

LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) EMERGENCY GRANT REPORT FORM



WE DELIVER HUMANITARIAN PROGRAMS

– primarily to preserve sight, serve youth,
provide disaster relief, and combat disabilities –
by mobilizing resources and raising funds.



Lions Clubs International
FOUNDATION

LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) Emergency Grant Report Form

1. District _____ 2. Grant number _____ 3. Amount awarded _____
4. Type of disaster _____ 5. Date disaster occurred _____
6. Date emergency grant relief efforts completed _____
7. Number of direct beneficiaries broken down by type of service received _____
8. Final emergency grant budget. Itemize amount spent per category (attach additional sheets if needed).

Item	Amount	Item	Amount
Food/Water		Blankets	
Clothing		Other	
Medical Supplies			

TOTAL SPENT _____

9. Describe nature of the situation, detailing the need for an LCIF emergency grant. _____
- _____
- _____
- _____
- _____
- _____

10. How did the LCIF emergency grant funds help in providing relief to those affected? _____
- _____
- _____
- _____
- _____

11. How have the Lions relief efforts affected the people in your community? _____
- _____
- _____
- _____

12. How have the Lions relief efforts helped the community learn more about the work of your district? _____

13. How have the LCIF emergency grant and Lions relief efforts been publicized? _____

DID YOU REMEMBER TO INCLUDE . . .

- Original receipts for **all** items and supplies purchased with LCIF grant funds?
- Photos showing the Lions involvement in relief activities?
- If available, clippings of newspaper articles, CDs or DVDs (in English) publicizing the Lions relief efforts?
- Keep a copy of the **entire** report being sent to LCIF for the district files?
- Send report to LCIF via a traceable mail service (i.e., DHL, FedEx, UPS, Courier, etc.) to reduce the chance that the mailing will be lost in the mail?
- Evidence that the district cabinet has reviewed and approved the report?**

As the grant administrator, in signing this document, you certify that the information contained in this report submitted to LCIF details an accurate and factual accounting of the Lions relief efforts as carried out with LCIF grant funds. You further understand that LCIF will contact you with any questions regarding this final report.

Date: _____

Grant Administrator: Name (print) _____

Signature _____

Failure to submit a final report in a timely matter may affect the district's chances of applying for subsequent or future emergency grants. LCIF must first close out previous emergency grants before considering additional requests for assistance. Please contact LCIF with any questions regarding the completion and submission of this report.



WE ARE EFFICIENT AND ACCOUNTABLE

as a good steward of funds.



Lions Clubs International **FOUNDATION**

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