



How to Apply for an LCIF Standard Grant

LCIF Standard grants address the humanitarian needs of communities throughout the world. It is the category of grants with which most Lions are or will be involved. Grant projects require the coordinated efforts of Lions in each community to raise funds and complete a project. The foundation supports the work done by these Lions who serve in communities throughout the world.

Often Lions from around the world ask for clarification on the Standard grant criteria and how to apply for funding. The following detailed information was written to help answer such questions. Please contact the LCIF Grants Department with any additional questions.

What is an LCIF Standard Grant?

A Standard grant is a category of LCIF funding available to Lions around the world. An application can originate from any district (single, sub, or multiple). LCIF Standard grants are approved for large-scale Lions service projects that address humanitarian needs. To qualify, the project must serve many people and extend beyond the scope of traditional club and/or district fundraising activities. One element present in all LCIF projects is the commitment of local Lions who initiate the project. Not only are most projects conducted under a Lions banner, but individual members invest many hours of their time in fundraising, planning, and volunteering their professional skills at the project site. Such support greatly extends a project's impact, making it possible to help more people than would otherwise be possible.

Typical projects include the development of children's hospices, care centers for the elderly, camps for disabled children, and vocational training centers for at-risk youth and others who need a helping hand. In addition, Standard grants also address universal needs such as health care. Many grants are awarded annually to develop mobile health screening units, Lions eye clinics and eye banks, and to purchase essential equipment for community hospitals. Finally, LCIF Standard grants are also available to expand services for disabled and visually impaired persons.

Key Elements of an LCIF Standard Grant Project:

- Addresses an important humanitarian need
- Supports efforts too large for one district to undertake alone
- Provides long-term benefits
- Serves large population or region
- Involves Lions hands-on
- Identifies Lions closely with project
- Raises significant funds from local Lions

What are the steps involved in applying for an LCIF Standard Grant?

Step 1: Getting Started

Since funding priority is for larger-scale Lions service projects, most LCIF-funded projects are initiated by groups of Lions clubs at the zone, region, or district level. The manner in which projects are developed varies according to local circumstances. For example, a Lions district may request LCIF funding to help expand long-term service projects. Such projects range from Lions eye clinics at universities to Lions summer camps for disabled children. In other cases, a group of Lions may launch a new program to address an important humanitarian need that has not been met in a region. The need might be for a mobile health screening unit, expansion of a children's hospice, or development of a geriatric day care center at a nursing home for low income patients. The scope of possible projects is as great as the number of communities Lions serve.

Step 2: District Support

All LCIF grant applications must have the endorsement of the district or multiple district leadership. The district governor must certify the significance of the need addressed by the project. This includes the social value, feasibility and reasonability of the grant request. The project must have full support from the district, including financial backing, before the application is submitted.

What is meant by district financial support? Since most districts do not have a separate project fund, the financial support of the district usually involves a fundraising initiative by the clubs supporting the project. Not all of the local funding needs to be collected at the time a grant application is submitted. Districts can include in their budget a combination of collected, pledged and anticipated sources of funds.

Step 3: Submitting an Application

The grant application form must be completed, including the project name, amount of funds requested, and the approximate number of people to be served and then signed by the district governor. There are several other items that must be included with the completed application. These items are listed in detail on the application. Some items included in the list are the minutes of the cabinet or council meeting at which the resolution to apply for the grant was approved, a summary of the project, a detailed budget and a description of Lions involvement.

To be placed on the agenda for a board of trustees meeting, an application must be received in completed form at least 60 days prior to the meeting.

Step 4: Receipt of Application by LCIF Grants Department

Grant applications are reviewed by the LCIF Grants Department. If additional information or revisions are needed, the applicant is notified.

After the application is complete, the grant proposal is summarized for presentation to the LCIF Board of Trustees, and the applicant is notified of its review. The board may approve, deny, or table the application.

No more than two applications per district may be reviewed by the board of trustees at a meeting.

Step 5: Approval of Grant Application

If a grant is approved, the district governor is advised by letter. Included with the letter are the grant check (if the proposal is approved without any conditions), sample news releases, and information on ordering an LCIF acknowledgment plaque.

Projects or Activities Not Eligible for LCIF Funding:

- Situations more appropriately funded by the government or other institutions
- Operating expenses and salaries of established programs and institutions
- Grants intended to repay loans or establish reserve funds
- Community "beautification" projects: parks, swimming pools, playgrounds, and athletic fields
- Single club projects. Grants require a minimum involvement of two clubs
- Individual scientific research projects. Districts, however, can request funding for equipment and construction of a Lions-affiliated research center
- Projects where Lions and/or their families have a proprietary interest or would receive a direct or professional benefit

The district governor in office at the time the grant is approved by the board of trustees will be the grant administrator. The governor is responsible for disbursing and accounting for LCIF grant funds. If a project is carried over into the next fiscal year, the grant administrator may delegate authority to the new district governor, but only with approval of the trustees.

Step 6: District Follow-up

The grant administrator must send a final report to the LCIF Grants Department at the completion of the project. A report form is supplied to the grant administrator at the time the grant is approved. The final report should include photographs, newspaper clippings, and other documentation of the completed work.

SAMPLE GRANT APPLICATION BUDGET (Income must equal expenses.)

Income

20 Lions clubs in District XYZ (List each club included along with amount collected)	US\$52,000
District XYZ (collected)	8,500
Community donations (solicited & collected by local Lions)	6,000
Community donations (anticipated)	3,000
Business donations (solicited & collected by Lions)	5,500
LCIF Grant	35,000
	<u>US\$110,000</u>

Expenses

Pre-fabricated building (quoted price provided)	US\$66,000
Electrical	11,000
Sanitation	7,000
Furniture (breakdown of items provided)	14,000
Equipment/supplies	12,000
	<u>US\$110,000</u>

For additional information on Standard grants please contact the LCIF Grants Department at International Headquarters.
Phone (630) 571-5466, extension 292 or 507 Fax (630) 571-5735.

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