



Lions Clubs International
FOUNDATION

LIONS CLUBS INTERNATIONAL FOUNDATION

LIONS QUEST PROGRAM GRANT



OVERVIEW

The Lions Quest program is a positive youth development and education program owned and operated by Lions Clubs International Foundation (LCIF). The program is founded on the core belief that young people throughout the world have the innate right and capacity to develop their full potential as responsible and caring adults. Through training and a series of school-based curriculum, Lions Quest utilizes social and emotional learning to create safe spaces for young people to learn social skills and tools to manage their emotions and make healthy choices.

The program's curriculum is divided into three age specific levels: *Skills for Growing* (ages 5-10), *Skills for Adolescence* (ages 10-14) and *Skills for Action* (ages 14-18). Since 2002, the Lions Quest program has provided social and emotional learning to more than 20 million youth in more than 110 countries and geographic areas. For more information, visit www.lions-quest.org.

Lions Quest Program Grant is designed to support the development, implementation or expansion of the Lions Quest program. The Lions Quest Program Grant provides funding to increase the number of schools, youth-serving organizations and Lions clubs involved in the program and enable current implementors to strategically expand their use of the program. Funds from the grant may be used to conduct teacher training workshops, train trainers, purchase curriculum materials, translate and adapt curriculum, produce and print materials and pay for some administrative expenses. The LCIF grant is not intended to be a means of ongoing financial support for well-established programs.



GUIDELINES

The Lions Quest Program Grant may be requested for up to US\$50,000 for single or sub-districts and US\$150,000 for multiple districts. The minimum amount that may be requested is US\$10,000. Local matching funds are required and applicants can apply for up to 75 percent of the total project budget.

Applications are accepted on a rolling basis but must be received at least 90 days before a scheduled LCIF Board of Trustees meeting. These meetings occur annually in August, January and May. Deadlines to apply are February 1, May 1 and October 1. The LCIF Board of Trustees and LCIF Global Grants staff reserve the right to request additional pertinent information as needed.

Please review the Lions Quest Program Grant criteria and regulations before completing this application. Questions regarding program development, adaptation of materials and training should be directed to LionsQuest@lionsclubs.org. Questions regarding the LCIF Lions Quest Program Grant criteria, and application submissions should be directed to the Global Grants Division at LCIFGlobalGrants@lionsclubs.org.

Eligible projects should:

- ✓ Involve a minimum of two Lions clubs
- ✓ Include commitments from schools, municipal education authority, Ministry of Education or community organizations to implement the Lions Quest curriculum
- ✓ Support projects lasting no longer than two years



Eligible Expenses

- ✓ **Workshop Logistics and Trainer Expenses –**
This could include venue rental, supplies for workshops, audio-visual equipment rental and trainer expenses
- ✓ **Program Materials –**
Curriculum for teachers and students' text and workbooks, adaptation, printing, translation or editing the curriculum
- ✓ **Program Facilitation and Support (Maximum 10% of overall project budget) –**
Project-specific administrative expenses, special meetings, food for workshops, transportation and evaluation activities



Ineligible Expenses

- ✗ Gift cards, vouchers, cash giveaways or stipends for workshop attendees
- ✗ Hotel accommodations for workshop attendees
- ✗ Financial incentives for government officials or schools to encourage them to implement the program
- ✗ Reimbursements for expenses that have already taken place prior to approval or without prior authorization from LCIF
- ✗ Contingency or miscellaneous expenses
- ✗ General operating expenses to support Lions Quest country offices or foundations
- ✗ Converting Lions volunteer hours into a cash value
- ✗ Expenses for substitute teachers filling in for workshop attendees
- ✗ Large-scale formal program evaluations

1. Who can apply for Lions Quest Program Grants?

Lions districts and multiple district can apply for Lions Quest Program Grants. Single clubs may not apply.

