

District and Club Community Impact Grant Report Form



Lions Clubs International
FOUNDATION

The information and guidelines provided in this form are to assist you in the preparation of the final report for the LCIF District and Club Community Impact Grant (DCG) awarded to your club or district. Your report to LCIF helps provide a means of evaluating the grant and measures benefits achieved. In addition to publicity purposes, LCIF requires a full accounting and complete financial report on the use of donated funds.

Guidelines

DCG projects should be completed within one year of approval by LCIF, unless otherwise specified by the foundation. A final report is due no later than 45 days after completion of the project.

General Grant Project Information

- LCIF grant tracking number
- Brief project description
- Grant award amount
- Dates grant project began implementation and date it was completed

Impact of Grant / Beneficiaries

- Number of direct beneficiaries from the grant funded project. Please explain how this was calculated.
- Number of indirect beneficiaries from the grant funded project. Please explain how this was calculated.
- Type of project impact: Short term or Long term. If the grant supported project is expected to provide an ongoing long term impact in the community, please estimate this impact in future years in terms of direct and indirect beneficiaries.
- How does the actual impact of the grant and number of beneficiaries compare to the grant application's estimated impact? Did the grant do what it was expected to do?

Narrative Report

- What was the situation in the community that led to the grant project?
- Provide a detailed description of the grant project activities.
- Did the grant project achieve its goals?
- What were the limitations and difficulties in implementing the grant project?
- Number of Lions members directly involved in implementing the grant project?

Financial Report

Please provide a detailed accounting of the use of LCIF DCG grant funds and any local Lions funds contributed to the project. Grantees should keep receipts documenting the expenses so that they can be provided to LCIF (if requested).

Date	Vendor	Amount	Comments

LCIF identification and project publicity

Please provide action photos of the project beneficiaries and photos of the grant funded materials / building if applicable. In the case of physical projects, photos should confirm signage is in place acknowledging the project was made possible by LCIF.

Report Endorsement

- Please include evidence in the form of cabinet meeting minutes or club meeting minutes that the grantee district or grantee club has reviewed the final report and approves its submission to LCIF.
- Signatures are required for all reporting submitted to LCIF.

Grant Administrator signature

Date

Club President's signature (required for projects at the club level)

Date

District Governor's signature (required for projects at the district level)

Date

Lions Clubs International Foundation
300 West 22nd Street | Oak Brook, IL 60523-8842 | USA

Telephone: (630) 203-3819
Fax: (630) 571-5735
Email: lcif@lionsclubs.org