



Lions Clubs International  
**FOUNDATION**

# LIONS CLUBS INTERNATIONAL FOUNDATION MATCHING GRANT APPLICATION



# MATCHING GRANT CRITERIA AND REGULATIONS



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## MISSION STATEMENT AND FUNDING PRIORITIES

Matching grants provide capital funding to help establish or expand Lions-initiated humanitarian service projects that address critical and diverse human and social needs around the globe. Funding is prioritized for the equipment and infrastructure needs of such projects. All grant proposals should be humanitarian in nature, in keeping with LCIF's mission: "To support the efforts of Lions clubs and partners in serving communities locally and globally, giving hope and impacting lives through humanitarian service projects and grants."

Humanitarian service projects are charitable in nature and include vital health and human service needs not adequately addressed by governments and other funding sources.



### Project examples include but are not limited to:

- Projects impacting the lives of youth in developing countries, including schools, orphanages and centers for street children
- Projects impacting the lives of the disabled, including physical rehabilitation and the provision of facilities and equipment to help address the specific educational and vocational training needs of the disabled
- Projects that strengthen access to and improve the provision of medical care in communities, including expanding and equipping charitable or not-for-profit medical facilities
- Projects to address the needs of at-risk and vulnerable populations in the community, such as expansion of nursing homes, hospices, facilities for the elderly, food banks, and clean water and sanitation installation in developing countries
- Projects that support long-term disaster reconstruction of important public and community facilities damaged or destroyed by natural disasters after all other LCIF funding has been fully expended (such as major catastrophe grants and designated disaster grants)



### Eligible projects:

- ✓ Address an important humanitarian need
- ✓ Support efforts too large for one district to undertake alone
- ✓ Provide long-term benefits
- ✓ Serve a large population or region
- ✓ Involve Lions in hands-on activities
- ✓ Identify Lions closely with project
- ✓ Raise significant funds from local Lions clubs
- ✓ Improve the quality of life for at-risk and vulnerable populations
- ✓ Highlight the presence of Lions in the community or region



## FUNDING AND LEVELS OF SUPPORT

Matching grants are awarded from US\$10,000 up to US\$100,000 matching funds per project. Applications from developing countries are eligible for up to 75 percent of the total project budget. Applications from developed countries are eligible for up to 50 percent of the total project budget (see regulation 5 of the matching grant criteria).

## DEADLINES

The LCIF Board of Trustees reviews all eligible matching grant applications three times per year. Applications must be received at least 90 days prior to the scheduled board meeting and meet all criteria to be considered. Please visit [www.lcif.org](http://www.lcif.org) to see grant deadlines.

## Non-eligible projects:

- ✗ Requests under US\$10,000 or over US\$100,000
- ✗ Start-up facilities, including new medical centers
- ✗ Individual assistance
- ✗ Situations more appropriately funded by the government or other institutions
- ✗ Operating and/or administrative expenses
- ✗ Grants intended to repay loans or establish reserve funds, including endowments
- ✗ Community “beautification” projects: parks, swimming pools, playgrounds, monuments, memorials, gardens and athletic fields
- ✗ Single-club projects (grants require a minimum involvement of two clubs)
- ✗ Scientific research
- ✗ Construction of residential housing
- ✗ Purchase of land and buildings
- ✗ Lions clubs meeting facilities and clubhouses
- ✗ Salaries, stipends, scholarships or honorariums
- ✗ Community centers/multi-purpose facilities
- ✗ Projects lacking Lions identity and involvement
- ✗ Consumable supplies and shipping expenses



# FREQUENTLY ASKED QUESTIONS

## 1. Who can apply for matching grants?

Lions districts and multiple districts can apply for matching grants.

## 2. Would a project that has started or is completed qualify for funding consideration?

Matching grants are only available for projects that have not begun in any way. If the project that LCIF is being asked to fund has started or is completed, the request is ineligible. Grants are not provided on a reimbursement basis. When submitting matching grant applications, it is important to consider the project start and completion dates, as well as the timing of the three annual LCIF Board of Trustees meetings where decisions are made on matching grant applications.