2. What steps should be taken prior to applying for a Lions Quest Program Grant?

If applicants are new to Lions Quest, they should first work with Lions Quest Department to ensure they fully understand the goals and objectives of the program and the steps necessary to implement the program prior to applying. Potential applicants may also consider applying for Lions Quest Promotional Grants or Lions Quest Community Partnership Grants to establish the program or reactivate dormant programs prior to applying for Lions Quest Program Grants. It is recommended to start with modest activities and then work up to a Program Grant.

3. What is a steering committee and who should be on it?

The Lions Quest program is too big for one or a few Lions to manage alone. A steering committee is a group of individuals that help identify priorities and manage the implementation of the project. Steering committees help ensure progress and continuity for the program. The committee should be led by a project chairperson, who should be a Lion with experience in education, youth development, or previous Lions Quest activities. The committee should have representation from education officials or community leaders with a strong interest in the program. For multiple district projects, each sub-district should have representation on the committee.

In addition to a steering committee, local clubs should be actively involved in the implementation of Lions Quest including “adopting” local schools and liaising with school officials.

4. How do I find a Lions Quest trainer for our workshops?

Workshops must be conducted by an LCIF-certified Lions Quest trainer. Please contact the Lions Quest Department at LionsQuest@lionsclubs.org to arrange a training. Members of the steering committee, including the grant administrator, project chairperson, and their relatives, are prohibited from serving as Lions Quest trainers for the grant project.

5. How can I find the most recent version of the Lions Quest curriculum and the materials required for workshops?

Please contact the Lions Quest Department at LionsQuest@lionsclubs.org to discuss the Lions Quest curriculum and materials.

6. What are some typical expenses for a Lions Quest training workshop?

Typical expenses would include materials for the teachers, students and parents. Materials may need to be printed, translated or adapted for local culture. Expenses may also include fees associated with a Lions Quest trainer. If there is not a local trainer available, expenses may include trainer airfare and lodging. In the event that Lions are not able to hold workshops in schools or other appropriate social setting, there may be expenses associated with renting a venue and audio-visual equipment. If not already donated, food and beverages for workshops would fall into the Program Facilitation and Support expense category with a maximum of 10 percent of the overall budget.

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

Lions Quest Program 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 Lions Quest Program 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 Lions Quest grant applications.

8. 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, goods and materials are purchased or a professional service is provided. This documentation is required in the submission of the application.

9. How many clubs must financially support a Lions Quest Program Grant project with local matching funds?

Successful Lions Quest programs are organized at the district or multiple district level with the involvement of many or all clubs. 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 can be involved in the development and execution of the grant project.

10. 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.

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

The grant minimum is US\$10,000 and the maximum is US\$50,000 for districts and US\$150,000 for multiple districts. Applicants may request 75 percent of the project budget for all countries.

12. How many Lions Quest Program Grants can a district or multiple district apply for at one time?

A district or multiple district may not have more than one Lions Quest Program Grant in process at any time. This means 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.

13. 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. The deadlines to apply are February 1, May 1 and October 1. 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.

14. What is the process once the application is submitted to LCIF?

Acknowledge receipt by email. 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. If you do not receive a tracking number within two weeks, please follow-up with LCIF to ensure the application was received. 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.

15. 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.

16. 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 Lions Quest Program 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. Once all required information has been submitted, grant funds can typically be disbursed within 14 business days.

17. 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 progress reports and a timely final report upon the completion of the grant project.

