

# Leadership Development Multiple District Grant

## Frequently Asked Questions

The Leadership Development Multiple District Grant Program provides up to USD \$175.00 per district (not to exceed actual expenses incurred) to support the expenses related to the Vice District Governor (VDG) Multiple/Single District Workshop within a multiple district. The GAT area leader should facilitate the inclusion of single district second and first vice district governors in a nearby multiple district's workshop.

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# Leadership Development Multiple District Grant Frequently Asked Questions

## Applications

### Eligibility

**Q:** What is the Leadership Development Multiple District Grant Program?

**A:** All Global Leadership Team (GLT) multiple district coordinators on record with Lions International (1 per multiple district) are eligible to apply for multiple district grant funds by submitting a completed [Leadership Development Multiple District Grant Program Application](#).

Applications become available on the Leadership Development Multiple District Grant website annually in May. All completed applications will be awarded a grant.

Applications are due annually by September 30th.

**NOTE:** The GAT area leader should facilitate the inclusion of single district second and first vice district governors in a nearby multiple district's workshop.

### Criteria

**Q:** What are the criteria for receiving Leadership Development Multiple District Grant funds?

**A:** The grant application must include the following to be considered for funds:

- A joint training for second vice district governors (SVDGs) and first vice district governors (FVDGs)
- The training dates must be within the current Lions Year (July 1 – June 30)
- The local coordinator, GLT multiple district coordinator and Council Chairperson must sign the application.

### Workshop Timing

**Q:** Can the grant be used for a Vice District Governor (VDG) Multiple/Single District Workshop which was completed during the previous Lion year?

**A:** No. The training must occur during the current Lion year (July 1 – June 30).



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A multiple district may choose to train current SVDGs and FVDGs beginning in July or wait and use the grant later in the fiscal year. The GAT area leader should facilitate the inclusion of single district second and first vice district governors in a nearby multiple district's workshop.

Apply early, even if the multiple district does not plan to hold the Vice District Governor (VDG) Multiple/Single District Workshop until later in the fiscal year.

### GLT/Local Coordinator

**Q:** What is the difference between the GLT Coordinator and Local Coordinator? Can the GLT Coordinator and Local Coordinator be the same person?

**A:** The local coordinator is responsible for planning, organizing and delivering the Vice District Governor (VDG) Multiple/Single District Workshop. The GLT Coordinator has overall responsibility for any local training occurring in the multiple district. The GLT Coordinator may fulfill the role of the local coordinator.

### Application Processing

**Q:** How long will it take to process an application?

**A:** Confirmation of acceptance application status and/or additional instructions will be emailed to the GLT Coordinator listed on the application approximately three (3) weeks after receipt of initial application. Pre-training approval by the Leadership Development Division of Lions International is required to reserve grant funds.

**Q:** Are all applications approved? Is there a waitlist for the Leadership Development Multiple District Grant?

**A:** Any Multiple District or Single District that submits a complete application with all required signatures is eligible to receive the Leadership Development Multiple District Grant.



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Grant funds will not be reserved for incomplete applications. If any information is missing, Leadership Development staff will contact the GLT Coordinator regarding missing information and steps needed to complete the application.

Because funding is allocated to support all qualified applicants, there is no waitlist. As long as the application meets the stated requirements and is submitted correctly, the grant will be awarded.

### Approved Applications - Next steps

Q: If the Multiple District Grant application is approved, what happens next?

A: The GLT coordinator listed on the application will receive an email from [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org) with confirmation that the grant funds (US\$175 per district) were reserved for the multiple district. The email will contain a link to the [Vice District Governor \(VDG\) Multiple/Single District Workshop](#) curriculum and materials and information on the reimbursement process.

## Vice District Governor (VDG) Multiple/Single District Workshop

### Curriculum

Q: Where can the designated curriculum for the Vice District Governor (VDG) Multiple/Single District Workshop be found?

A: The VDG Multiple/Single District Workshop is designed to give both First Vice District Governors (FVDGs) and Second Vice District Governors (SVDGs) opportunities to build tactical skills aimed at achieving greater success in leading their district.

The following table identifies the session categories provided by Lions International.



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| Joint Sessions                                  | Recommended for SVDGs and FVDGs to take together to promote team building and collaboration.                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Analyzing Performance to Grow Membership</b> | This session helps participants assess performance and identify opportunities to grow membership in their district. Participants practice reviewing key performance reports and determining next steps, which will enable them to make data-driven, strategic decisions as district leaders.                                                                                                                                                                                              |
| <b>Leading Collaborative Decision-Making</b>    | This session equips participants with skills to drive group decision-making. By learning to facilitate brainstorming sessions and to create a decision matrix, participants will have a framework they can apply when making high-impact decisions with their team.                                                                                                                                                                                                                       |
| <b>Leading with Resilience and Flexibility</b>  | This session explores the meanings of "resilience" and "flexibility" in district leadership. Through group discussions and scenario-based activities, participants practice using a framework for adapting to unexpected challenges, which will prepare them to lead their district with agility.                                                                                                                                                                                         |
| <b>Leading LCIF Impact</b>                      | <p>This session explores how LCIF transforms Lions' giving into global and local humanitarian service, and how unrestricted donations empower districts to expand their impact.</p> <p>Through interactive activities, participants will practice strategies to inspire LCIF giving. They will also learn how the District and Club Community Impact Grant (DCG) allows districts to bring a portion of their giving back into their communities through meaningful service projects.</p> |



