

# Lions Quest Grant Program Report Form



This form should be used in reporting on **LCIF Lions Quest** 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. **Lions Quest** 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 **Lions Quest** 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.
7. Did the project achieve its goals? If not, please explain, outline any changes from the projects original plan of action and indicate any changes within the Lions Quest steering committee.
8. How many Lions Clubs participated in the implementation of the project?
9. Explain how this project helped the community to learn more about Lions.
10. How will Lions monitor future outcomes of this project?

## Impact on Grant Beneficiaries

11. Provide metrics collected during project implementation. The total numbers provided would be the count from the time the project commenced through the date of the report submission.
  - Number and dates of training workshops conducted
  - Number of teachers trained
  - Number of others (non-teachers) trained
  - Number of schools implementing Lions Quest
  - Number of students benefiting (explain how this number was calculated)
13. Include testimonials from and action photographs of the project beneficiaries, including students, parents, educators, partners, etc.
14. Please share any other project metrics collected that were important to the implementation. LCIF 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 invoice, receipts and supporting documentation for all good and services paid for with grant 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	Project Expenses	Amount	Vendor Name	Receipt Number
Lions		Workshop Logistics and Trainers			1
Other		Program Materials			2
		Program Facilitation and Support			3
LCIF Grant					
<b>Total:</b>		<b>Total:</b>			

### LCIF Identification and Project Publicity

Provide photographs of the project implementation including workshops, school implementation and activities, and any special seminars or related events funded with the LCIF grant. All projects must recognize the involvement of LCIF. Include photographs of this acknowledgment. Share any media publicity Lions received about this project.

### 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.

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Grant Administrator Signature

Email

Date

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

Email

Date

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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](mailto:USAGlobalGrants@lionsclubs.org)

Constitutional Area II (Canada) – [CANADAGlobalGrants@lionsclubs.org](mailto:CANADAGlobalGrants@lionsclubs.org)

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

Constitutional Area IV (Europe) – [EUROPEGlobalGrants@lionsclubs.org](mailto:EUROPEGlobalGrants@lionsclubs.org)

Constitutional Area V (Orient and Southeast Asia) – [OSEALGlobalGrants@lionsclubs.org](mailto:OSEALGlobalGrants@lionsclubs.org)

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

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

Constitutional Area VIII (Africa) – [AFRICAGlobalGrants@lionsclubs.org](mailto:AFRICAGlobalGrants@lionsclubs.org)