## 3. What is a pro-forma invoice?

A pro-forma invoice is a documented cost estimate or quotation that must be acquired from the manufacturer or vendor from whom the equipment will be purchased or from the construction company that will perform the work. This documentation is required in the submission of the application.

## 4. How many clubs must financially support a matching grant project with local matching funds?

At a minimum, two clubs must make a significant financial contribution to the project by securing and/or raising local matching funding. Ideally, many more clubs are involved in the development and execution of the grant project.

## 5. Can donations-in-kind qualify as local matching funding?

Local matching funding in the form of cash is required by the district or multiple district that is applying for the grant. Donations-in-kind, while appreciated, are not admissible toward the local Lions match. Additionally, Lions' volunteer time with the project may not be converted to a cash value. The local match must be new funds specifically raised for the project that LCIF is being asked to fund.

## 6. Is there a grant award minimum and/or maximum?

The grant minimum is US\$10,000 and the maximum is US\$100,000. A developing country may request 75 percent of the overall project cost (not to exceed US\$100,000) and developed countries may request 50 percent of the overall project cost (not to exceed US\$100,000).

## 7. How many matching grants can a district or multiple district apply for at one time?

A district or multiple district may have two matching grants in process at any time. This means either approved or in the review process. Once an approved grant is closed through the submission of a satisfactory final report, a new application can be submitted.

## 8. What are the application deadlines?

Applications may be considered at the LCIF Board of Trustees meeting three times per year in August, January and May. Applications must be received at LCIF no less than 90 days before the board meeting date. Please refer to the LCIF website for specific deadline dates. It is recommended that applications be submitted well in advance of the application deadline. Applications that are incomplete or require additional time for clarification of details may be held over for review at a later board meeting.

## 9. What is the process once the application is submitted to LCIF?

LCIF will acknowledge receipt by email or letter. This communication from LCIF will confirm the receipt date, identify the LCIF regional program specialist that will provide the preliminary review (to determine eligibility) and provide a tracking number for the application. The specialist will follow up with the district or multiple district with any questions to clarify the goals and objectives of the project. There could be a few questions or several as the specialist works to determine the eligibility of the application and project.

In some cases, Lions may be asked to revise the proposal to more closely meet the grant criteria. Lions may be given a deadline by which to respond. Only applications that are complete and eligible will have the opportunity to move forward for review by the LCIF Board of Trustees.

## 10. What are the possible outcomes from the Board's decisions?

The board may approve a grant (at the full request or a reduced amount), table a grant (pending the need for more information or revision), or deny a grant request. A grant that is tabled is neither approved nor denied, as additional information is required before a decision can be made.

## 11. If the grant is approved, how long will it take to get the grant funds?

Grant approvals often come with grant conditions. The primary conditions for matching grants include: 1) verifying collection of the required local matching funding and 2) signing and returning the grant agreement. Other conditions may be placed on grants as the board deems appropriate. LCIF will not release the grant funds until all grant conditions are fully met. Lions have six months from the approval date to collect their required local matching funding.

## 12. Who is responsible for managing the grant funds for approved grants?

The grantee district or multiple district is responsible for the grant and the district governor (for a district level grant) or council chairperson (for a multiple district level grant) in office at the time a grant is approved is considered the grant administrator. The grant administrator is responsible for ensuring that the grant funds are properly utilized for the purpose approved by the board. The grant administrator is also responsible for ensuring that LCIF receives a timely final report upon the completion of the grant project.