LIONS QUEST PROGRAM CRITERIA

1. Grant funds are only to be used to advance the Lions Quest program. Eligible activities include: Lions Quest professional development workshops for educators and other program facilitators; translation, adaptation and distribution of Lions Quest curriculum materials; development of new content and implementation models.
2. Grants are considered for projects exceeding the financial resources and fundraising capabilities of the applicant Lions district or multiple district and participating clubs. Single club projects are not eligible. There must be at least two clubs involved in the financial support of the project. Financial involvement from a district or multiple district is considered representative of all its respective clubs.
3. 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. 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.
4. The maximum grant amount that may be requested is US\$150,000 for multiple districts and US\$50,000 for sub- or single districts. The minimum amount that may be requested is US\$10,000. For districts comprising multiple countries, each country in the district shall be able to have one application or awarded grant project in process. The maximum grant amount that may be requested is US\$50,000 per grant application, per country. Countries that make up a single district and undistricted countries that make up provisional zones or regions may apply for up to US\$150,000.
5. Grants may only be requested for up to 75 percent of the project budget for all countries. (NOTE: Maximum grant request is limited to US\$150,000 for multiple districts and US\$50,000 for sub- or single districts).
6. In addition to Lions' involvement and identity with the project, the applicant Lions district or multiple 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.)
7. Only one Lions Quest Program Grant can be open and active per district at any given time. For districts that include several countries, the limit is one grant per country. At the multiple district level, only one Lions Quest Program Grant can be open and active at any time.
8. LCIF funded projects should have the education community's documented interest, receptivity and commitment to Lions Quest programs and their applicability in local school systems. Evidence of such support may include, but is not limited to, letters and/or other correspondence from school officials, university personnel and/or governmental or non-governmental officials. This documentation and/or agreements should be submitted with the application.
9. The appointment of a steering committee consisting of Lions and other partners such as educators, parents, government agency representatives, and community leaders is required. This committee will oversee, advise and ensure successful implementation of the program. Grant recipients must inform LCIF of any changes to the composition of the steering committee.
10. The applicant must detail a mechanism for local Lions clubs to "adopt" local schools and liaise with school officials.
11. Assurance must be given that local Lions will be represented in all Lions Quest workshops, training programs and special events.
12. The application must include a strategy for coordinating project follow-up. As part of the reporting requirements under the grant, the applicant shall track the implementation of the program in schools that receive subsidized training or materials and collect data on the number of teachers utilizing the program and the number of students enrolled in Lions Quest classes. LCIF may request additional data collection or recommend assessment tools as needed.
13. LCIF reserves the right to disburse grant funds incrementally contingent upon progress and a plan of action.
14. The LCIF Board of Trustees meets three times annually. These meetings are held in August, January and May. The deadlines to apply are February 1, May 1 and October 1. 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.

15. A maximum of 10 percent of the total project budget can be used on program facilitation and support. Refer to the budget section on the application form.

LIONS QUEST PROGRAM REGULATIONS

Grant regulations apply to all LCIF grant programs, when applicable.

1. 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 and have a track record of previous support and a clearly identifiable role in helping administer the project and/or institution involved.
2. 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.
3. LCIF 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 LCIF 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 reimbursement are not eligible.
4. 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.
5. Applications from a district or multiple district seeking to implement a project outside of the applicant district/country will be considered on a case-by-case basis. If a 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. Grant applications from undistricted areas will be considered on a case-by-case basis and in accordance with LCI structures.
6. Grant applicants must submit their project proposals using the applicable 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.
7. 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.
8. Applications previously withdrawn or rejected may be resubmitted only if they have been revised to address the reasons for denial/withdrawal.
9. 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.
10. If applicable, a minimum of one-half of the required local matching funds for a grant application shall be confirmed as collected prior to the application moving forward for consideration by the LCIF Board of Trustees or other approving body. A recent bank statement must be provided to confirm the status of the funds as collected. Grant programs which have their own specific guidelines for the collection of local matching funds prior to consideration of approval will follow those guidelines.

