

Leadership Development District Grant

Frequently Asked Questions

The Leadership Development District Grant Program provides up to USD \$500.00 to support the expenses related to the training of zone chairpersons within the district.

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Questions



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Leadership Development District Grant Frequently Asked Questions

Applications

Eligibility

Q: What is the Leadership Development District Grant Program?

A: All Global Leadership Team (GLT) district coordinators on record with Lions International (1 per district) are eligible to apply for district grant funds by submitting a completed [Leadership Development District Grant Program Application](#).

Applications become available on the LD District Grant website annually in May. Apply early! Funding is limited and not all applicants will be awarded a grant. Completed applications will reserve grant funds in the order they are received. Once all the district grant funds have been awarded, additional applicants will be placed on a waitlist.

Applications are due annually by September 30th.

Criteria

Q: What are the criteria for receiving LD District Grant funds?

A: The grant application must include the following to be considered for funds:

- The training must be for Zone Chairpersons
- The training dates must be within the current Lions Year (July 1 – June 30)
- The local coordinator, GLT coordinator and District Governor must sign the application.

Workshop Timing

Q: Can the grant be used for a Zone Chairperson Workshop which was completed during the previous Lion year?

A: No. The training must occur during the current Lion year (July 1 – June 30).

A district may choose to train current zone chairpersons beginning in July or wait and use the grant later in the fiscal year to train incoming zone chairpersons identified for the next Lion year.



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Reminder: Funding is limited and not all applicants will be awarded a grant. Apply early, even if the district does not plan to hold the Zone Chairperson Workshop until later in the fiscal year.

GLT/Local Coordinator

- Q: What is the difference between the GLT Coordinator and Local Coordinator? Can the GLT Coordinator and Local Coordinator be the same person?
- A: The local coordinator is responsible for planning, organizing and delivering the Zone Chairpersons Workshop. The GLT Coordinator has overall responsibility for any local training occurring in the district. The GLT Coordinator may fulfill the role of the local coordinator.

Application Processing

- Q: How long will it take to process an application?
- A: Confirmation of acceptance application status and/or additional instructions will be emailed to the GLT Coordinator listed on the application approximately three (3) weeks after receipt of initial application. Pre-training approval by the Leadership Development Division of Lions International is required to reserve funds.

Approved Applications - Next steps

- Q: If the District Grant application is approved, what happens next?
- A: The GLT coordinator listed on the application will receive an email from leadershipdevelopment@lionsclubs.org with confirmation that the grant funds (US\$500) was reserved for the district. The email will contain a link to the [Zone Chairperson Workshop curriculum and materials](#) and information on the reimbursement process.



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Waitlisted Applications - Next steps

Q: If the District Grant application is waitlisted (not approved), what happens next?

A: The GLT coordinator listed on the application will receive an email informing them that the district's application has been placed on the waitlist.

Funds may become available later in the year. Applicants will be taken off the waitlist in the order in which the district's grant application was received.

Districts are encouraged to deliver the Zone Chairperson Workshop as planned. Please review the [documentation required for grant reimbursement](#) and retain all receipts in case funds become available and you are contacted by the Leadership Development Division at a later date.

Zone Chairperson Workshop

Curriculum

Q: Where can the designated curriculum for the Zone Chairperson Workshop be found?

A: The Leadership Development Division will provide guidance regarding specific curriculum topics to be included in each training program. Additional and/or elective topics are determined by those responsible for training in the district, including the GLT Coordinator, and must be designed to suit the distinct needs of the district.

The required Zone Chairperson Workshop curriculum is available on the [Lions International website](#).

District Leadership Development Goal

Q: Does the Zone Chairperson Workshop count toward the district's leadership development goals?



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A: Yes, zone chairpersons who attend a Zone Chairperson Workshop can be counted toward the district's leadership development goal. To ensure their participation is included, the Global Leadership Team (GLT) must report the completed training using the "Manage Training" feature under Learn in the Lion Portal. For assistance with reporting training in Learn, view the Learn resources in the [GLT Toolbox](#) or contact the GAT team at gat@lionsclubs.org.

Reimbursements

Documentation

Q: What documents are required to receive the grant funds?

A: Once the Zone Chairperson Workshop has been conducted, the local coordinator or GLT coordinator should prepare and complete the following:

- [Leadership Development District Grant Program Reimbursement Form](#)
- Attach itemized invoices and receipts with legible currency used provided on each receipt. Do not convert currency. Official Lions International currency exchange rates will be used to calculate final grant amount.
- [Leadership Development Training Final Summary](#)
- [Training Attendance and Consent Form](#)
- Report the completed training in Learn

Payments to Districts in India: Due to country GST requirements, additional documentation may be required. Please refer to your grant approval letter for details on the documents required for reimbursement.

In accordance with Lions International Policy, claims received more than sixty (60) days after the conclusion of the training program may not be eligible for reimbursement.

Eligible Expenses

Q: What expenses are eligible for reimbursement?



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- A: The following expenses (with accompanying receipts) may be submitted to reach the grant award amount:
- Hotel guest rooms – itemized receipts must include the names of participants and/or faculty.
 - Meals associated with the program – receipt must include itemized list of food and beverages served.
 - Program material and supplies.
 - Meeting room and audiovisual equipment rental.
 - Faculty travel expenses (i.e., airplane, bus, train, automobile mileage, etc.).

Missing receipts will reduce the amount of grant funds awarded.

Non-Eligible Expenses

- Q: What expenses are not eligible for reimbursement?

- A: The following expenses are not eligible for reimbursement:
- Alcohol
 - Participant travel expenses (i.e., airplane, bus, train, automobile mileage, etc.)
 - Incidental expenses (i.e., telephone, laundry, car parking fees, tips, travel insurance, etc.)
 - Guests or spouses of participants and faculty.

Maximum Payment

- Q: How should we proceed if Zone Chairperson Workshop expenses total less than US\$500?
- A: The maximum reimbursement amount for the Leadership Development District Grant will not exceed actual expenses incurred. Therefore, it is recommended to provide receipts for all expenses to ensure maximum payment.



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Payment Process

Q: How will the grant payment be processed?

A: Grant payments will be made in the currency of the domicile of the district except when the best interests of the Organization require otherwise (per Board Policy).

Payment will be made at the Lions official exchange rate based on the date the claim is processed by Lions International. Reimbursement will be made in U.S. dollars if the Organization does not have a bank account in the country of the district.

All grant payments will be issued to a district account. Payments will not be issued to personal accounts.

Questions

- Leadership Development District Grant: leadershipdevelopment@lionsclubs.org
- Reporting Zone Chairperson Workshop in Learn: gat@lionsclubs.org



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