

LIONS CLUBS INTERNATIONAL FOUNDATION

INTERNATIONAL ASSISTANCE GRANT APPLICATION

We care.
We serve.
We accomplish.



Lions Clubs International
FOUNDATION





INTERNATIONAL ASSISTANCE GRANT APPLICATION



Lions Clubs International
FOUNDATION

Overview

The International Assistance Grant (IAG) program enables Lions clubs in developed countries to partner with Lions clubs in lesser-developed regions on projects that make a real difference for communities in need. IAGs fund collaborative projects in the focus areas of: strengthening basic health care services; education and literacy; clean water and sanitation; rural development and self-sufficiency programs; services for people with disabilities; environmental protection; and supporting Lions medical missions and international eyeglass recycling efforts.

Collaborative Nature of Projects

As an international program, IAG projects must involve a partnership between Lions in at least two countries: a sponsoring Lions district or club that raises funds and other support, and a host Lions district or club in the target country to handle logistics and oversight. The IAG program enables Lions to forge connections across the miles through service and volunteerism. The sponsoring Lions district or club is responsible for submitting the IAG application to Lions Clubs International Foundation (LCIF) for consideration.

Funding

Lions may apply for matching grants in amounts from US\$5,000 to US\$30,000. Lion applicants must secure at least 50 percent of the total budget (see regulation two).

Deadlines

There are two deadline schedules for IAG applications, depending on the amount being requested. Applications requesting US\$5,000 to US\$10,000 are reviewed by an internal committee at LCIF and may be submitted throughout the year, at a minimum of eight weeks before the commencement of the project. Applications requesting between US\$10,001 to US\$30,000 are reviewed by the LCIF Board of Trustees three times per year at scheduled board meetings. Please contact LCIF for these application deadline schedules.

Key Elements of an IAG Project

- Addresses important humanitarian needs
- Involves at least two Lions clubs or districts from different countries
- Provides long-term benefits
- Serves a large or particularly needy population
- Project is identified as a Lions' activity
- Raises at least 50 percent of project funding through Lions or other sources

Please see the How to Apply for an IAG publication for more information on project focus areas, eligible projects and project examples.

INTERNATIONAL ASSISTANCE GRANT 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 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 with a sole purpose of transporting goods are not eligible for consideration.
6. Projects benefiting many persons and entire communities are preferred. Funding is not available to provide individuals with scholarships or direct financial assistance.
7. 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. Priority is given to applications that provide matching funds above and beyond the use of the payment of transportation and lodging expenses as matching funds.
8. 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.
9. 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. Requests for reimbursement funding do not qualify. Completed missions or previously purchased equipment fall into this category.
10. 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 a group of Lions along with the active participation of one or more Lions clubs in the host country.
11. The role of the host Lions should be clearly outlined in the application.
12. 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.

INTERNATIONAL ASSISTANCE GRANT 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\$5,000 to US\$10,000, applications can be received throughout the year and can be approved by an internal committee consisting of the LCIF Chairperson, LCIF Executive Administrator, and Humanitarian Programs Department Manager. These applications should be received at a minimum of eight weeks before a scheduled mission or project start date. This will ensure appropriate time to review and process the application. 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 have a direct proprietary interest or receive preferential professional or personal benefits.
7. IAG funds are intended for projects in the developmental stages and are not intended to establish reserve funds, endowments or repay loans. Funding consideration may not be given to completed projects or those that commence prior to LCIF approval.
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. The host club, where applicable, should also provide a narrative on the project. 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 IAG grants.

INTERNATIONAL ASSISTANCE GRANT APPLICATION FORM

GUIDELINES

- 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 Humanitarian Programs Department at least 90 days before a scheduled LCIF Board of Trustees meeting. For requests of US\$10,000 and under, applications can be received throughout the year as long as they are received at least eight weeks before the project commencement date.
- Send completed grant application, including approval signatures and supporting documentation, to the Lions Club International Foundation Humanitarian Programs Department.
- The signature of the host Lions club or district can be certified via a separate letter, if necessary.
- LCIF reserves the right to request additional information and clarification after the application is received. The Lions are asked to respond promptly to any questions presented for clarification.

Please provide the following information, using separate pages as needed:

A. PROJECT DESCRIPTION

1. Date application submitted.
2. Project name.
3. Amount of funds requested from LCIF (the grant range is between US\$5,000 and US\$30,000).
4. Project location - 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 - provide detailed reasons and justifications for the project. Include a concise statement of the project's objectives. 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 - provide 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, including the number of intended beneficiaries, as well as outline the Lions overall role in managing the project, both for the sponsoring and host Lions clubs/districts. If this is a medical mission, please provide the names of the mission team members and their titles.
 - b. Project schedule - outline a timetable for project implementation and completion.
7. Background information on any other organizations or technical agencies participating in the project.

B. LIONS IDENTIFICATION AND INVOLVEMENT

1. Highlight how the project will be identified as a Lions-supported project and made possible by LCIF.
2. Describe how Lions will have long-term involvement after LCIF funding is concluded.
3. Explain how the Lions' name will be used in conjunction with the project.

C. PROJECT BUDGET

1. Include appropriate documentation for the expense items listed in the project budget. This includes cost estimates for equipment and work agreements/contracts in cases where other agencies may be providing technical assistance to carry out the project.
2. 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.
3. 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 percent of the project's cost. The income should be equal to the expenses. Please use a separate sheet, following the format below.

SAMPLE INTERNATIONAL ASSISTANCE GRANT BUDGET			
(Income must equal expenses)			
Income		Expenses	
Sponsoring Lions Club or District (Collected)	US\$6,000	Airfare for Mission Team	US\$5,000
Mission Team Members (Collected and Pledged)	5,000	Medical Supplies (Breakdown of items provided)	2,500
Host Lions Club or District (Collected)	500	Various Equipment (Pro forma invoices provided)	17,500
Community Donations (Anticipated)	2,500		
Third-Party Organization (Collected)	1,000		
LCIF	<u>10,000</u>		
	<u>US\$25,000</u>		<u>US\$25,000</u>

D. 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, 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.

SPONSORING LIONS INFORMATION

District

Club

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

Address

Telephone Fax

E-mail Address

SPONSORING LIONS DISTRICT GOVERNOR INFORMATION

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

Address

Telephone Fax

E-mail Address

HOST LIONS INFORMATION

Host Lions (in project country, co-sponsors)

District

Club

Club President (print name)

(signature)

(club ID no.)

Address

Telephone

Fax

E-mail Address

HOST LIONS DISTRICT GOVERNOR INFORMATION

District Governor (print name)

(signature)

(district no.)

Address

Telephone

Fax

E-mail Address

Please keep copies of all documents for your records prior to submitting them to LCIF.

Send the completed application and all attachments to:

**Lions Clubs International Foundation
Humanitarian Programs Department
300 West 22nd Street
Oak Brook, IL 60523-8842**

Telephone: (630) 203-3819

Fax: (630) 571-5735

E-mail: lcif@lionsclubs.org





WE ARE EFFICIENT
AND ACCOUNTABLE
AS GOOD STEWARDS
OF FUNDS.



Lions Clubs International
FOUNDATION

Lions Clubs International Foundation
Humanitarian Programs Department
300 West 22nd Street
Oak Brook, IL 60523-8842 USA
Telephone: (630) 203-3819
Fax: (630) 571-5735
Web site: www.lcif.org
E-mail: lcif@lionsclubs.org