

LCIF International Assistance Grant Application

Criteria and Regulations

The IAG program provides funding for humanitarian aid projects that are collaborative efforts between Lions in different regions of the world. The objective of IAG funding is to improve the quality of life in needy communities by meeting essential needs—clean water, primary health care, food self-sufficiency, environmental protection, education and literacy.

Criteria

1. As an international program, IAG projects must involve Lions in at least two countries. The program design features a *sponsoring* Lions district (or club), which helps raise funds to match the IAG funding request and often provides international volunteer assistance. The project also involves a *host* Lions district (or club) in the country where the project takes place which provides local coordination.
2. Funding is available for a wide range of development projects that benefit disadvantaged communities as well as population groups with severe disabilities.
3. Priority is also given to projects that foster independence and improve the quality of life for visually impaired and disabled persons. Typical projects can include the development of physical therapy and mobility training services; supplies of wheel chairs and other aids to rehabilitation centers, as well as the organization of corrective surgical and rehabilitation services in a medically-underserved community.
4. Because of limited resources, grants are not available for building construction projects. IAG funding is instead available for more direct forms of development and human resources assistance. However, projects that involve construction of specially adapted housing for disabled persons or shelter for the homeless may be considered. (Funding for capital construction projects can be applied for under LCIF's Standard grant program.)
5. Projects benefiting many persons and entire communities are preferred. Funding is not available to provide individuals with scholarships or direct financial assistance.
6. Lions should be personally and actively involved in the project. Whenever appropriate, volunteer resources from Lions in both the *sponsoring* and *host* district/club should be utilized to extend the project's impact. International volunteers must pay for their own transportation and lodging, but those funds can be used as matching funds against the IAG funding request.
7. IAG projects should be conducted within the framework of established development strategies of appropriate government units and regional agencies in the host country. Applicant Lions must also illustrate that the necessary technical resources exist to carry out the project.
8. Funding is available for operating costs and for contracted technical assistance, but only during start-up phase and when no other available source exists. The project must reasonably ensure continued operation after IAG funding is concluded, except for short-term Lions medical missions. Funds are not available for the salaries and normal operating expenses of existing programs and institutes.
9. Funding for international Lions medical missions is permitted, but limited to the purchase of medical supplies and in-country patient treatment expenses. The international mission team must include at least one Lion along with the active participation of one or more Lions club in the *host* country. The mission teams travel expenses can be used as part of the local matching funds.

10. Support for Lions Eyeglass Recycling Centers can be considered, but only for centers endorsed by Lions Clubs International, which have a track record of high-volume recycling and a network of Lions clubs and other agencies distributing eyeglasses in needy communities.

Regulations

1. Grant proposals may be submitted by a Lions district or club, although applications from clubs must have the district governor's endorsement. The Lions in the *sponsoring* district or club must apply for the grant, by completing an IAG application form. The Lions club or district serving as the *host* community must also sign the application form and certify their involvement in the project.
2. IAG funding is given in matching form. The Lions proposing the project need to secure at least 50 percent of the necessary funding. Local matching funds must be in the form of currency. Donated services and in-kind support for projects are welcomed, but such support cannot be used for the purpose of matching the IAG.
3. Grants are available in amounts between US\$5,000 and \$30,000. Funding for this program is capped at US\$2 million by the foundation. Because funding is limited, project applications are considered competitively and priority is given to projects addressing essential humanitarian needs and priorities.
4. For projects requesting US\$10,000 and under, applications can be received throughout the year and can be approved by a committee consisting of the LCIF Chairman, Executive Administrator, LCIF Division Manager and Grants Manager. These grants take a minimum eight weeks to process. For grant requests above US\$10,000, applications require the consideration of the LCIF Board of Trustees at their regularly scheduled meetings. The application must be received in completed form 90 days prior to the start of a board meeting.
5. Approved grants are made payable to the *sponsoring* district or club. Such grants are to be administered by the district governor (or club president in the case of club applications) who is in office at the time of approval. It shall be his/her responsibility to disburse and account for the LCIF grant funds. If a project is carried over to a new fiscal year, the grant administrator remains in position unless he/she, with the prior approval of LCIF, delegates authority to the incoming officer.
6. Projects will not be considered in which Lions and/or their families receive preferential professional benefits or have proprietary interest.
7. IAG funds are intended for projects in the developmental stages and are not intended to establish reserve funds, endowments or repay loans.
8. A district or club may apply for only one IAG project annually. Priority for funding is given to new initiatives and programs. Also, due to limited resources, funding may not be available on a continuing basis to a project that had received assistance through prior IAG projects.
9. Projects shall carry a definite identification as having been made possible through LCIF.
10. Grant recipients (i.e., sponsoring district or club) are responsible for the submission of regular progress reports and a final report upon project completion. The final report should detail the project results and also provide complete financial accounting information. Reporting forms and guidelines will be provided by LCIF. A district or club failing to submit a final report will not be eligible to receive additional grants.

