

# Matching Grant Report Form



Lions Clubs International  
**FOUNDATION**

This form should be used in reporting on **LCIF Matching** grants. The grant administrator is responsible for ensuring that LCIF receives a timely and complete final report. The final report is due no later than 45 days after the completion of the project. Matching grants should be completed within two years of approval. Failure to submit a timely final report may impact the Multiple District/District's ability to have future grant requests considered by LCIF.

Your report to LCIF helps provide a means to evaluating the grant and measures benefits achieved. In addition to publicity purposes, LCIF requires a full accounting and complete financial report on the utilization of the grant funds.

The information and guidelines provided in this form are to assist the Lions in the preparation of the Matching grant final report. The report with all required documentation is to be submitted to the LCIF Humanitarian Initiatives Department. This format below is a guide. Please provide the information requested and the answers in a separate document that follows this same order.



## General Grant Information

1. LCIF grant tracking number
2. Approved grant amount (US\$)
3. Date the project started and date of completion
4. Community or region where project was implemented

## Narrative Details

5. Describe the local situation that encouraged the Lions to pursue this project.
6. Provide a detailed description of the grant project activities and the benefit to the community.
7. Did the project achieve its goal? If not, explain.
8. Detail any challenges Lions faced in implementing the project.
9. Number of Lions members directly involved in the implementation of the project?

## Impact on Grant Beneficiaries

10. Number of direct beneficiaries from the grant funded project. Explain how this total was calculated.
11. Number of in-direct beneficiaries from the grant funded project. Explain how this total was calculated.
12. Did the project provide a short or long-term impact? If the grant project is expected to provide an ongoing impact in the community, please estimate this impact in future years for direct and indirect beneficiaries.
13. Explain how this project helped the community to learn more about Lions.
14. Include testimonials from and action photographs of the project beneficiaries.

## Financial Details

A completed and accurate record of funds received and expenses incurred must be reported. Follow the budget format below in reporting this information. The report must include:

- Original paid invoices, receipts and supporting documentation for all equipment purchased, costs incurred, and construction work paid for with grant funds, per the approved budget.
- The serial numbers for all major equipment items (i.e. medical equipment, computers, laptops, vehicles, etc.) purchased.
- Copies of bank statements for the project bank account, showing interest if applicable.
- Any unused LCIF grant funds and interest accrued on those funds should be returned to LCIF.

Income Sources	Amount	Equipment and Construction Expenses	Amount	Vendor Name	Receipt Number
Lions		Equipment X			1
		Equipment Y			2
Other		Equipment Z			3
		Construction Cost			4
LCIF Grant					
<b>Total:</b>		<b>Total:</b>			

## LCIF Identification and Project Publicity

Provide photographs of the completed project showing all grant funded equipment and/or the construction (interior and exterior views). All projects must recognize the involvement of LCIF. Include photographs of the actual LCIF recognition (i.e. plaque, permanent signage, etc.).

Include copies of any media publicity Lions received promoting this project in the community.

## Report Endorsement

All reports must be reviewed and approved by the District Cabinet (District-level grants) or the Multiple District Council (Multiple District-level grants) before being submitted to LCIF. Please include evidence in the form of meeting minutes to document that the cabinet or council has reviewed the final report and approves the submission to LCIF. The grantee should retain a copy of the entire report and all documents sent to LCIF.

Grant Administrator Signature	Email	Date
District Governor's signature (district-level projects)	Email	Date
Council Chairperson's signature (multiple district-level projects)	Email	Date

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