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## Leadership Development Multiple District Grant Frequently Asked Questions

| <b>SVDG Role-specific Sessions</b>       | <b>Recommended for SVDGs separately to account for varied responsibilities.</b>                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preparing for District Leadership</b> | This session introduces participants to the district governor role and key resources. Participants will review the Standard Form District Constitution and By-Laws, among other key resources to better understand the district governor role and what resources are available to support successful leadership. Participants will then apply their understanding through scenarios that highlight common district challenges. |
| <b>Preparing for District Leadership</b> | This session helps participants gain proficiency in impromptu speaking. By learning to anticipate situations and mastering quick-thinking tactics, participants will be able to deliver an effective impromptu speech or "elevator pitch" with confidence.                                                                                                                                                                     |
| <b>Listening to Understand</b>           | This session helps participants recognize effective and ineffective listening behaviors and evaluate conversations so that they can apply empathetic listening. Participants will practice applying listening skills to district scenarios, which will strengthen their ability to communicate with their team and the Lions in their district.                                                                                |



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| <b>FVDG Role-specific Sessions</b>          | <b>Recommended for FVDGs separately to account for varied responsibilities.</b>                                                                                                                                                                                                                                                                   |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delivering Speeches</b>                  | This session equips participants with techniques to confidently deliver engaging speeches, which include assessing the occasion, audience, and purpose of a speaking situation. Participants will practice delivering a speech, then receive feedback from their peers that they can apply to future speaking engagements.                        |
| <b>Driving Impact through Conversations</b> | This session helps participants identify different types of conversations and recognize the importance of building trust to drive engagement, connection, and impact in their district. Participants will also practice strategies for adapting to different situations, which will help them develop conversational agility as district leaders. |

The workshop schedule is customizable, and the number of sessions selected will determine whether multiple days will be needed to complete the training. The GLT Coordinator should review the [VDG Planning Guide](#) and plan the workshop schedule accordingly to ensure inclusion of local topics specific to the area's needs and administrative tasks, such as budgeting, completing expense reports, reporting membership data, etc.

Contact [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org) for the required Vice District Governor (VDG) Multiple/Single District Workshop curriculum.

## Reimbursements

### Documentation

Q: What documents are required to receive the grant funds?



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- A: Once the Vice District Governor (VDG) Multiple/Single District Workshop has been conducted, the local coordinator or GLT coordinator should prepare and complete the following:
- [Leadership Development Multiple District Grant Program Reimbursement Form](#)
  - Attach itemized invoices and receipts with legible currency used provided on each receipt. Do not convert currency. Official Lions International currency exchange rates will be used to calculate final grant amount.
  - [Leadership Development Training Final Summary](#)
  - [Training Attendance and Consent Form](#)
  - Report the completed training in Learn

**Payments to Multiple Districts in India:** Due to country GST requirements, additional documentation may be required. Please refer to your grant approval letter for details on the documents required for reimbursement.

**In accordance with Lions International Policy, claims received more than sixty (60) days after the conclusion of the training program may not be eligible for reimbursement.**

### Eligible Expenses

Q: What expenses are eligible for reimbursement?

- A: The following expenses (with accompanying receipts) may be submitted to reach the grant award amount:
- Hotel guest rooms – itemized receipts must include the names of participants and/or faculty.
  - Meals associated with the program – receipt must include itemized list of food and beverages served.
  - Program material and supplies.
  - Meeting room and audiovisual equipment rental.
  - Faculty travel expenses (i.e., airplane, bus, train, automobile mileage, etc.).

Missing receipts will reduce the amount of grant funds awarded.



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### Non-Eligible Expenses

Q: What expenses are not eligible for reimbursement?

A: The following expenses are not eligible for reimbursement:

- Alcohol
- Participant travel expenses (i.e., airplane, bus, train, automobile mileage, etc.)
- Incidental expenses (i.e., telephone, laundry, car parking fees, tips, travel insurance, etc.)
- Guests or spouses of participants and faculty.

### Maximum Payment

Q: How should we proceed if Vice District Governor (VDG) Multiple/Single District Workshop expenses total less than the awarded grant (up to US\$175 per district)?

A: The maximum reimbursement amount for the Leadership Development Multiple District Grant will not exceed actual expenses incurred. Therefore, it is recommended to provide receipts for all expenses to ensure maximum payment.

### Payment Process

Q: How will the grant payment be processed?

A: Grant payments will be made in the currency of the domicile of the multiple district except when the best interests of the Organization require otherwise (per Board Policy).

Payment will be made at the Lions official exchange rate based on the date the claim is processed by Lions International. Reimbursement will be made in U.S. dollars if the Organization does not have a bank account in the country of the multiple district.



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# Leadership Development Multiple District Grant Frequently Asked Questions

All grant payments will be issued to a multiple district account. Payments will not be issued to personal accounts.

## Questions

- Leadership Development Multiple District Grant:  
[leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org)
- Reporting Vice District Governor (VDG) Multiple/Single District Workshop in Learn:  
[gat@lionsclubs.org](mailto:gat@lionsclubs.org)



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