



DISTRICT 4-C5 LIONS EDUCATION FUND, INC.

LEF Lions Education Foundation

GRANT APPLICATION

Date of Application: _____ Sponsoring Club: _____

Name of Program and/or Project Chairman: _____

Phone: _____ Email: _____

Lions Program Involved: ___ LEOs ___ Specialize Camps ___ Youth Activities ___ Quest
 ___ Youth Exchange ___ Education/Scholarships
 ___ Other: _____

Date of Activity: _____ Location of Activity: _____

Type of Activity: _____

Grant Amount Requested: \$ _____ Club Portion: \$ _____ LEF Matching Amt. \$ _____

Reason for Request: _____

We understand that the approval of this request obligates us to submit a timely report on the scope and disposition of funds requested. We further understand that approval may be subject to availability and annual grant limitations for each club.

Signature of Applicant

Club President

Submit this form with a check attached to:

If approved please mail check to:

**Lions Education Foundation
P.O. Box 13523
Sacramento, CA 95853**

Name: _____
Address: _____
City/Zip: _____

District Governor Verification:

_____ Club is in good standing with District, MD-4 and International dues paid and all MMR's submitted.

Date: _____ DG Signature: _____

Board Action: ___ Approved ___ Denied _____

Date: _____ **Approved Amount: \$** _____ **Check #** _____

Final Report Submitted: **Date:** _____



DISTRICT 4-C5 LIONS EDUCATION FUND, INC.

LEF Lions Education Foundation

FINAL GRANT SUMMARY REPORT

Please us this form to report on the Final Disposition of Approved Grant Funds.

Do Not Submit with the Application – Must be returned within 45 days of project completion for a club to be eligible for future grants from the Lions Education Fund.

Date of Application: _____ Sponsoring Club: _____

Name of Program and/or Project Chairman: _____

Phone: _____ Email: _____

Lions Program Involved: ___ LEOs ___ Specialize Camps ___ Youth Activities ___ Quest
 ___ Youth Exchange ___ Education/Scholarships
 ___ Other: _____

Date of Activity: _____ Location of Activity: _____

Type of Activity: _____

Grant Amount Approved: \$ _____

Actual expenditures of completed program or project: \$ _____

Detailed description of completed program or project: _____

Number or name(s) of individual participants: _____

Did the Grant meet your expectations? ___ YES ___ NO Comments: _____

Submit this form with any additional information or pictures to:

Lions Education Foundation

P.O. Box 13523

Sacramento, CA 95853

Email: 4c5lionrawsr1@comcast.net

Club Certification: ___ This project has been completed and funds expended as described in this document:

Date: _____

Club President or Chairman Signature: _____



DISTRICT 4C-5 LIONS EDUCATIONAL FUND, INC.

LEF

Lions Education Foundation

Matching Grant Standing Policies 2014-2015

Grants may be requested for projects involving Lions Programs that are beyond the club's involvement and must have the full support of the District Chairperson for that specific project. All projects must satisfy humanitarian needs in harmony with the objectives of Lions Clubs International. Lions Programs include LEOs, Quest, Education/Scholarships, Youth Activities, Youth Exchange, Specialized Camps, and other related activities approved by the District Cabinet. Funds for grant applications shall not be given to benefit any member of the Board of Directors of the Lions Education Foundation. Furthermore, applications for a grant involving any individual Lion, Lioness or Leo member must be accompanied with a proof of financial need and written approval of the current District 4-C5 Executive Cabinet.

GRANT CRITERIA

1. LEF does not provide assistance otherwise available through governmental, religious, charitable, social welfare or comparable service programs, nor does it attempt to fund projects more appropriately the responsibility of Lions Clubs, District 4-C5 or other Lions related or sponsored organizations.
2. Grants shall be authorized for projects meeting diverse needs insufficiently addressed by other programs having a distinct Lions identification and where other funds are not available.
3. Grant funds shall concern the financial burden of projects that may be beyond the scope of traditional club and/or District fundraising.
4. Grants may be authorized for non-Lions organizations or programs only when their services would significantly contribute to LEF's purposes and to the Lions programs involved.
5. Because of limited resources, grants may not be made on a continuing basis to any single project, unless the project includes several activities. Requests for additional or repeated funding for a specific project require a new grant request.
6. All grant requests must be submitted prior to the event to ensure its inclusion on the meeting agenda of the Board of Directors. Funds requested shall not be considered for completed projects or activities.
7. A written report, including documentation (ie: photos, news articles, fliers, etc.) **MUST** be submitted reporting on the progress of the project within 45 days, and each 45 days thereafter until the grant funds are expended. Failure to adequately report on the project could jeopardize future grants. A club may have no more than two grants outstanding awaiting their final report.
8. Absolutely no grants will be acted upon without proper completion of a grant application and submission of applicable matching funds.
9. All approved funds must be used for the specific project as requested and cannot be used for fundraising purposes.

GRANT CONSIDERATION

1. Each grant application shall be judged solely on its own merit and the degree to which it meets these criteria and the operating policies of LEF as established by the Board of Directors.
2. The Lions Education Foundation Board of Directors shall review each club's application for matching funds and ensure that the requesting club currently is, and has been for the past six months, in good standing with District 4-C5 and Lions Clubs International as verified by the 4-C5 District Governor or designee. A club shall be considered to be in good standing (a) with Lions Clubs International when their reported financial standing to the District Governor has charges \$50 or less and no more than 60 days in arrears and that the district and MD-4 dues are current or no more than 60 days in arrears; and (b) the club shall be current with the monthly submission of their club's MMR and activity reports no later than 30 days following the month's due date to the District Governor or designee.
3. **Funds requested shall be limited to \$1000 per club annually.** This allows a club to receive a maximum of \$1000 of the Foundation's approved expenditure budgeted amount on a matching basis. This request could be made by requesting a grant in one lump sum of \$1000 or in multiple grant requests that equal, but not exceed, the total sum of \$1000, on a matching basis. In order for the club to receive the grant of \$1000 the club would submit their check for \$500 (1/2 of the requested \$1000 grant) along with their application, which upon approval by the LEF board, would then receive a check for the sum of \$1000.
4. The board may restrict the approval of requested projects when there are inadequate funds available to meet the requested grant.