



A Program of Lions
Clubs International
Foundation

Lions Quest: A Life Skills Program for Youth

GRANT CRITERIA AND APPLICATION FORM



Overview of Lions Quest Program

LIONS QUEST



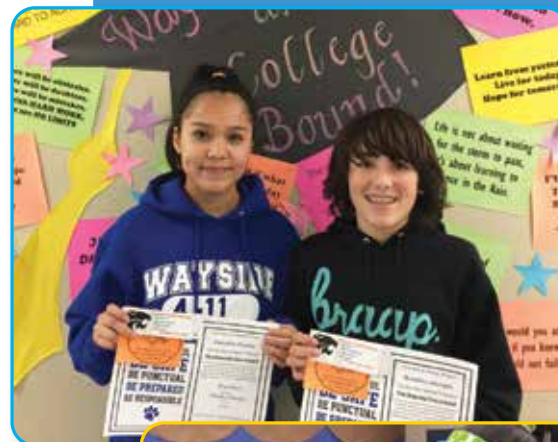
A Program of Lions Clubs International Foundation

The Lions Quest program is a positive youth development program owned and operated by Lions Clubs International Foundation. The program is founded on the core belief that young people throughout the world have the innate right and capacity to develop their full potential as responsible and caring adults. Through training and a series of school-based curriculum, Lions Quest utilizes social and emotional learning to create safe spaces for young people to learn social skills and tools to manage their emotions and make healthy choices.

Lions Quest integrates research-based strategies and theories to help teachers and students learn and practice social and emotional learning skills. The following SEL strategies work together to ensure that students learn and practice social and emotional learning skills at school, home and in the community.

1. Classroom Curriculum
2. Service Learning
3. Positive School Climate
4. Family Engagement
5. Community Engagement
6. Training and Follow-up Support

The program's curriculum is divided into three age specific levels; *Skills for Growing* (ages 5-10), *Skills for Adolescence* (ages 10-14) and *Skills for Action* (ages 14-18). Since 2002, the Lions Quest program has provided social and emotional learning to more than 20 million youth in more than 100 countries and geographic areas. For more information, visit www.lions-quest.org.



Lions Quest Program Grant

The Lions Clubs International Foundation (LCIF) Lions Quest Program Grant is designed to support the development, implementation, or expansion of the Lions Quest program

The Lions Quest Program Grant provides funding to increase the number of schools, youth serving organizations, and Lions clubs involved in the program (horizontal expansion) and enable current implementors to strategically expand their use of the program (vertical expansion). Funds from this grant may be used to conduct teacher training workshops, train trainers, purchase textbook materials, translate and adapt curriculum, produce and print materials, research the effects of the program, evaluate an implementation, and pay for some administrative expenses. Grants may be requested to support projects lasting **one to two years**.

The Lions Quest program grant may be requested in amounts of US\$10,000 up to US\$150,000 for applications involving a multiple district or two or more sub-districts and up to US\$50,000 for one single or sub-district. Applicant districts or multiple districts applying for a grant are required to raise 25 percent of the project cost from local resources. **The amount requested from LCIF cannot exceed 75 percent of the total project cost.** At least two clubs must be involved in the grant application and the project for an application to be considered.

The LCIF grant is not intended to be a means of ongoing financial support for well-established programs. The project should have a the commitment of implementors and any necessary endorsement and support of the Ministry of Education **and/or** other appropriate educational authorities (e.g., local school districts, municipal education authorities, teacher/educator associations, etc.).

Section I - Project Management

Implementing the Lions Quest program is a long-term and continuous project that requires extensive planning for it to be successful.

Lions Quest grants aim to facilitate efforts by Lions districts and multiple districts to develop long-term sustainable relationships with schools in their communities for the purpose of supporting the healthy development of young people. The expectation should be that Lions Quest will continue to be implemented even after LCIF grant funding expires. For this purpose, it is essential that Lions work with partner schools and organizations that they demonstrate a genuine commitment to implementing the program. All programs should be developed with the ultimate goal of continuity and self-sustainability.

When an applicant district or multiple district accepts an LCIF grant for a Lions Quest project, they also accept a great deal of responsibility. Project success depends on an effective management team responsible for administration of grant funds, promotion of the program to clubs and local schools, and organization of project activities (e.g., teacher training workshops, printing, and distribution of curriculum materials, etc.).

