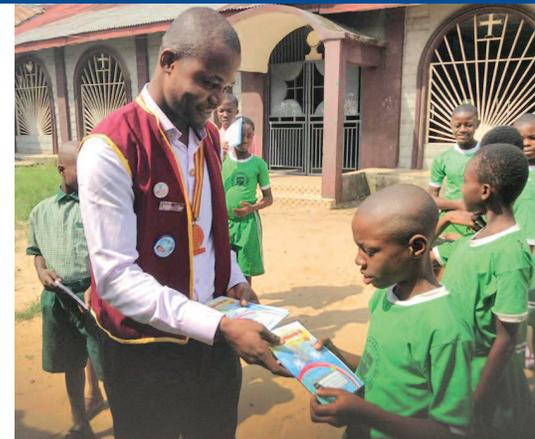


# LEO SERVICE GRANT



The Lions Clubs International Foundation (LCIF) **Leo Service** grant is available to support service projects that are developed and implemented by Leos. Applications must be submitted to LCIF by the Lions Districts/Multiple Districts. Grants may be awarded up to US\$2,500 (district level) or up to US\$5,000 (multiple district level) for eligible service projects. Priority consideration will be given to those projects that provide an impact in the areas of diabetes, environment, hunger, vision and childhood cancer.

Funds may be used to cover expenses related to organizing the project and the Leos' direct involvement in the service delivery. This may include, but is not limited to, the purchase of materials, supplies and equipment required to carry out the project. This may also include some reasonable operational expenses if needed for rental fees, venue, transportation, event publicity, refreshments, pre-event planning, and/or training. An application may request funding in support of projects involving one or more Leo Clubs within the grant maximum allowed.



## Eligible projects should:

- Be service-focused opportunities
- Be easy for the Leos to develop and implement
- Have community-wide impact
- Address an unmet humanitarian need in the community or region
- Highlight Leo and Lions club presence in the community
- Involve Lions clubs, community partners and other volunteers, as appropriate



## POTENTIAL SERVICE CATEGORIES

Leo projects may focus on a wide variety of service initiatives. Potential project categories include, but are not limited to:

- **LCI Service Framework:** projects supporting diabetes, environment, hunger, vision and childhood cancer
- **Emergency/disaster preparedness and relief:** planning and preparedness activities, community engagement, collaborations with local emergency management departments
- **Education:** education promotion, mentoring and tutoring activities for youth and adults, vocational training, social inclusion
- **Health and Wellness:** events to promote physical activities, healthy lifestyles, health education, awareness and advocacy activities
- **Community Revitalization:** housing refurbishment, clean water projects, debris removal, house painting, community beautification, general clean-up activities, the establishment of community gardens
- **At-Risk and Vulnerable Populations:** projects to benefit at-risk youth, the homeless, the disabled, the elderly, refugees, victims of domestic violence, or wounded veterans

## Grant funds are not eligible to:

- Pay club membership dues, establish reserve funds, support fundraising activities or to start new clubs.
- Give to another organization
- Award scholarships, give direct cash awards or giveaways
- Address individual needs for financial assistance
- Cover reoccurring fees or ongoing operating expenses
- Purchase consumable items

## CRITERIA

1. Grant funds may be awarded up to US\$2,500 (district level) or up to US\$5,000 (multiple district level) for eligible projects.
2. Leo club(s) recipients must be in good standing to participate.
3. Grants may be applied for throughout the year. However, applications should be submitted to LCIF, at minimum, 6 weeks prior to the project start date.
4. One grant, per District or Multiple District, per 12 month period.
5. A single application may involve several Leo clubs partnering for the service initiative.
6. No matching funding required, but preference will be given to those projects that leverage other resources for the project.
7. The Leos have 6 months to complete the project.
8. Priority consideration will be given to those projects that align with the LCI Service Framework.
9. A final report on the project results must be submitted to LCIF within 30 days of the project completion. All expenditures funded with LCIF grant funds must be documented with receipts or paid invoices.
10. The number of grants awarded is limited only by the annual program cap of US\$200,000. Grants are awarded on a first come, first served basis. However, LCIF's goal is to ensure that grant awards represent projects from all constitutional areas.
11. An internal committee of LCI/LCIF staff will review the application and make recommendations with final approval given by the LCIF Chairperson.

## PROJECT QUESTIONS

*(In a separate Word document, please provide answers in detail per the numerical order of the questions.)*

1. What is the title/theme for the project?
2. Does this project focus on one of the LCI Service Framework initiatives? If yes, which one?
3. Please indicate the Leo Club name(s) and Club ID number(s). If more than one club is involved, please indicate the club that will lead the implementation.
4. When and where will this project take place?
5. Detail the situation or need to be addressed in the community. What is the goal of the project?
6. What is the targeted audience or population to be served? Tell us who you intend to help with this project.
7. What is the plan of action and timeline? Please provide complete project details, elaborate on the role of the Leos, and let us know about any community partners involved, including Lions clubs.
8. Provide a project budget. List all relevant expenses for the project. Highlight any other funding sources, if available.
9. How will this event or activity be publicized in the community?



## SIGNATURE CERTIFICATION BY LEO CLUB PRESIDENT AND LIONS DISTRICT GOVERNOR OR LIONS MULTIPLE DISTRICT COUNCIL CHAIRPERSON

As the Leo Club President, I confirm that I have reviewed and understand the Leo Service grant criteria and in submitting this application to the District Governor/Council Chairperson, I certify that the project details have been developed in accordance with the criteria and I support the proposed project. (\*)

LEO CLUB PRESIDENT (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

As District Governor/Council Chairperson, I agree to serve as Grant Administrator and to ensure proper and efficient administration of this grant for the purposes approved by LCIF. I support and encourage the submission of this application to LCIF. (\*)

DISTRICT GOVERNOR/COUNCIL CHAIRPERSON (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

District/Multiple District \_\_\_\_\_

(\*) Both parties agree to ensure that a final report on the utilization of this grant is submitted to LCIF as required.

### APPLICATION PROCESS

#### STEP ONE

(Project Development) - Leos develop the project, complete the application and send it to the Lions District Governor or Lions Multiple District Council Chairperson. Please copy [LCIFLeogrants@lionsclubs.org](mailto:LCIFLeogrants@lionsclubs.org) when sending the application to the District Governor/Council Chairperson.

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#### STEP TWO

(Application Submission) - District Governor/Council Chairperson reviews and signs the application then forwards it on to [LCIFLeogrants@lionsclubs.org](mailto:LCIFLeogrants@lionsclubs.org).

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#### STEP THREE

(LCIF Review) – LCIF receives and reviews the application. The decision of the LCIF Chairperson is communicated to the District Governor/Council Chairperson and the Leo Club President.

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#### STEP FOUR

(Grant Disbursement) – Grant funds for approved projects are sent to the District/Multiple District account for re-issue to the Leo Club(s) to implement the project.

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#### STEP FIVE

(Project Implementation/Reporting) – Leo Club(s) implement the project according to the approved plan of action and submit a final report on the project outcomes when completed. The report should be sent to the District Governor/ Council Chairperson for review and submission to LCIF. Reports must then be submitted to LCIF at [LCIFLeogrants@lionsclubs.org](mailto:LCIFLeogrants@lionsclubs.org).