## MATCHING GRANT CRITERIA

1. Grants are considered for projects exceeding the financial resources and fundraising capabilities of the applicant Lions district and participating clubs. There must be at least **two clubs** involved in the financial support of the project.
2. Projects should serve many people, and ideally entire communities, to maximize the charitable impact of LCIF funding. Additionally, priority is given to projects serving the neediest sectors of society and demonstrating financial need.
3. Grants may not be requested for community enhancement-type projects, such as the development of libraries, community centers, swimming pools, athletic fields and parks. Grants are typically not available for upgrades resulting from new government regulations.
4. Projects that seek LCIF funding shall have a strong Lions identity and ongoing involvement of local Lions. Priority is given to projects in which Lions provide volunteer services, have a track record of previous support, and a clearly identifiable role in helping administer the project and/or institution involved.
5. In addition to Lions' involvement and identity with the project, the applicant Lions district and participating clubs must make a significant financial commitment to the project. While the clubs involved may not contribute equal amounts in local matching funding, the amounts should be comparable to demonstrate that the project is not primarily funded by a single club. At least half of the local matching funds must be secured and/or raised by the Lions submitting the grant application. **(Note: Projects with the financial support of only one Lions club are not eligible.)**
6. The local matching funds may only be in the form of cash contributions. In-kind donations, whether land, labor or materials, will strengthen the proposal and should be highlighted in the project write-up, but such in-kind support may not be included in the budget as part of the matching funds toward the LCIF grant. Additionally, local matching funds must represent cash available or pledged for the current project being proposed.
7. Grants shall not be made on a continuing basis to any single project\*. Projects or institutions receiving a matching grant must wait one year after submission of the final grant report before applying for a new grant, provided that the previous grant for the same project has met its objectives.  
  
*\*An exception to this requirement is a large-scale project that involves several districts. In these cases, each participating district may submit a grant application for separate and distinct elements of the overall project. These multiple requests will be considered on a case-by-case basis where a maximum of three matching grant applications may be considered for a single beneficiary project at any one time. Each applicant should demonstrate a significant and historical relationship with the beneficiary project.*
8. Funding for operating expenses may be included as part of a project budget and grant request, but only when such funds would be used to initiate or significantly expand services of the applicant organization. The applicant must demonstrate how such operating expenses will be sustained once LCIF grant funds are expended.
9. Although many health care projects qualify for consideration, grants may not be requested for construction of new hospital facilities/medical clinics sponsored by only a few Lions clubs. Priority will instead be given to projects aiming to upgrade and expand existing health care facilities. Consequently, grants for the construction of new Lions hospitals or medical clinics may only be considered for the following: 1) health facilities at the district level with the active involvement of several clubs and/or 2) expansion of existing Lions hospitals/medical clinics with a proven track record of success. Additionally, grant applications requesting support for health care facilities shall only be considered for non-profit or public institutions with a demonstrated commitment to serving the poor and uninsured. With respect to eye hospitals in developing countries, districts or multiple districts should apply to LCIF's SightFirst program, which has separate criteria and technical infrastructure to guide the development, review and consideration of such projects.
10. Grant applications submitted to LCIF must identify a single organization, entity, program, or group as the beneficiary of the grant project. Applications for projects that propose support for multiple beneficiary organizations are not eligible.
11. Matching grants are not available for projects more appropriately addressed through other LCIF grant programs. Information on other foundation programs is available at [www.lcif.org](http://www.lcif.org) or by contacting LCIF.
12. Projects receiving grant funding shall be clearly identified as being made possible by LCIF through appropriate recognition, signage and public relations activities. LCIF will provide specifications on such recognition at time of approval. In the event that LCIF partners are funding specific projects and initiatives, the grantee may be asked to provide additional recognition. Final grant reports must include confirmation of recognition.
13. Each grant application is judged solely on its own merit and the degree to which it meets the criteria and the humanitarian funding priorities of LCIF as established by the Board of Trustees.