The grant proposal should outline an action plan that specifies:

- (1) The project management structure and steering committee. The applicant district or multiple district shall appoint a Lions Quest steering committee consisting of Lions and non-Lions (e.g., civic or youth leaders) as appropriate. The steering committee is organized to provide ongoing support for project activities. The committee will be led by a project chairperson, who should be a Lion with experience in education or positive youth development or as an organizer of previous Lions Quest activities. For multiple district projects, each sub-district should have representation on the committee. Respected education officials or community leaders with a strong interest in the program should be recruited as well. However, the committee should not be so large that it becomes difficult to manage.
 - a. The district governor or council chairperson in office at the time of the grant approval is the grant administrator and should serve for the duration of the grant-funded activity. LCIF grant funds and local project funds will be under the joint control of the grant administrator and the project chairperson.
 - b. The project chairperson should serve for the duration of grant-funded activity. The project chairperson responsibilities include engaging the steering committee, communicating with clubs, developing strategies to generate interest among schools, working with the Lions Quest chairperson at the district level, organizing logistics for teacher training workshops, and reporting project activity to the multiple district and to LCIF.
 - c. The project chairperson and grant administrator are responsible for the project finances and must prepare reports, including financial statements, for review by the council of governors or multiple district council prior to submission to LCIF for review.
- (2) A time-specific action plan for implementing the program, including commitments from schools or community organizations to **implement** the curriculum. The action plan should have measurable benchmarks and goals for implementing the Lions Quest program in schools over the project's time frame in a cost-effective manner. Grants may be requested to support projects lasting **one to two years**.
- (3) Criteria governing club involvement, roles and responsibilities.



The required local matching funds of 25 percent may include monetary donations from clubs, grants from local foundations and charitable organizations, sponsorship from corporations, and funds anticipated from individual schools or other community contributions. Lions must prove through a bank statement that they have raised 25 percent of the local matching funds pledged. Priority consideration for funding is given to projects where the local contribution exceeds the 25 percent minimum requirement.

Example:

Project Total (100%):	US\$66,666
LCIF Grant (75%):	US\$50,000
Local Funding (25%):	US\$16,666

The Lions are further strongly encouraged to increase their local matching funding contribution (above the 25 percent required) with each subsequent application submitted. LCIF encourages applicant districts and multiple districts to leverage additional funding from schools, charitable benefactors, the government, and businesses.

Donations-In-Kind Allowances

Donations-in-kind may be collected as part of the local match. However, donations-in-kind may **only** include the value of a venue for Lions Quest training workshops, and the value of donated meals for workshop participants if donated by a vendor, and the value of donated print materials. Donations-in-kind may not exceed 25 percent of local matching funds. Documentation from the donor is required to verify fair market value of the donation.

Funds Disbursement

In order to ensure the Lions have a strong commitment to local fundraising throughout the life of the project, approved grants will be disbursed in increments over the life of the project. The applicant Lions are required to have 25 percent of their local matching funds collected at the time the application is submitted. This enables LCIF to release 25 percent of the grant as a first disbursement. To receive this first disbursement, the Lions must submit a current bank statement documenting the collection of 25 percent of the local matching funding.

Future grant disbursements will be contingent upon LCIF receiving timely and complete reporting on the utilization of previous disbursements and the ongoing collection of local matching funding. Future disbursements will be proportionate to the amount of local matching funding collected by the Lions. For example, If they have raised only another 10 percent of additional local match, they can only receive another 10 percent of additional grant funds.

LCIF requires all grantees to submit periodic and timely reports on the project activities for the life of the grant. Reports should be submitted every three to six months. All grant disbursements must be reported on and documented. Failure to report in a timely manner will delay future disbursements. Please note that reports should document how both the local matching funding and LCIF grant funding has been utilized.

LCIF will monitor the ongoing performance of grant activities to ensure timeliness of operations and program effectiveness. LCIF reserves the right to close grants that do not demonstrate progress.

Project Expenses

The following are some customary and typical expenses for Lions Quest grant projects. Please consult LCIF for guidance regarding the eligibility of expenses (other than those listed below) that may be associated with your project. Expenses may differ from project to project. Activities and expenses incurred prior to grant approval are the responsibility of the applicant Lions. LCIF grants will not reimburse Lions for these costs.

Additionally, LCIF grants are not intended to pay governments or schools to implement the program; to pay teachers to attend the workshops or implement the programs in their classrooms; to cover hotel or lodging accommodations for teachers to attend the workshops; or pay the cost to hire a substitute teacher for those attending the training workshops.

Educator and Program Facilitator Training: The Lions Quest program grant and local Lions funding should provide training opportunities for educators and introduce Lions Quest in schools or youth serving organizations. Districts/multiple districts can extend the project's resources even further by volunteering services at the training site and by taking care of local logistical needs, such as transportation and possibly meals. Participants are usually trained in groups of up to 40 individuals in workshops lasting one to three days.

Textbooks/Materials: In most countries, materials for teachers, students and parents are paid for separate from the cost of training workshops. If any of these items are not included in the training, text materials should be budgeted for separately.

Translation/Adaptation: It may be necessary to translate, adapt, modify and/or supplement program materials in order to make the program culturally and linguistically appropriate for implementation and use in a region if a translation does not already exist. In these cases, the grant may cover costs for professional curriculum translation and adaptation. Price quotes or bids for the cost of translation and adaptation are required to be submitted with the application (minimum of 3).

