

## How to Apply for an LCIF Standard Grant

### What is an LCIF Standard Grant?

An LCIF Standard grant is a matching grant opportunity available to Lions Districts and Multiple Districts. These Lions-led service projects focus on addressing unmet humanitarian needs in local communities where there is a major construction or equipment need. Standard grants are approved for large-scale projects that serve many people, primarily underserved and needy populations on a long-term basis. The grant awards range from US\$10,000 up to US\$100,000.

Strong Lions involvement and identity is an important element of Standard grant projects. Lions take the lead in initiating the project and invest their time in the development, coordination, fundraising and implementation of the project. Such support greatly extends a project's impact and raises the Lions identity in the community. Standard grants are intended to support projects that are beyond the scope of traditional Lions fundraising activities. Local matching funding can come from many sources: Lions Clubs, the District, Multiple District and non-Lions sources.

### Key Elements of a Standard Grant Project:

Standard grants may support a variety of projects, including schools for the disabled, orphanages, hospitals and medical clinics, care centers for the elderly, eye banks, food banks, hospice centers, vocational training facilities for the disabled and health screening programs, to name a few. There are many possibilities for a Standard grant project, as the needs within each community are different. However, every Standard grant project does the following:

- Addresses an important humanitarian need
- Supports efforts too large for a District/Multiple District to undertake alone
- Provides long-term benefits to a local community
- Impacts entire communities and serves large populations
- Involves Lions in the development and delivery of service
- Identifies Lions as closely involved with the project
- Raises significant funds from local Lions

### Projects or Activities Not Eligible for LCIF Standard Grant Funding:

- Situations more appropriately funded by the local government or other institutions
- Operating expenses or salaries of established programs and institutions
- Grants intended to repay loans, establish financial reserves, or provide reimbursement
- Single club projects; a minimum of two clubs is required
- Community enhancement: aesthetic improvements, monuments and memorials, parks, swimming pools, playgrounds, athletic fields, clubhouses, community and multi-purpose centers
- Individual assistance, one-time events, sponsorships, scholarships, and fellowships
- Consumable supplies, shipping, training expenses, travel and lodging
- Scientific research projects; however, applications may be submitted for research equipment and the construction of a Lions-affiliated research center
- Projects that commence prior to Board approval



### Standard Grant Project Example:

The Lions of District 35-I supported the construction of a new guide dog training facility in Palmetto, Florida, USA, with a US\$75,000 Standard grant. The expansion of the Southeastern Guide Dog Center includes new kennels and a veterinary clinic to train guide dogs. To date, more than 2,800 guide dogs have been successfully paired with students.



## What are the Steps to Applying for a Standard Grant?

### Step 1: Getting Started

Before filling out an application, Lions should take the lead in developing a project for their community and establishing communication with any project partners. As such, groups of Lions may be involved at the Club, District or Multiple District level. Projects develop according to local circumstances. The grant application and criteria should be read thoroughly before being completed.

Applicant Lions are advised to consult with LCIF staff prior to submitting an application to determine their project's eligibility and the application deadline dates. The LCIF Multiple District or District Coordinator can also assist Lions in this process. When Lions have identified a project that meets all of the criteria, a fully completed application and any requested supporting documentation can be submitted. Refer to the grant application form for specifics. Completed applications must be received at least 60 days prior to the board meeting.

- District level applications require the signature of the District Governor and the endorsement of the District Cabinet
- Multiple District level applications require the signature of the Council Chairperson and the endorsement of the Multiple District Council

### Step 2: Application Submission and Preliminary Review

Once the grant application and supplementary information is complete, the application should be sent directly to the LCIF Humanitarian Programs Department. Lions should keep a copy of the application and all correspondence with LCIF for their records.

Upon receiving the application, LCIF will assign it a unique LCIF tracking number that will remain specific to the grant application throughout the grant process. The application will then undergo a preliminary review by LCIF staff to determine its eligibility. The preliminary review evaluates the proposed plan of action, technical aspects of project, the level of Lions involvement and the application's overall level of completeness.

Following the preliminary review, LCIF staff will provide detailed feedback on the application including its eligibility, level of completeness, and any questions or concerns. Lions may be asked to revise the grant application or provide additional information. The preliminary review helps to develop the strongest possible application in preparation for a final review by the Board. An application may be approved, reduced, tabled or denied by the Board.

**NOTE: Since additional information is frequently requested during the preliminary review process, it is recommended that applications be submitted well in advance of the application deadline. Applications that are incomplete and require additional time for clarification of details, or those that arrive after the application deadline, may be held over for review at a later board meeting.**

### Step 3: Board Review and Post Approval

Grant applications that are determined to be eligible in meeting the grant criteria will move forward for Board review. If a grant is approved, the District Governor/Council Chairperson in office at the time of approval will be the grant administrator and is responsible for disbursing the funds and the financial accounting for the grant. An award letter and grant agreement will be sent to the grant administrator, the project chairperson and any project partners, detailing the terms and conditions of the grant, as well as the financial and reporting requirements.

The grant administrator is responsible for sending LCIF a final report on the project, no later than three months after project completion; Lions have a maximum of 2-years to complete a Standard grant project. A report form is supplied to the grant administrator at the time the grant is approved. The report must be reviewed and approved by the District Cabinet/Multiple District Council before it is sent to LCIF. Failure to submit a final report in a timely manner may impact the District/Multiple District's eligibility to submit future standard grant applications.

### SAMPLE GRANT APPLICATION BUDGET

(Income must equal expenses; submit in US dollars)

Income		Expenses	
5 Lions Clubs <i>(collected and pledged)</i>	US\$40,500	Building construction <i>(work quotation provided)</i>	US\$95,000
	10,000		
District Funds <i>(collected)</i>	15,700	Equipment <i>(itemized with cost estimates)</i>	63,000
Community/Business/Donations <i>(anticipated)</i>	11,800	Furnishings <i>(itemized with cost estimates)</i>	42,000
Partner Organization <i>(collected)</i>	22,000		
LCIF	100,000		
	<u>US\$200,000</u>		<u>US\$200,000</u>

NOTE: All income sources must be classified as collected, pledged or anticipated when the application is submitted. Club contributions should be itemized. Lions may solicit funding support from the community at large. Lions have 6 months from the date of approval to secure their local matching funding.

