



Grant reports enable LCIF to monitor the grant-funded activity and measure outcomes achieved. Lions Quest grants are disbursed in increments. Grantees are required to provide narrative details and a complete financial report on the utilization of all grant funds disbursed, as well as the Lions local matching funding. Interim grant reports are required by LCIF to initiate the next grant disbursement or other administrative action. Ideally, interim reports need to be submitted every 3 to 6 months, depending on the level of activity.

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. Final reports must be submitted within 45 days of the project's completion.

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 awarded for this project (US\$)
4. Amount of funds previously disbursed by LCIF (if applicable)
5. Specify type of report being submitted: **Interim or Final**

NARRATIVE DETAILS

6. The grantee should summarize activities for the reporting period. Provide the data requested below, as applicable
 - # of training workshops conducted _____ (*include dates of workshops*)
 - # of teachers trained _____
 - # of others (non-teachers) trained _____
 - # of schools implementing Lions Quest _____
 - # of students benefitting _____ (*explain how this number was calculated*)
7. Describe other project related activities or events that have occurred for the reporting period. This may include partner meetings, material adaptation/translation, evaluation activities, or other special events that further the mission of the program.
8. Outline any changes from the project's original plan of action.
9. Indicate any changes within the Lions Quest steering committee.
10. Explain any challenges the Lions encountered during this reporting period.

PROJECT PHOTOGRAPHS, MEDIA PUBLICITY AND TESTIMONIALS

11. Provide the following for the reporting period.
 - a. Include photos of the workshops, school activities, and any special seminars or events.
 - b. Include copies of any media or publicity received about the project.
 - c. Include a few testimonials from the workshop trainees, students, parents, education professionals, and other project partners.

FINANCIAL DETAILS

A complete and accurate record of income (grant and local matching funds) spent and expenses incurred for this reporting period is required.

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

NOTE: LCIF may request the return of any grant funds that are not properly accounted for or receipted.

FORMAT FOR EXPENSE REPORTING

Please use the format below in reporting the income and expenses for this reporting period. Submit the financial details in the local currency. The receipts should be organized when submitted. The receipts must be numbered and match back to the expenses noted in the budget. Double check all calculations. Approved donations-in-kind must be documented in a letter from the donor. The letter should explain what is being donated and verify the fair market value of the donation.

Income Sources	Amount	Project Expenses	Amount	Vendor Name	Receipt Number	Comments
Lions (local match spent)		Expense X			1	
		Expense Y			2	
Other		Expense Z			3	
		Other Expense			4	
LCIF Grant						
Total:		Total:				

NEXT PHASE OF ACTIVITIES

A next disbursement may be eligible, only if funds remain available on the approved grant. The ongoing collection of the local matching funding enables subsequent grant disbursements to be made by LCIF.

If a next phase of activities are planned for the project, the grantee must detail the activities planned; provide a budget and a timeline; indicate the amount of local matching funding being contributed from Lions (and other sources); and the amount of the next disbursement requested from LCIF. Use the budget format below to report the anticipated income and expenditures for the next phase of activities.

Income sources and expenses should be noted in local currency. The collection and availability of local matching funds must be documented with a current bank statement to verify the amount.

When is the next disbursement needed? _____

Income sources for next phase of activities	Amount	Project expenses for next phase of activities	Amount	Comments
Lions (local match collected)		Expense X		
		Expense Y		
Other Sources		Expense Z		
		Other Expense		
LCIF Grant Amount Requested				
Total:		Total:		

Check here if you are submitting new bank details for the project account.

REPORT ENDORSEMENT

All reports must be reviewed and approved by the District Cabinet (District-level projects) or the Multiple District Council (Multiple District-level projects) before submission to LCIF. Evidence of this review and approval must be documented with meeting minutes to verify this endorsement and 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.

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 Humanitarian Initiatives Department. Grantees should maintain a copy of the entire report (including all supporting documentation) that is sent to LCIF. Please note, reports take time to review. Incomplete reports will require further attention by the Lions and may delay subsequent disbursements or the closure of the grant.

Questions regarding reporting requirements should be directed to the Humanitarian Initiatives Department to the Regional Program Specialist assigned as your primary contact.

Did you remember to include the following in the report?

- ✓ Receipts for all expenditures noted in the report
- ✓ Bank statements (from the designated project account) for this reporting period
- ✓ Meeting minutes to certify the review and approval of the report
- ✓ Bank statements to verify the collection and availability of local matching funding (if applicable)

Humanitarian Initiatives Department
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