



Lions Clubs International
FOUNDATION

LIONS CLUBS INTERNATIONAL FOUNDATION

LEO SERVICE GRANT



The Lions Clubs International Foundation (LCIF) Leo Service Grant program is designed to support Leos in implementing hands-on, service-focused volunteer activities. With the support of LCIF, Leos can make a bigger impact in their communities, while being exposed to valuable leadership and life skills. Successful applications will have a robust service component and strong collaboration between Leo and Lions.

Leo Service Grants are available in amounts from US\$1,500 to US\$5,000. Districts and multiple districts are eligible to apply. Leos must have direct involvement with the planning and service delivery. Funds may be used to cover expenses related to organizing and implementing the project. This may include, but is not limited to, the purchase of materials, supplies and equipment required to implement the project.



Applications should show a strong collaboration between Leos and Lions. It starts with Leos taking the lead in developing the project and grant application. The district or multiple district then endorses the application and submits it to LCIF. Since local matching funds are required for project eligibility, Leos and Lions can jointly fundraise. Project implementation should also feature collaboration. While Leos should lead project implementation, collaboration offers Leos and Lions the opportunity to recognize their relationship as true partners in service.

A district or multiple district may only have one open Leo Service Grant in process at any one time. For districts comprising multiple countries, each country shall be able to have one application or project in process. A new Leo Service Grant application can be submitted to LCIF only after any previous Leo Service Grant project is completed through submission of a satisfactory final report.

What is hands-on service?

- ✓ Many Leos are actively involved in the work required to complete the project
- ✓ Leos actively participate in the project rather than just overseeing the work
- ✓ Leos add value to the project through their hands-on service involvement rather than just purchasing and distributing items

Leo Service Grants may be requested up to US\$5,000. The minimum amount that may be requested is US\$1,500. Local matching funds are required. Applicants can request up to 75 percent of the total project budget.

Applications are accepted on a rolling basis. There is no specific deadline to apply, but applications should be submitted 90 days prior to the project commencement.

PROJECT EXAMPLES:

1. Leos painted, cleaned and repaired a community center. The Leo Service Grant supported the purchase of paint, paintbrushes, trash bags and small repairs on the building. Leos organized the project. Working together, Leos and Lions helped repair the community center.
2. Leos built a sensory garden in a local playground for people with disabilities. Lions assisted the Leos in obtaining necessary permits from the local authorities. Lions and Leos did all of the labor to establish the garden. The Leo Service Grant supported the purchase of benches, plants and paving stones.
3. Leos organized a dinner for seniors where they prepared meals and distributed them. The Leo Service Grant supported the purchase of food, plates and utensils. Lions helped the Leos make initial contact with organizations working with seniors in the community and supported Leos in fundraising local matching funds.
4. Leos built a playground at a primary school devastated by an earthquake. Leos and Lions installed all the equipment themselves. The grant funded playground equipment, including a swing, seesaw, climbing wall and sport nets.
5. Leos painted and equipped a multipurpose room at a transitional housing center for neglected youth. The grant funded paint, furniture and minor renovations. After renovating the space, Leos also made weekly visits to engage youth with educational activities.
6. Leos implemented a waste management system to improve environmental conditions. The grant funded waste bins that Leos and Lions installed throughout the community and educational materials to promote proper waste disposal practices. Leos also helped collect, sort and sell recyclable materials to support the program.

Eligible projects should:

- ✓ Involve hands-on service where Leos are actively implementing the project
- ✓ Address an unmet humanitarian need in the community or region
- ✓ Be visible and increase the community's awareness of Lions and Leos
- ✓ Involve collaboration between Leos and Lions clubs

Non-eligible projects:

- X Pay club membership dues, establish reserve funds, support fundraising activities or start new clubs
- X Activities where Lions and Leos are the primary beneficiaries instead of the general public
- X Give funds to another organization
- X Award scholarships, give direct cash awards or giveaways
- X Address individual needs for financial assistance
- X Fund ongoing expenses or recurring fees of existing projects
- X Fund the same project repeatedly on an ongoing basis
- X Support projects that have no hands-on involvement beyond purchasing items with grant funds and delivering them
- X Expenses for Leos to attend Lions' sponsored seminars, conferences, forums or convention events



