>✓ Addresses an important humanitarian need</li> <li>✓ Supports efforts too large for one district to undertake alone</li> <li>✓ Provides long-term benefits</li> <li>✓ Serves a large population or region</li> <li>✓ Involves Lions hands-on activities</li> <li>✓ Identifies Lions closely with project</li> <li>✓ Raises significant funds from local Lions clubs</li> <li>✓ Typical projects might include: <ul style="list-style-type: none"> <li>• Expansion of nursing homes</li> <li>• Equipment for mobile health units</li> <li>• Vocational training for people with disabilities</li> <li>• Improving clinics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✗ Start-up facilities, including new medical centers</li> <li>✗ Individual assistance</li> <li>✗ Situations more appropriately funded by the government or other institutions</li> <li>✗ Operating and/or administrative expenses</li> <li>✗ Grants intended to repay loans or establish reserve funds, including endowments</li> <li>✗ Community "beautification" projects: parks, swimming pools, playgrounds, monuments, memorials, gardens and athletic fields</li> <li>✗ Single club projects (grants require a minimum involvement of two clubs)</li> <li>✗ Scientific research</li> <li>✗ Construction of residential housing</li> <li>✗ Purchase of land and buildings</li> <li>✗ Lions club meeting facilities</li> <li>✗ Salaries, stipends, scholarships or honorariums</li> <li>✗ Community centers/multi-purpose facilities</li> <li>✗ Projects lacking Lions identity and involvement</li> <li>✗ Requests under US\$10,000 or over US\$100,000</li> </ul>

## STANDARD GRANT CRITERIA

1. Grants are considered for projects exceeding the financial resources and fundraising capabilities of the applicant Lions district and participating clubs. There must be at least **two clubs** involved in the development and financial support of the project.
2. Projects should serve many people, and ideally entire communities, to maximize the charitable impact of LCIF funding. Additionally, priority is given to projects serving the neediest sectors of society and demonstrating financial need.
3. Grants may not be requested for community enhancement-type projects, such as the development of libraries, community centers, swimming pools, athletic fields and parks. Grants are typically not available for upgrades resulting from new government regulations.
4. Projects that seek LCIF funding shall have a strong Lions identity and ongoing involvement of local Lions. Priority is given to projects in which Lions provide volunteer services, have a track record of previous support, and a clearly identifiable role in helping administer the project and/or institution involved.
5. In addition to Lions' involvement and identity with the project, the applicant Lions district and participating clubs must make a significant financial commitment to the project. At least half of the local matching funds must be secured and/or raised by the Lions submitting the grant application.
6. The local matching funds may only be in the form of cash contributions. In-kind donations, whether land, labor or materials, will strengthen the proposal and should be highlighted in the project write up, but such in-kind support may not be included in the budget as part of the matching funds toward the LCIF grant. Additionally, local matching funds must represent cash available or pledged for the current project being proposed.
7. Grants shall not be made on a continuing basis to any single project\*. Projects or institutions receiving a Standard grant must wait one year after submission of the final grant report before applying for a new grant, provided that the previous grant for the same project has met its objectives.
8. Funding for operating expenses may be included as part of a project budget and grant request, but only when such funds would be used to initiate or significantly expand services of the applicant organization. The applicant must demonstrate how such operating expenses will be sustained once LCIF grant funds are expended.
9. Although many health care projects qualify for consideration, grants may not be requested for construction of new hospital facilities/medical clinics sponsored by only a few Lions clubs. Priority will instead be given to projects aiming to upgrade and expand existing health care facilities. Consequently, grants for the construction of new Lions hospitals or medical clinics may only be considered for the following: 1) health facilities at the district level with the active involvement of several clubs; and/or 2) expansion of existing Lions hospitals/medical clinics with a proven track record of success. Additionally, grant applications requesting support for health care facilities shall only be considered for non-profit or public institutions with a demonstrated commitment to serving the poor and uninsured. With respect to eye hospitals in developing countries, districts or multiple districts should apply to LCIF's SightFirst Program, which has separate criteria and technical infrastructure to guide the development, review and consideration of such projects.
10. Standard grants are not available for projects more appropriately addressed through other LCIF grant programs. Information on other Foundation programs is available at [www.lcif.org](http://www.lcif.org) or by contacting LCIF.
11. Projects receiving grant funding shall be clearly identified as being made possible by LCIF through appropriate recognition, signs and public relations activities. LCIF will provide specifications on such recognition at time of approval. Final grant reports must include confirmation of recognition.
12. Each grant application is judged solely on its own merit and the degree to which it meets the criteria and the humanitarian funding priorities of LCIF as established by the Board of Trustees.