11. 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 reason-able 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.
12. Approved grants are made payable to the appropriate Lions grantee entity as indicated in the grant agreement (club, district, multiple district). 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. In the case of club level grants, the club president 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 and project chairperson as necessary. The selection of grant administrators and project chairpersons from districts comprising more than one country and undistricted areas will be on a case-by-case basis.
13. Neither Lions clubs members nor their families shall receive individual or professional benefit as a result of an LCIF grant, or have proprietary interest in projects receiving LCIF assistance. Considering LCIF's accountability to its donors and the public the grantee must take all reasonable steps to ensure that the grant administrator, project chairperson and any other individuals with signing authority to allow for disbursement of the grant do not have personal, financial or professional interests that could conflict with, or appear to conflict with, the application or implementation of this grant. If there is or appears to be a conflict of interest, it must be disclosed to LCIF immediately.
14. The grantee shall recognize Lions International with support from its foundation, Lions Clubs International Foundation (LCIF), for its role in this project. For physical projects, a plaque or signage bearing the inscription, "This project made possible through the cooperation of Lions International and its foundation, Lions Clubs International Foundation" should be prominently displayed. All promotional materials must likewise acknowledge Lions International and LCIF's involvement with this project. Confirmation acknowledging Lions International and LCIF's involvement with the project must be included with your final report. Copies of any publicity received as a result of this grant should be submitted to LCIF as part of the record of grant activities.
15. Grantees 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). Grantees failing to submit such a report for a completed project will not be eligible to receive any additional grants.
16. Fluctuations in exchange rates or changes in project expenses that impact a grantee are beyond LCIF's control. LCIF assumes no obligation to provide other or additional support to a Grantee.
17. 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.
18. 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. (This does not apply to Lions Quest Program Grants).
19. For grant programs that fund vehicle purchases, grant applicants should request assistance with no more than one vehicle per grant application. Grant applications asking assistance for the purchase of more than one vehicle will undergo additional scrutiny in the review process and justification of multiple vehicles will need to be provided. Furthermore, LCIF prefers applications where the vehicle purchase is not the sole major project expense, while acknowledging that in some well-designed projects, it will be the sole major project expense. (This does not apply to Lions Quest Program Grants).

LIONS QUEST PROGRAM GRANT APPLICATION

GENERAL INFORMATION

Date: _____

Project location: _____

Amount of funds requested from LCIF in US\$: _____

Lions district, sub-district or multiple district submitting the project proposal: _____

PROJECT DESCRIPTION, GOALS AND OBJECTIVES

1. Background and project justification. Explain the following:
 - a. Provide data specific to the area(s) that will be served through the grant project specifically outlining children and youth issues in the multiple district or region. Please include any specific outcomes this project will address such as school-based drug prevention, violence prevention, character education, service and service-learning.
 - b. Please provide background information on Lions Quest activities previously achieved in the district or multiple district. This must include:
 - i. Number of schools currently implementing the program
 - ii. Number of trained teachers currently implementing the program
 - iii. Number of children currently being reached with Lions Quest
2. State the goals and objectives for implementation of Lions Quest. This must include:
 - a. Names of schools or organizations to implement the program
 - b. Number of teachers/facilitators to be trained
 - c. Number of workshops to be held
 - d. Approximate number of students that will benefit
 - e. Curriculum(s) to be implemented (*Skills for Growing*, *Skills for Adolescence* or *Skills for Action*):
3. Provide an action plan with a timetable. This must include:
 - a. Plan for implementation in Year 1 and plan for implementation in Year 2
 - b. Evidence demonstrating commitment to implement the program from schools and/or partner organizations and how they were selected.
 - c. Provide description of any special meetings. Specify how many meetings are planned, objective of the meetings and the anticipated audience and number of attendees.
 - d. Lions Quest workshops are provided by certified trainers. Please identify who will be the trainer for workshops. If you do not have a certified trainer, please contact Lions Quest Department to arrange those details. Please also provide any information regarding training of new trainers.
4. Provide details for monitoring and further development of the local program. This must include:
 - a. Details for monitoring and/or evaluating the project and program implementation. This could include pre- and post-surveys or meeting with schools/parents/students to gather feedback. Professional research being conducted by an independent evaluator is not eligible and should be discussed with the Lions Quest Department.
 - b. Explain how the project will be sustained in future years. The expectation should be that Lions Quest will continue to be implemented even after LCIF grant funding expires. For this purpose, it is essential that Lions work with partner schools and organizations that demonstrate a genuine commitment, including financial commitment, to implement the program.
5. List the names, titles and email addresses of all members of the steering committee. Include information on any program management at the district or country level and any committee structures at the club and sub-district level.