# MATCHING GRANT REGULATIONS

1. Grant applicants must submit their project proposals using the LCIF-27 matching grant application form, completing the application form in its entirety. The project budget must clearly itemize all project income sources and expense items; project income must equal expense. Incomplete applications or proposals submitted in other formats will be ineligible.
  2. Grant proposals may be submitted by any Lions district (single, sub-or multiple). Applications submitted by single or sub-districts must be signed by the current district governor and be certified via resolution by the district cabinet and thereafter with notification to the council chairperson. Multiple district applications shall be signed by the council chairperson and certified via resolution by the council of governors. The appropriate cabinet or council meeting minutes at which the application was certified must be submitted with the application.
  3. If a matching grant project is to take place in a country outside the applicant's district, the project shall have the endorsement, and preferably, the active involvement of the local Lions district. In countries where there are clubs but no district structure, the local clubs closest to the project need to endorse the project. In all cases, detailed information on the role of local Lions in the project should be provided to LCIF. In countries where no clubs exist at present, the applicant Lions district must be able to demonstrate the ability to properly oversee, evaluate and report on the project.
  4. **The maximum grant amount that may be requested is US\$100,000 and the minimum grant amount that may be requested is US\$10,000.** If approved, the grant funds shall not be disbursed until the required matching funds are collected locally, per the approved project budget.
  5. Grants may only be requested for up to 50 percent of the project budget for developed countries. Developing countries shall be eligible to apply for up to 75 percent funding. The minimum contribution regulation is determined for the district or multiple district submitting the application. **(NOTE: Maximum grant request is limited to US\$100,000.)**
  6. A district may only have two matching grant applications and/or approved grants in process at any one time. For districts comprising multiple countries, each country shall be able to have two applications or projects in process. In considering a second grant for a district or country, LCIF will take into consideration the progress being made on the ongoing LCIF-funded project.
  7. Matching grants are intended for projects in early developmental (planning) stages. The project that LCIF is being asked to fund should not have commenced. This applies to equipment that is either partially secured or otherwise acquired on loan, through financing, or by deposits made prior to the Board of Trustees rendering a decision. Additionally, completed projects are not eligible for funding, nor shall grants be used to repay loans, establish financial reserves, or reimburse project expenditures made prior to grant approval. Projects requesting funding as a reimbursement are not eligible.
  8. Lions and/or their families should not receive direct or professional benefit or have proprietary interest in projects receiving LCIF assistance.
  9. Approved grants are made payable to the appropriate Lions district (single, sub or multiple). The district governor or multiple district council chairperson in office at the time the grant is approved shall serve as grant administrator for the life of the project. It shall be his/her responsibility to disburse funds to the project and account for the LCIF grant funding. If a project is carried over into a new fiscal year, the grant administrator must provide copies of progress and final project reports submitted to LCIF to the current district cabinet or multiple council. LCIF reserves the rights to replace grant administrators as necessary.
  10. Grant recipients are responsible for submission of a thorough report detailing project results and the exact use of LCIF funds upon completion of the project (report forms are issued with grant award letters). Districts or multiple districts failing to submit such a report for a completed project will not be eligible to receive any additional grants.
  11. The LCIF Board of Trustees meets three times annually. These meetings are held in August, January and May. Deadline dates may be found at [www.lcif.org](http://www.lcif.org) or by contacting LCIF directly. Grant applications must be received at LCIF in completed form at least 90 days before an LCIF Board of Trustees meeting in order for possible consideration at that meeting. Since additional information is frequently requested, it is recommended that applications be submitted well in advance of the application deadline. **NOTE: Applications that are incomplete or require additional time for clarification of details may be held over for review at a later board meeting.**
  12. Applications previously withdrawn or rejected may be resubmitted only if they have been revised to address the reasons for denial/withdrawal.
  13. Applicants failing to answer correspondence from LCIF on their application within 120 days will result in their application being subject to withdrawal. Resubmission may be required.
  14. Applicants have six months from the date of approval to collect and secure their local matching funding. **Note: LCIF does not release grant funds until the local matching funding is collected and readily available for the implementation of the project.**

Approved grant-funded projects shall be implemented in a reasonable timeframe and completed within two years from the date of the grant approval. Extensions may be considered on a case-by-case basis.

