

Policy 1014 - Proposed Projects that are requesting LCIF Grants.

(as at Feb 22 has not been ratified by the cabinet)

1. All Projects outside of a club that involves raising funds from Lions Clubs International need to meet the criteria for such grants. These are available online but a summary is set out in this SOP. All applications should be discussed with the District LCIF Chair and a completed application is sent,
2. Some of the criteria are as follows;
 - a. More than two clubs need to be involved for a Matching Grant.
 - b. The Project needs to be presented to the Cabinet for approval by the District Governor who becomes the Grant administrator.
 - c. The minute of approval of the Cabinet must be included in the application.
 - d. You need to state what is the Lions involvement.
 - (i) Has the project a strong Lions identity?
 - (ii) Has the project an ongoing involvement with Lions?
 - (iii) Is the ongoing lion involvement in a voluntary capacity?
 - (iv) The amounts contributed by each club may not be exactly the same but should be comparable to demonstrate the project is not primarily funded by a single club

3. Matching Grants.

District may only have two matching grant applications and/or approved grants in process at any one time.

District applicants have six months from date of approval to obtain the matching funds. LCIF will not disperse the funds until proof of matching funds is obtained. Projects must be completed within two years of the approval date.

Grants can only be requested for Matching grants up to 50% of the total Budget.

- a. Must be submitted on the correct form to cabinet. (LCIF-27)
- b. Signed by District Governor
- c. Signed resolution of Cabinet (minute included)
- d. Must state the involvement of current Lions
- e. Who will be overseeing the project?
- f. Applications that are successful the funds will not be disbursed until the matching funds are collected.
- g. The District Governor becomes the Grant Administrator and is responsible for the disbursement of the funds and responsible to LCIF for the grant funding. Progress and final reports must be submitted to LCIF by the DG
- h. The LCIF Board meetings are held in August, January, and May. All grant applications must be received 90 days prior to the Board Meetings.

4. Grants for District and Club community impact applications.

- a. These grants need to address an important humanitarian need.
- b. Must be submitted on the correct form, stating such things as;
 - (i) Project Name
 - (ii) Project Location
 - (iii) Funds required
 - (iv) Number of people who will benefit from the project
 - (v) Description of the problem to be addressed
 - (vi) Project Strategy, plan of action, including time frame.
 - (vii) Project budget
 - (viii) Cabinet minute certification of the project or Club Minute which must include the amount to which is being sought for the DCG
 - (ix) Must be signed by the District Governor or the Club President.

Districts and clubs will be required to meet a minimum donation level to enable 15% of their donation to be counted towards their available funds to be accessed through the DCG program.

- c. For districts, the minimum donation amount is \$10,000
- d. For Clubs, the minimum donation amount is \$5000

The LCI instructions are quite clear re application for funds. It states in their application the following. "Cabinet or Council certification must include with every grant application. Submit a copy of the Cabinet (single or sub district) or council (multiple District) meeting minutes at which the application was certified."

Summary.

In District 202e no individual is to submit a LCIF Matching grant unless it has been through the Cabinet for certification, and the minute recording that is obtained.

A DCG must reach the LCIF at least 90 days before commencement of the project

5. Extract from LCIF Board Policy Manual; July 2022.

REQUESTS FOR MONEY, MATERIALS OR SERVICES Requests for money, materials or services received by headquarters from Lions clubs or districts and individuals shall be channelled through their respective district governors. The district governor is in a more favourable position to evaluate such requests, and to advise as to resources available in the district or a nearby area. He/she should use discretion but may forward the request to an appropriate district governor of his/her own or another country. Such undertakings must be done in the spirit of joint projects by the Lions, and the requesting Lions club or district must indicate how they will participate in the project.

6. Common Application Areas to Avoid.

1. Vague applications, not detailed.
2. No budget or insufficient detail.
3. Includes ineligible expenses.
4. No quotes or estimates provided.
5. Overdue reports for other active grants.
6. Incomplete applications.
7. Lacking endorsements.
8. The budget does not meet local matching fund requirements. (where applicable).
9. It is only a single club project.
10. Too many open grants.

(Added after information, received at Int Convention presentation. June 2024)

Date	Amendment made	Admin Cmte Actioned	Remarks
	27 June 2023		Avoid issues