

# EMERGENCY GRANT

Project Ideas, Tips and Frequently Asked Questions



Lions Clubs International  
**FOUNDATION**

## PROJECT IDEAS AND TIPS

Lions should conduct a needs assessment within their community to determine the most effective and impactful relief effort that can be implemented within the grant budget. Lions should ensure the project addresses gaps in the local relief system as opposed to duplicating the efforts of other organizations. Below are some popular projects undertaken by Lions.



Purchase needed relief supplies to distribute at locations serving as temporary shelters for those displaced by the disaster.

Purchase food for food banks, food pantries and other feeding programs to address the increased need resulting from the disaster.

Purchase food to prepare and serve meals; and/or distribute supplemental food packages to disaster victims.

Purchase key supplies to assemble and distribute disaster relief kits to disaster victims.

Arrange to host “Lions Relief Days” at local stores, merchants or vendors and allow victims to shop for immediate needs with Lions funding the purchases.

## IMPORTANT POINTS

- NO CASH payments to be made.



- Payments to be made by check or electronic transfer from the district account to the supplier or vendor.



- Invoices for relief material to be dated subsequent to the grant approval date.

- Relief work to be carried out personally by the Lions. No handing over grant funds/ relief materials to government agencies.



- Adequate photographs to justify the relief work carried out showing Lions and beneficiaries.



## SUBMISSION OF ACCOUNTS - TIME FRAME

- Once the grant is disbursed within a period of **one month** of the receipt of the grant funds the funds have to be utilized and duly reported.



## REPORTING includes the following submissions

- Receipt & Payment account
- Original Invoices / Receipts
- Bank Statements
- Photographs
- District Cabinet Certification
- Beneficiary Testimonials
- Unused grant funds must be returned to LCIF



## FREQUENTLY ASKED QUESTIONS

- 1. Can individual Lions clubs apply for Emergency grants?** No. While clubs may take the lead in implementing the relief effort in their community, the grants are only available to districts. As such, the current District Governor must apply to LCIF.
- 2. Is it possible to get more than one Emergency grant for a disaster?** No. LCIF will consider one request per disaster. The frequency of the requests will be taken into consideration. LCIF is not a primary relief agency and should not be considered as a sole funding option.
- 3. If immediate needs have been met, can the Emergency grant be spent on addressing other needs?** No. The Emergency grant is only for immediate needs. It is important that Lions assess the needs prior to applying to determine if the Emergency grant is appropriate. The Community Recovery grant is another option to address mid-term needs, such as debris removal and minor home repairs.
- 4. Is there a deadline to apply for an Emergency grant?** Yes. Districts must apply within 30 days of the disaster's occurrence. This provides Lions enough time to assess the local needs following a disaster.
- 5. Will LCIF reimburse districts for expenses incurred prior to an Emergency grant being approved?** No. LCIF will not reimburse Lions for expenses incurred prior to approval being given. LCIF will also not accept receipts for these expenses when submitting final reports to LCIF.
- 6. Can districts keep unused grant funds?** No. Unused grant funds should be returned to LCIF if not used within the 30-days granted. If any funds are utilized for ineligible expenses, LCIF will request that amount to be returned to LCIF.
- 7. Who is responsible for overseeing the relief effort?** The District Governor in office at the time the grant is approved is the grant administrator, who should work with the district cabinet and a local committee to implement the relief effort. This is a team effort.
- 8. Can Lions in one district apply for an Emergency grant to help Lions with relief efforts in another district?** No. Emergency grants are only available to the district that is impacted by the disaster. Lions outside the affected district who want to help with local relief efforts may do so independent of LCIF support using their own resources.
- 9. Can Emergency grant funds be used to stockpile supplies for future disasters?** No. The Emergency grant should address the needs of the current disaster situation, not future disasters or to restock relief supplies. If districts wish to prepare for future disasters, the Disaster Preparedness Grant is the best option to pursue.
- 10. Can Lions partner with community organizations in the relief effort?** Yes. Lions may partner with other organizations, as appropriate. However, the grant funds or supplies may not be handed over or donated to another organization to carry out the relief effort.
- 11. Does LCIF require a report when the relief effort is completed?** Yes. A final report must be submitted to LCIF detailing the results of the relief effort. A report form will be provided. The district cabinet must review and approve the report before it is sent to LCIF.

Please contact the Humanitarian Initiatives Department at [LCIFemergencygrants@lionsclubs.org](mailto:LCIFemergencygrants@lionsclubs.org) with any questions.