LIONS IDENTIFICATION AND INVOLVEMENT

1. What will the role of Lions be in project management, fundraising, promotion, advocacy and project implementation? Include relevant history relating Lions involvement.
2. How many Lions clubs will be involved in the project?
3. Please describe plans for identifying the project as having been made possible by LCIF. Please note that any publicity materials and media regarding the project should acknowledge the support and involvement of both LCIF and Lions.

PROJECT BUDGET

1. Please provide a brief narrative for the project budget expenses.
2. Include an itemized budget, using the template below, which covers anticipated income and expenses for the entire project.
 - a. In the income section, list all funding sources separately and specify the amount that each is contributing. **Please note that a minimum financial involvement of two clubs should be demonstrated.**
 - b. Indicate the status of each income source as collected, pledged and/or anticipated. Collected funds should be documented with a bank statement(s) and pledged funds should be documented with letters from respective donors. At least half of the local matching funds should be collected and verified at the time the application is submitted.
 - c. In the expense section, list and itemize all expense items. Please provide pro-forma invoices for items to be purchased or professional services to be rendered.
 - d. Indicate which currency is being used and the exchange rate to US dollars.
 - e. Income must equal expenses.

Currency Type: _____

Exchange rate to US dollars: _____

Part A – Itemization of Expenses

Workshop Logistics and Trainer Expenses – This could include venue rental, supplies for workshops, audio-visual equipment rental and trainer expenses.			
Expense	Quantity	Unit Price	Total Price
Subtotal			
Program Material Expenses – Curriculum for teachers, students' text and workbooks, adaptation, printing, translation or editing the curriculum.			
Expense	Quantity	Unit Price	Total Price
Subtotal			
Program Facilitation and Support (<i>Maximum 10% of overall project budget</i>) – Expenses may include project-specific administrative expenses, special meetings, food for workshops, transportation and evaluation activities.			
Expense	Quantity	Unit Price	Total Price
Subtotal			
TOTAL			

Part B – Entire Budget

Income				Expenses		
Source	Amount	Status	Notes	Expense Description	Amount	Explanation of Expense
Lions				1		
				2		
Partners				3		
				4		
LCIF		Anticipated		5		
				6		
Total	\$0.00			Total	\$0.00	

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.
3. For multiple districts, only the **council chairperson must sign** the application.

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

This to certify that I have reviewed the LCIF Lions Quest Program 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.

District Governor Name _____ District Number _____

Address _____

Telephone _____ Fax _____

Email _____

Signature _____ Date _____

COUNCIL CHAIRPERSON ENDORSEMENT (MULTIPLE DISTRICT LEVEL GRANT APPLICATIONS)

This is to certify that I have reviewed the LCIF Lions Quest Program 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.

Council Chairperson Name _____ Multiple District Number _____

Address _____

Telephone _____ Fax _____

Email _____

Signature _____ Date _____

APPLICATION CHECKLIST

Before submitting your Lions Quest Program 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:
 - Pro-forma invoices and supplier price quotations for all items to be purchased.
 - Evidence in the form of a Memorandum of Understanding or letter demonstrating commitment to implement the program from schools and/or partner organizations.
 - Bank statement(s) verifying local matching fund collection. At least half of the local matching funds should be collected and verified at the time the application is submitted.
- ✓ 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 Global Grants Division. Applications submitted through other departments may cause the application to be received after the application deadline date and will delay the review process. If you do not receive response in two weeks, please follow-up to ensure the application was received.

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 | Global Grants Division | 300 W. 22nd Street | Oak Brook, IL 60532-8842

Constitutional Area I (United States) – USAGlobalGrants@lionsclubs.org

Constitutional Area II (Canada) – CANADAGlobalGrants@lionsclubs.org

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

Constitutional Area IV (Europe) – EUROPEGlobalGrants@lionsclubs.org

Constitutional Area V (Orient and Southeast Asia) – OSEALGlobalGrants@lionsclubs.org

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

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

Constitutional Area VIII (Africa) – AFRICAGlobalGrants@lionsclubs.org