After sufficient consultation with the applicant, LCIF retains the authority to rescind grants that are either not initiated or not making sufficient progress within this two-year timeframe. Any disbursed funds that are not adequately documented shall be returned to LCIF if the grant is rescinded.
  15. LCIF claims no ownership of and disclaims any liability for any property or equipment that may be funded by an LCIF grant. In the event there is a desire to transfer or sell any property or equipment funded by an LCIF grant, the grantee shall inform LCIF and consult with LCIF staff regarding the intended beneficiaries of such transfer or sale. Unless otherwise specifically approved in writing by LCIF, any property or equipment funded by an LCIF grant shall be transferred or sold only to an appropriate charitable entity that will continue to utilize such property or equipment only for charitable purposes in the respective community in accordance with the intent and provisions of the original grant agreement and policies of LCIF.
- Additionally, any funds derived from transfer or sale of such property or equipment shall be utilized only for charitable purposes in the respective community and shall not result in any private inurement or personal benefit to any individual or non-charitable entity.

# GUIDELINES

Please review the matching grant criteria and regulations before completing this application. All information requested below must be provided to LCIF to determine eligibility for funding consideration. Applications must be received at a minimum 90 days before a scheduled LCIF Board of Trustees meetings. These meetings occur annually in August, January and May. Please refer to the website or contact LCIF for specific application deadline dates.

The LCIF Board of Trustees and staff reserve the right to request additional pertinent information as needed.

LCIF will acknowledge receipt of the application via email. This email will provide a grant tracking number for your reference when communicating with LCIF about the application. Proposals formatted for other agencies or PowerPoint presentations created for general fundraising campaigns will not be accepted.

Questions regarding the matching grant criteria and the application process should be directed to the LCIF Humanitarian Initiatives Department at 1-630-203-3819 or at [LCIFHumanitarianPrograms@lionsclubs.org](mailto:LCIFHumanitarianPrograms@lionsclubs.org).

Date: \_\_\_\_\_

Project name/title: \_\_\_\_\_

Amount of funding requested from LCIF in US\$: \_\_\_\_\_

## SECTION 1 Project Description, Goals and Objectives

1. Problem identification and justifications for the project. Explain the following:
  - a. The particular problems to be addressed.
  - b. Detailed reasons and justifications for the project.
  - c. The goals and objectives to be achieved.
  - d. Geographical area and communities that will be served, including socio-economic data.
  - e. Number of people who will directly benefit from this project on an annual basis.
2. Project strategy and plan of action. Provide the following information:
  - a. A detailed plan for this project, indicating how the objectives will be reached.
  - b. If the goal is to expand services to reach more people in need, indicate how many people have benefitted to date.
  - c. Background information and an explanation of the supporting role of any other organizations participating in this project; include a letter of intent from the organization(s) confirming their involvement.
  - d. Project timetable for implementation and completion including key milestones.
  - e. If the plan is to build a permanent structure, give a physical description of the facility, its contents, including dimensions, architectural drawings, photographs and construction cost estimates; include documentation to verify land ownership.
  - f. If plans are to purchase capital equipment and similar items, please provide description of usage; include product brochures, pro-forma invoices, and supplier price quotations for all items to be purchased.
3. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance and administrative expenses. Provide a detailed five-year financial plan outlining operating income and expenses.
4. Describe how Lions will be involved in the proposed project.
  - a. Explain the Lions' roles and responsibilities. Include relevant history relating to Lions' involvement.
  - b. Outline plans for Lions' continued participation after LCIF support has concluded.
  - c. Indicate how this project will be identified and promoted as a Lions-supported project.
  - d. Describe the plans for recognizing the support and involvement of LCIF. Any publicity materials and media regarding this project should acknowledge the support and involvement of LCIF and local Lions.

