

Matching Grant Program Report Form



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 funds. The grantee should share this report form with the partner or beneficiary organization to ensure that they are aware of the information and data that needs to be reported back to LCIF.

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 Global Grants Division. 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
5. Name, title, and email for the person preparing this report

Narrative Details

6. Provide a detailed description of the grant project activities and the benefit to the community.
 - **Infrastructure:** Specify if this is a new construction or a renovation of an existing facility.
 - **Equipment:** Specify the type and quantity of equipment purchased.
7. Did the project achieve its goals? If not, please explain.
8. How many Lions Clubs participated in the implementation of the project? How many Leo Clubs involved, if any?
9. Explain how this project helped the community to learn more about Lions.
10. How will Lions monitor future outcomes of this project?
11. Is there opportunity to expand this project to increase the impact in the community?

Impact on Grant Beneficiaries

12. Number of direct beneficiaries by age group. The total number provided would be the count from the time the project commenced through the date of the report submission. *Explain how this number was calculated.*

Total Number _____

- Youth (ages 0-17) _____
- Adults (ages 18-64) _____
- Seniors (ages 65+) _____

13. 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 the impact in future years for direct beneficiaries.

- In 12 months _____
- In 24 months _____
- In 36 months _____

Explain how these numbers were calculated.

14. Include testimonials from and action photographs of the project beneficiaries.
15. Include a testimonial from the partner or beneficiary organization.
16. Please share any other project metrics related to the implementation or outcomes. LCIF staff may contact you with additional questions regarding project implementation, outputs, and outcomes.

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. Be sure to submit the following documentation to LCIF with this report. Scanned copies of these documents should be presented in an organized format.

- Original paid invoices, receipts and supporting documentation for all equipment purchased, costs incurred, and construction work paid for with the funds, per the approved budget.
- Copies of **original** bank statements for the project bank account, showing interest if applicable. Bank statements should reflect all income sources and expense transactions.
- Any unused LCIF grant funds and interests accrued on those funds should be returned to LCIF.

Income Sources	Amount	Equipment and Construction Expenses	Amount	Vendor Name	Receipt Number
Lions		Equipment Item 1			1
		Equipment Item 2			2
Other		Equipment Item 3			3
		Construction Cost			4
LCIF Grant					
Total:		Total:			

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 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 report and approved the submission to LCIF.

The grantee should retain a copy of the entire report, and all documents sent to LCIF. Please note that the electronic submission of the report is the preferred method.

Grant Administrator Signature

Email

Date

Current District Governor's signature (district-level projects)

Email

Date

Current Council Chairperson's signature (multiple district-level projects)

Email

Date

Please send the final report and the required documentation to the email address corresponding to your constitutional area as follows:

Constitutional Area I (United States) – USAGlobalGrants@lionsclubs.org

Constitutional Area II (Canada) – CANADAGlobalGrants@lionsclubs.org

Constitutional Area III (Latin America and the Caribbean) – LATAMGlobalGrants@lionsclubs.org

Constitutional Area IV (Europe) – EUROPEGlobalGrants@lionsclubs.org

Constitutional Area V (Orient and Southeast Asia) – OSEALGlobalGrants@lionsclubs.org

Constitutional Area VI (India, South Asia, and the Middle East) – ISAMEGlobalGrants@lionsclubs.org

Constitutional Area VII (Australia, New Zealand, and Indonesia) – ANZIGlobalGrants@lionsclubs.org

Constitutional Area VIII (Africa) – AFRICAGlobalGrants@lionsclubs.org