International Assistance Grant Application

Instructions

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- Please read the grant criteria carefully before completing the application.
 - Use separate page(s) for detailed explanations, referencing the question number.
 - Grant requests over US\$10,000 must be submitted to the Grants Department at least 90 days before a scheduled LCIF Board of Trustees meeting. Applications can be received throughout the year for projects requesting US\$10,000 and under.
 - Send completed grant application, including approval signatures and supporting documentation to:

Lions Club International Foundation
Grants Department
300 22nd Street
Oak Brook, Illinois 60523-8842 USA

- The signature of the host Lions club or district can be certified via a separate letter, if necessary.
- LCIF trustees reserve the right to request additional information and clarification after the application is received by LCIF.

Please answer the following questions:

1. Date of Application Completion _____
2. Name of Project _____
3. Amount of funds requested from LCIF. (The grant range is between US\$5,000 and US\$30,000.)

4. Location of Project (list the city, region and country where the project will take place as well as the number of the local Lions district) _____
5. Problem identification and project objective. Please provide detailed reasons and justifications for the project. Also include a concise statement of the project's objectives. Also provide brief background information on the geographical area and the socio-economic conditions in the community to be served.
6. Project strategy and plan of action
 - a. Project description. Give a concise description of the action steps to be taken to reach

the project's objectives. Be sure to describe both the technical aspects of the project as well as the Lions' overall role in managing the project, both for the sponsoring and host Lions clubs/districts.

b. Project schedule. Outline a timetable for project implementation and completion.

7. Provide background information on any other organizations or technical agencies participating in the project.

8. Lions identity with the project. Please highlight how the project will be identified as a Lions-supported project as well as Lions long-term involvement after LCIF funding is concluded. Also, will the Lions name be used in conjunction with the project?

9. Budget documentation. Please remember to include appropriate documentation for the expense items listed in the project budget. This would include cost estimates for equipment and work agreements/contracts in cases where other agencies may be providing technical assistance to carry out the project.

PROJECT BUDGET

Please list individually all separate sources of funding for this project (clubs, district, community, businesses, etc.) The sponsoring Lions district or club should make a significant contribution, although not all funding must come from them. The host Lions club or district should also be encouraged to support the project, within their respective funding capacity. Include the amount each source is providing, indicating whether the funds are collected, pledged, or anticipated amounts. The IAG funding request should be listed as a source of funding, not to exceed 50% of the project's cost. (Please use separate sheet following format below.)

<u>Income</u>		<u>Expense</u>	
Source	Amount	Item	Amount
_____		_____	
_____		_____	
_____		_____	
	Total:		Total:

Note: income must equal expense!

APPLICATION CERTIFICATION

The IAG request for funding must be certified by both the *sponsoring* Lions district/club and the *host* Lions district/club. In the case of applications originating from an individual *sponsor* club, the application requires the district governor's endorsement. By signing the application, the district governor and club president in the sponsoring district certify they have reviewed the criteria and that the proposed project is consistent with the established policies and that every effort will be made to ensure the any grant funds awarded are used in accordance with the project plan and budget.

Project Sponsors

A. Club

Club President (print name) (signature) (club ID no.)

Print address

Telephone and fax numbers

B. District

District Governor (print name) (signature) (district no.)

Print address

Telephone and fax numbers

Host Lions (in project country, Co-sponsors)

A. Club

Club President (print name) (signature) (club ID no.)

Print address

Telephone and fax numbers

B. District

District Governor (print name) (signature) (district no.)

Print address

Telephone and fax numbers