**SECTION 2 Project Budget**

5. Include an itemized budget for the entire project using the format below:

- Income must equal expenses.
- Indicate which currency is being used and the exchange rate to US dollars.
- In the income section, list all funding sources separately and specify the amount each is contributing.
- Clarify the status of each income source as pledged, collected or anticipated. For pledged and anticipated amounts, indicate the date by which the funds will be readily available for the project.
- In the expense section, list and itemize all expense items.

Currency Type: \_\_\_\_\_

Exchange rate to US dollars: \_\_\_\_\_

Income				Expenses			
Source	Amount	Status	Notes	Expense Description	Amount	Explanation of Expense	
Lions				1			
				2			
Partners				3			
				4			
LCIF		Anticipated		5			
				6			
				7			
				8			
				9			
				10			
				11			
				12			
				13			
				14			
				15			
Total	\$0.00				Total	\$0.00	

**SECTION 3 Key Contacts**

6. Provide contact information for all Lions and non-Lions who should be copied on future correspondence regarding this application. This should include current Lions leadership, the project coordinator, as well as the current LCIF multiple district/district coordinator. Please provide a name, title, mailing address, telephone number and email address for all persons.



**SECTION 4** Application Endorsement

1. Cabinet or council certification must be included with every grant application. Please submit a copy of the cabinet (single or sub-district) or council (multiple district) meeting minutes at which the application was certified.
2. For single and sub-districts, only the **district governor must sign** the application (please refer to items 2 and 3 of regulations).
3. For multiple districts, only the **council chairperson must sign** the application (please refer to items 2 and 3 of regulations).

**DISTRICT GOVERNOR'S ENDORSEMENT (SINGLE AND SUB-DISTRICT LEVEL GRANT APPLICATIONS)**

This is to certify that I have reviewed the LCIF Matching Grant Criteria and Grant Application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation.

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District Governor Name

District Number

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Address

---

Telephone

Fax

---

Email

---

Signature

Date

**COUNCIL CHAIRPERSON ENDORSEMENT (MULTIPLE DISTRICT LEVEL GRANT APPLICATIONS)**

This is to certify that I have reviewed the LCIF Matching Grant Criteria and Grant Application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation.

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Council Chairperson Name

Multiple District Number

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Address

---

Telephone

Fax

---

Email

---

Signature

Date

## APPLICATION CHECKLIST

Before submitting your matching grant application, please take a moment to review this checklist to ensure that your application is complete and ready to be sent to LCIF.

- ✓ All questions have been answered in detail.
- ✓ Meeting minutes of the district cabinet (for district-level applications) or multiple district council meeting (for multiple district level applications) are included.
- ✓ Signature endorsement of the current district governor (for district level applications) or the current multiple district council chairperson (for multiple district level applications) is included.
- ✓ Required supporting documentation is included:
  - Architectural drawings, cost estimates and land ownership verification for construction projects
  - Equipment brochures, pro-forma invoices, and supplier price quotations for all items to be purchased for equipment projects
  - Five-year financial plan outlining future project income and operating expenses for the project
- ✓ You have maintained a copy of the entire application for your records, prior to submission to LCIF

## APPLICATION SUBMISSION

Applications must be submitted directly to the LCIF Humanitarian Programs Department. Applications submitted through other departments may cause the application to be received after the application deadline date and will delay the review process.

The completed application and required supporting documentation may be submitted to LCIF in hard copy or electronic copy. However, electronic submissions are preferred. Please only send one copy. If sending by regular mail, please send via a reliable courier service (i.e., DHL, FedEx, other). This ensures that the document can be traced if lost in transit.

Lions Clubs International Foundation  
Humanitarian Initiatives Department  
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Oak Brook, IL 60523 – 8842  
Email: [LCIFHumanitarianPrograms@lionsclubs.org](mailto:LCIFHumanitarianPrograms@lionsclubs.org)  
Direct: 1-630-203-3819  
Website: [www.lcif.org](http://www.lcif.org)





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