



Interim reports enable LCIF to monitor the grant-funded activity and measure benefits achieved. Interim grant reporting during grant implementation is encouraged and may be required by LCIF to initiate grant disbursements or other administrative actions. Additionally, LCIF may request interim grant reporting at any point during the grant implementation. Failure to submit timely reports may impact the grantee's ability to receive subsequent grant disbursements for the project and/or the ability to have future grant requests considered by LCIF.

The information below is a guide. Please provide the information requested and the answers in a separate document that follows the same order.

## GENERAL GRANT INFORMATION

1. LCIF grant number
2. Reporting period \_\_\_\_\_ month/year \_\_\_\_\_ to \_\_\_\_\_ month/year \_\_\_\_\_
3. LCIF grant amount (US\$)
4. Amount of funds previously disbursed by LCIF (if applicable)

## NARRATIVE DETAILS

- The grantee should summarize activities for the reporting period.
5. Summarize activities for the reporting period.
  6. Details on events or other activity related to the project.
  7. Outline any changes from the project's original plan of action.
  8. Explain any challenges the Lions encountered during this reporting period.

## PROJECT PHOTOGRAPHS AND MEDIA PUBLICITY

9. Submit photographs showing progress for the reporting period.
  - a. Include copies of any media or publicity received about the project.
  - b. Where applicable, indicate the number of direct beneficiaries for this reporting period.

## FINANCIAL DETAILS

10. Provide a budget detailing income and expenditures for this reporting period.
  - a. Include original paid invoices or receipts and supporting documentation for all goods, expenses or services purchased with grant funds.
  - b. Include copies of bank statements for the project account. *No cash payments allowed in excess of US\$200.*
  - c. Include audited financial statements (if required or requested).
  - d. Specify balance of any unused grant funds.

## FORMAT FOR EXPENSE REPORTING

Please use the format below in reporting the income and expenses for this reporting period.

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

## NEXT PHASE OF ACTIVITIES

Outline the next phase of activities for the project. This should detail the plan of action; anticipated goals and objectives; a timeline and budget; the anticipated completion date; and the amount of the next disbursement needed from LCIF.

## REPORT ENDORSEMENT

This report must be reviewed and approved by the Club Officers (club-level grants), the District Cabinet (District-level projects), the Multiple District Council (Multiple District-level projects) or other LCIF-approved committee or group before submission to LCIF. Evidence of this review and approval should be documented with meeting minutes to verify this endorsement and should be included with the report.

## SIGNATURE ENDORSEMENT

The signatures of the Grant Administrator and Project Chairperson are required to endorse the submission of the report to LCIF.

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Grant Administrator's signature \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

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Project Chairperson's signature \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

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The report should be sent to the LCIF staff person serving as the primary contact for the grant. Grantees should maintain a copy of the entire report (including all supporting documentation) that is sent to LCIF.