*\*An exception to this requirement is a large-scale project that involves several districts. In these cases, each participating district may submit a grant application for separate and distinct elements of the overall project. These multiple requests will be considered on a case-by-case basis where a maximum of three Standard grant applications may be considered for a single beneficiary project at any one time.*



## STANDARD GRANT REGULATIONS

1. Grant applicants must submit their project proposals using the LCIF-27 Standard Grant Application form, completing the application form in its entirety. The project budget must clearly itemize all project income sources and expense items; project income must equal expense. Incomplete applications or proposals submitted in other formats will be ineligible.
2. Grant proposals may be submitted by any Lions district (single, sub or multiple). Applications submitted by single or sub-districts must be signed by the current district governor and be certified via resolution by the district cabinet and thereafter with notification to the council chairperson. Multiple district applications shall be signed by the council chairperson and certified via resolution by the council of governors. The appropriate cabinet or council meeting minutes at which the application was certified must be submitted with the application.
3. If a Standard grant project is to take place in a country outside the applicant district, the project shall have the endorsement and active involvement of the local Lions district. In countries where there are clubs but no district structure, the local clubs closest to the project shall endorse the project. In countries where no clubs exist at present, the applicant Lions district or multiple district must be able to demonstrate the ability to properly oversee, evaluate and report on the project.
4. **The maximum grant amount that may be requested is US\$100,000 and the minimum grant amount that may be requested is US\$10,000.** If approved, the grant funds shall not be disbursed until the required matching funds are collected locally, per the approved project budget.
5. Grants may only be requested for up to 50 percent of the project budget for developed countries. Developing countries, as defined by the United Nations, shall be eligible to apply for up to 75 percent funding. The minimum contribution regulation is determined for the district or multiple district submitting the application. **(NOTE: Maximum grant request is limited to US\$100,000.)**
6. A district may only have two Standard grant applications and/or approved grants in process at any one time. For districts comprising multiple countries, each country shall be able to have two applications or projects in process. In considering a second grant for a district or country, LCIF will take into consideration the progress being made on the ongoing LCIF-funded project.
7. Standard grants are intended for projects in the early developmental (planning) stages. The project that LCIF is being asked to fund should not have commenced. Additionally, completed projects are not eligible for funding, nor shall grants be used to repay loans, establish financial reserves or reimburse loans. Projects requesting funding as a reimbursement are not eligible.
8. Lions and/or their families should not receive direct or professional benefit or have proprietary interest in projects receiving LCIF assistance.
9. Approved grants are made payable to the appropriate Lions district (single, sub or multiple). The district governor or multiple district council chairperson in office at the time the grant is approved shall serve as grant administrator for the life of the project. It shall be his/her responsibility to disburse funds to the project and account for the LCIF grant funding. If a project is carried over into a new fiscal year, the grant administrator must provide copies of progress and final project reports submitted to LCIF to the current district cabinet or multiple council. LCIF reserves the rights to replace grant administrators as necessary.
10. Grant recipients are responsible for submission of a thorough report detailing project results and the exact use of LCIF funds upon completion of the project (report forms are issued with grant award letters). Districts or multiple districts failing to submit such a report for a completed project will not be eligible to receive any additional grants.
11. The LCIF Board of Trustees meets three times annually. These meetings are held in September/October, March/April and June. Deadline dates may be found at [www.lcif.org](http://www.lcif.org) or by contacting LCIF directly. Grant applications must be received at LCIF in completed form at least 60-days before an LCIF Board of Trustees meeting in order for possible consideration at that meeting. Since additional information is frequently requested, it is recommended that applications be submitted well in advance of the application deadline. **NOTE: Applications that are incomplete or require additional time for clarification of details may be held over for review at a later Board meeting.**
12. Applications previously withdrawn or rejected may be resubmitted only if they have been revised to address the reasons for denial/withdrawal.
13. Applicants failing to answer correspondence from LCIF on their application within 120 days will result in their application being subject to withdrawal. Resubmission may be required.
14. Applicants have six-months from the date of approval to collect and secure their local matching funding. **Note: LCIF does not release grant funds until the local matching funding is collected and readily available for the implementation of the project.**

Approved grant-funded projects shall be implemented in a reasonable timeframe and completed within two-years from the date of the grant approval. Extensions may be considered on a case-by-case basis.

