

New Voices Symposium Grant Information Packet

GENERAL INFORMATION

These funds are approved for activities supportive of Lions membership development in growth and retention of women and young adults. **Grant funds will only be reimbursed if the organizing district charters a new club or recruits a minimum of 35 new members as a result of the symposium.**



GRANT BUDGET ALLOCATION INFORMATION

To ensure global representation, Lions International has allocated the following amounts for each Constitutional Area (CA).

Constitutional Area	Maximum Amount Available Per CA
CA I	\$ 8,000 USD
CA II	\$8,000 USD
CA III	\$8,000 USD
CA IV	\$8,000 USD
CA V	\$8,000 USD
CA VI	\$8,000 USD
CA VII	\$8,000 USD
CA VIII	\$8,000 USD

APPLICATION REQUIREMENTS

Symposium applications may be submitted by one or more districts **OR** by the multiple district. Symposium applications will be accepted for each Lion year from July 1 – March 1 or until all funds are exhausted. Completed applications must be submitted no later than 30 days prior to the symposium. To determine if your application meets the criteria, please review the **New Voices Symposium Grant Informational Packet**. Applications with missing information will not be considered. The application for funds will be reviewed and a response given within 30 business days after it is received by the staff at Lions International. Grant term starts on the date the MDC approves the grant and ends on June 15 the same LY.

ALLOCATION AMOUNTS AND APPLYING FOR FUNDING

- A maximum of US\$2,000 is available per district or multiple district, with a maximum grant of US\$2,000 per symposium.
- Grants are awarded on the merit of the outlined plan.
- A district or multiple district that received funding the previous year will be considered after January 1st to give other areas an opportunity to apply.

GENERAL BUDGET INFORMATION

A completed budget must be submitted with the grant application for approval.

- The budget should include expenses that will be incurred before and during the symposium.
- Expenses incurred by any changes not pre-approved by Lions International or any expenses not listed in the approved budget will not be reimbursed.
- Please refer to the list below to determine what expenses may or may not be eligible for reimbursement.

PRESENTER BUDGET/REIMBURSEMENT INFORMATION (Expenses for a maximum of 4 presenters per grant.)

- Presenter transportation: Ground transportation expenses to the symposium are eligible for reimbursement. Ground transportation includes car mileage (\$US.31 per kilometer) or actual cost of train, bus, or taxi. Receipts are required.
- Presenter lodging: If a presenter is traveling more than 290 km round trip reimbursement will be made for a standard hotel room at the single rate for a maximum of 2 nights. Receipts are required.
- Presenter meals: Cost of meals upon arrival at the symposium and prior to departing the symposium. (Not to exceed \$25 USD per meal) Receipts are required.

ALLOWED EXPENSES	DISALLOWED EXPENSES
<ul style="list-style-type: none"> • Facility rental / internet fee • Presentation equipment rental • Audio/Visual equipment rental • Food and beverages at the symposium (<i>maximum 20% of total budget, not to exceed \$20 USD per person</i>) • Advertising and publicity • Office supplies • Printing costs • Photocopying fees • Postage 	<ul style="list-style-type: none"> • Airfare • Fuel • Personal expenses / Laundry • Medical insurance / Travel insurance • Alcoholic beverages • Telephone • Gifts of any kind • Valet car parking fees • Hotel fitness and recreational facilities • Entertainment expenses • Photography and video expenses • Promotional give away items • Greeting cards, personalized cards • Club supplies (banners, bells, gong, pins, shirts, vests, etc.) • Event decorations (backdrops, banners, flowers, etc.) • Lions International membership fees and dues

EXPENSE REIMBURSEMENT INFORMATION

Grant funds will only be reimbursed if the organizing district charters a new club or recruits a minimum of 35 new members as a result of the symposium. ***To count towards your goals new clubs MUST charter, and new members MUST join during the grant term.*** . All expenses **MUST** be accompanied by a paid receipt with proof of payment and signed by the Lion who incurred the expense.

- Expense claims must be signed by the approved individuals in the spaces provided on the claim form.
- Expenditures over the approved budget allowance will be the responsibility of the individual and not Lions International.
- All expenses must be listed on the expense reimbursement form by date.
- Each receipt must be on its own line on the spreadsheet.
- Please list the monetary amount for each item in each national currency used.
- Any questions concerning the reimbursement should be sent to newvoices@lionsclubs.org .

Below are types of receipts and the proof of payment required for each.

CASH PAYMENTS ARE NOT REIMBURSABLE.

Type of Receipt	Required Proof of Payment
Handwritten Receipts	Proof of payment must be one of the following: <ul style="list-style-type: none"> • a credit card receipt or credit card statement and vendor name listed • a bank statement with the total of the transaction and vendor name listed
Computer Generated Receipts	Proof of payment must be one of the following: <ul style="list-style-type: none"> • a credit card receipt or credit card statement and vendor name listed • a bank statement with the total of the transaction and vendor name listed
Automatic Register receipt	Proof of payment must be one of the following: <ul style="list-style-type: none"> • The detailed register receipt with a zero balance and vendor name listed
Other types of receipts	Proof of payment must be one of the following: <ul style="list-style-type: none"> • a credit card receipt or credit card statement and vendor name listed • a bank statement with the total of the transaction and vendor name listed