LEO SERVICE GRANT CRITERIA

1. 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.
2. The maximum grant amount that may be requested is US\$5,000 and the minimum grant amount that may be requested is US\$1,500. If approved, the grant funds shall not be disbursed until the required matching funds are collected locally, per the approved project budget.
3. A district or multiple district may only have one open Leo Service Grant in process at any one time. For districts comprising multiple countries, each country shall be able to have one application or project in process.
4. Leo Service Grant applications should be submitted to LCIF at minimum 90 days prior to the project commencement to allow adequate processing time.
5. Applications require a strong Leo/Lions collaboration.
6. The Leo Service Grant program is intended to support larger scale projects with the active involvement of many Leo and Lions clubs and their members. Single Leo club projects or projects that have a severely limited number of actively involved volunteers are discouraged unless there are no other Leo or Lions clubs geographically close with whom to collaborate.
7. Leo Service Grants are intended to support new projects or expand existing projects. Grants cannot be used to fund the ongoing expenses of existing projects.
8. In addition to active involvement, the applicant must make a significant financial commitment to the project. Applicants can apply for up to 75 percent of the total project budget (up to the maximum request amount of US\$5,000). The remaining funds to support the project should be mobilized by local Lions and Leos.
9. Grants shall not be made on a continuing basis to any single project. Projects receiving a Leo Service Grant must wait one year after submission of the final report before applying for a new grant for the exact same project plan or same beneficiary organization, provided that the previous grant met its objectives.
10. The LCIF Chairperson is the approval authority for the grant request.

1. Projects that seek LCIF funding shall have a strong Leo identity and ongoing involvement of local Leos. Priority is given to projects in which Leos provide volunteer services, 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 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 a 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 expenses. 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 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.
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 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 right 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 the 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.
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 for 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.

LEO SERVICE GRANT APPLICATION

PROJECT DESCRIPTION

1. Project Name: _____
2. Project Location: _____
3. Amount of funds requested from LCIF in US\$: _____
4. Please indicate the names of the Leo clubs involved with the project and club ID numbers. Please indicate which Leo club will lead the implementation.

	Name of Leo Club	Leo Club ID
1		
2		
3		

5. What is the number of people who will directly benefit from this project?
6. Describe the particular problem that will be addressed through this project.
7. What is the plan of action and timelines?
8. Please describe the hands-on service component of the project.
9. Please describe the collaboration between Lions and Leos to implement this project.

PROJECT BUDGET

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

1. Income must equal expenses.
2. In the income section, list all funding sources separately and specify the amount each is contributing. **At least half of the local matching funds must be collected prior to approval.**
3. Clarify the status of each income source as pledged, collected or anticipated. For the pledged and anticipated amounts, indicate the date by which the funds will be readily available for the project.
4. In the expense section, list and itemize all expenses. Please provide pro-forma invoices for all goods, services and items to be purchased.

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			
Total	\$0.00				Total	\$0.00	

KEY CONTACTS

Provide contact information for all Lions, Leos, and non-Lions who should be copied on future correspondence regarding this application. This should include current Lions leadership, the project chairperson, 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.

APPLICATION ENDORSEMENT

- 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.
- For single and sub-districts, only the **district governor must sign** the application.
- For multiple districts, only the **council chairperson must sign** the application.

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

This is to certify that I have reviewed the LCIF Leo Service 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
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Address

Telephone	Fax
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Email

Signature	Date
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COUNCIL CHAIRPERSON ENDORSEMENT (MULTIPLE DISTRICT LEVEL GRANT APPLICATIONS)

This is to certify that I have reviewed the LCIF Leo Service 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
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Address

Telephone	Fax
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Email

Signature	Date
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APPLICATION CHECKLIST

Before submitting your Leo Service 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.
- ✓ Pro-forma invoices for all items to be purchased
- ✓ 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 a 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



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