After sufficient consultation with the applicant, LCIF retains the authority to rescind grants that are either not initiated or not making sufficient progress within this two-year timeframe. Any disbursed funds that are not adequately documented shall be returned to LCIF if the grant is rescinded.

## STANDARD GRANT APPLICATION FORM

### GUIDELINES

- Please review the LCIF Standard Grant Criteria and Regulations before completing this application. Each of the questions outlined below must be completed before the LCIF Board of Trustees can consider this application. If answering on separate pages, please indicate the question by its corresponding number.
- Send completed grant application and all supporting documentation to the Humanitarian Programs Department of the Lions Clubs International Foundation office at International Headquarters. Applications must be received at least 60 days before a scheduled board meeting in order to be placed on the agenda for that meeting.
- The LCIF Trustees and staff reserve the right to request additional pertinent information as needed.
- An acknowledgement letter with a grant number will be sent to confirm that the proposal has been received. This does not indicate that the grant has been approved. If additional information is required, a letter requesting clarifications will be sent to the corresponding district governor or multiple district council chairperson.
- Proposals formatted for other organizations or agencies will not be accepted. This includes PowerPoint presentations created for general fundraising campaigns.

### A. PROJECT DESCRIPTION

1. Date submitted
2. Project name
3. Amount of funds requested from LCIF (maximum US\$100,000)
4. Number of people who will directly benefit from this project
5. Problem identification and project objectives. Please provide:
  - a. Description of the particular problems to be addressed
  - b. Detailed reasons and justifications for the project
  - c. Statement of the project's objectives and goals
6. Project strategy and plan of action. Please provide:
  - a. Detailed plan of this project, indicating how the project's objective(s) will be reached
  - b. If plans are to build a permanent structure, give a physical description of the facility and its contents, including dimensions, blueprints, photographs, construction cost estimates and price quotations for equipment.
  - c. Include a timetable for project implementation and completion.
  - d. If project has already commenced, please list progress to date and include photographs. (Note: Expended funds cannot be considered as income for the project.)
7. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance and administrative expenses. Provide a detailed five-year financial plan outlining income and expenses.
8. Describe the geographical area and the communities that will be served, including socio-economic data.
9. Provide background information on, as well as the supporting role of, any other organizations participating in the project. Note: Proposals must be submitted through a Lions district or multiple district; partner organizations may not apply directly.
10. Provide contact information for the primary project coordinator including: name, mailing address, telephone, fax and e-mail address. Also list names and contact information for other individuals who should be copied on future correspondences regarding this application.

## B. LIONS IDENTIFICATION AND INVOLVEMENT

1. Describe how Lions will be involved in the proposed project, and the plans for Lions' continuing participation after support from LCIF has concluded. Include any relevant history relating to Lions' involvement with this project.
2. Indicate how the project will be identified and promoted as a Lions-supported project.
3. Describe plans for identifying the project as having been made possible by LCIF. Any publicity materials and media regarding this project should acknowledge the support and involvement of LCIF and Lions. (See item 11 of the Standard grant criteria.)

## C. PROJECT BUDGET

1. Include an itemized budget for the entire project using the chart format shown below.
2. Indicate which currency is used and the exchange rate to US dollars.
3. Individually list all separate sources of funding for this project (clubs, district, community, government, business). There must be **at least two** clubs participating as funding sources.
4. Include the amount that each source is providing and indicate the status (collected, pledged or anticipated) as well as the dates that any anticipated/pledged funds are to be collected.
5. Local matching funds must be in the form of cash contributions. Donated services and in-kind support for projects are welcome, but such support cannot be used as an income source. The cost of land and existing building(s) cannot be considered as an income source.
6. The LCIF grant request should be listed as a source of funding.
7. The maximum limit for a LCIF Standard grant is US\$100,000.
8. The expense side of the budget should show actual expenses and give an itemization of any large amounts.
9. Please remember to include appropriate documentation for the expense items listed in the budget. For each item on the expense column, include: pro-forma invoices, supplier price quotations, cost estimates for construction work and/or other cost documentation. Enclose product brochures for any type of equipment purchases.

INCOME	
SOURCES	AMOUNT
LCIF grant	
*TOTAL:	

EXPENSE	
ITEMS	AMOUNT
*TOTAL:	

\* The total project costs must equal the total sources of income.

#### D. APPLICATION ENDORSEMENT

1. Cabinet or council certification must be included with every grant application. Please submit a copy of the cabinet (single or sub-district) or council (multiple district) meeting minutes at which the application was certified.
2. For single and sub-districts, only the **district governor must sign** the application (please refer to items two and three of Regulations).
3. For multiple districts, only the **council chairperson must sign** the application (please refer to items two and three of Regulations).

#### DISTRICT GOVERNOR'S ENDORSEMENT (SINGLE AND SUB-DISTRICT LEVEL GRANT APPLICATIONS)

"This to certify that I have reviewed the LCIF Standard 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 Lions Clubs International Foundation."

District Governor Name	District Number
Address	
Telephone	Fax
E-mail	
Signature	Date

#### COUNCIL CHAIRPERSON ENDORSEMENT (MULTIPLE DISTRICT LEVEL GRANT APPLICATIONS)

"This is to certify that I have reviewed the LCIF Standard 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 Lions Clubs International Foundation."

Council Chairperson Name	Multiple District Number
Address	
Telephone	Fax
E-mail	
Signature	Date



## E. APPLICATION CHECKLIST

**Before submitting your Standard Grant Application, please take a moment to review this checklist. If you have any questions or concerns, please contact LCIF staff.**

**This application includes the following:**

- ☐ All grant criteria and regulations met or exceeded.
- ☐ Clear description of how the project will assist those in need.
- ☐ Minutes of the cabinet/council meeting.
- ☐ District governor/council chairperson's endorsement.
- ☐ Project schedule and timetable.
- ☐ Detailed information on how Lions are involved with the project now and in the future.
- ☐ Detailed budget, individually listing all sources of income and expenses (total income equals total expenses).
- ☐ If the project involves construction: physical description, including blueprints indicating actual sizes, deed/ownership (land) and photos.
- ☐ If the project involves the purchase of equipment: a description of usage, pro-forma invoices and brochures.
- ☐ Provisions for future operating expenses and a five-year financial plan outlining income and expenses.
- ☐ Information on promotional plans in the community and media.
- ☐ If a cooperating organization is involved: letters from the organization, specifically stating roles and responsibilities.

Keep copies of all documents for your records prior to submitting them to LCIF.

## **F. IF YOUR GRANT REQUEST IS APPROVED**

- You will receive an announcement packet with an official award letter and grant agreement.
- The grant agreement must be signed and returned to LCIF before any disbursements can be made.
- LCIF will not disburse any funds until proof of required collected matching funds is received.
- The district governor in office will be designated as the grant administrator. The grant administrator has the responsibility to work closely with the project chairperson (also known as the primary contact) to ensure that the grant conditions are met, and that allocated funds have proper documentation.
- LCIF grant funds must first be deposited in the district bank account and subsequently disbursed to the project account. The project bank account must have three signatories: grant administrator, project chairperson and the cabinet treasurer or secretary currently in office.
- The grantee will be subject to the submission of progress reports on a regular basis prior to further LCIF disbursements. Once all LCIF funds are disbursed and the project complete, a final report must be submitted to LCIF. This will need to include a narrative section on the project activities and the benefits achieved, as well as newspaper clippings and photographs of the equipment and facilities. A full financial report, including receipts, shall also be part of the final report.
- The district must also assure LCIF of proper recognition for its role in the project, as required per Grant Criteria item 11.

**Send the completed application and all attachments to:**

**Lions Clubs International Foundation  
Humanitarian Programs Department  
300 West 22nd Street  
Oak Brook, IL 60523-8842**

**Telephone: (630) 571-5466  
Fax: (630) 571-5735  
E-mail: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)  
Web site: [www.lcif.org](http://www.lcif.org)**





WE ARE EFFICIENT  
AND ACCOUNTABLE  
AS GOOD STEWARDS  
OF FUNDS.



Lions Clubs International  
**FOUNDATION**

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