Editing/Design: If translation is deemed necessary, Lions may also have to secure professional assistance to edit and/or design the files to make them textbook appropriate. In these cases, the grant may cover costs for professional editing and design work. Price quotes or bids for the cost of translation and adaptation are required to be submitted with the application (minimum of 3).

Training of Trainers (National Trainers only): Grant funds can be used to train a national trainer(s) to enable the country to keep costs low and run the program without outside support. Additional expenses may apply. Please verify these costs with the Lions Quest Department at LCIF.

Administration: The budget may include a reasonable amount allocated for administrative needs, including mailings to clubs and schools, fax and phone expenses and administrative allowances for project chairpersons. All administrative expenses must be documented with receipts on the final report. Administrative expenses may NOT exceed 10 percent of the total budget.

Supplemental Content Development: Lions may develop supplemental or complementary topic areas for target populations (e.g. adaptations of the program to work with refugees or to promote gender equity, or a new module for use of the program with sports coaches). All content development plans must be discussed with and approved by the Lions Quest Department prior to initiation or inclusion in a Lions Quest grant budget.

Program Research and Evaluation: The project budget may include a line item expense to support rigorous, formal research into the effects of the Lions Quest program for well-established programs. This research should be undertaken by professionals and a research proposal should accompany the grant proposal. The Lions Quest Department must be consulted in advance of submitting research-based proposals.

The project budget may also include a line item to support program monitoring and evaluation, including through site visits and surveys conducted by Lions and their partners. LCIF has assessment tools available for Lions to use. Lions may also use their own assessment tools, which must be approved in advance by LCIF.

Section III – Application Review Process

Grant applications are to be submitted to the LCIF Global Grants Division. The applications undergo a preliminary review by the LCIF Global Grants Division, in consultation with the Lions Quest Department. The preliminary review will evaluate how well the proposal meets the criteria, including the plan of action, the program expenses, and if the accepted standards for teacher training and other technical aspects are met. Oftentimes, clarifications and/or revisions will be requested during this preliminary review phase. The application will remain pending until all questions have been satisfactorily answered and all concerns addressed and resolved.

Once resolved, applications passing this preliminary phase will be eligible for final review and consideration by the Lions Quest Working Group and Programs Committee of the LCIF Board of Trustees at a regularly scheduled meeting three times per year. A grant may be approved (in full or at a reduced amount), tabled or denied. Permission may not be granted for any project to start prior to board approval.

LCIF must receive the completed final report for any previous Lions Quest grants (awarded to this same district or multiple district) **in advance** of submitting any new applications requesting additional funding for expansion or continued program activities. LCIF will require time to thoroughly review the final report before considering the request of a new application. This may delay the new application from advancing for review.

A grantee may apply for a new grant while an existing grant is still open. However, any approval of the new grant will be conditional upon the existing grant being fully closed; this includes concluding all project activities and the submission of a final report. No disbursements for a new grant shall be made until the previous grant is fully closed.

1. Grants funds are only to be used to advance the Lions Quest program. Eligible activities include: Lions Quest professional development workshops for educators and other program facilitators; translation, adaptation and distribution of Lions Quest curriculum materials; development of new content and implementation models; and evaluations of program effectiveness.
2. Grants will be considered for initiatives organized at the single, sub- or multiple district level. The governor's council or each district cabinet involved must indicate the multiple district's or single/sub-district's agreement to support and promote the program on a long-term basis by a signed resolution.
3. The Lions Quest program grant may be requested for up to 75 percent of the project's cost, not to exceed the maximum grant limit of US\$150,000 for multiple districts or two or more sub-districts and US\$50,000 for sub- or single districts. The minimum amount that may be requested is US\$10,000.
 - a. Two or more sub-districts may submit a joint application. For a joint application of two or more sub-districts, one of the sub-districts must be appointed as the primary applicant (the district of record on the application). A joint application of two or more sub-districts is eligible to receive up to US\$150,000.
 - b. A sub- or single district may only have one approved grant at a time. A project must be completed and final report submitted prior to new applications being considered. The completeness of the report shall be taken into account when new applications are submitted.
 - c. Countries that make up a single district and undistricted countries that make up provisional zones or regions may apply for up to US\$150,000. Multiple districts or sub-districts which include more than one country may apply for up to US\$50,000 per country; these grant applications may be submitted separately.
 - d. Grants may not be requested to fund activities that have been implemented or completed prior to grant approval. Funding is not considered on a reimbursement basis.
4. The applicant must raise local funding equivalent to 25 percent of the budget. Applicant Lions should have firm commitments to secure the required local match. While the Lions may raise the match over time, the collection of the full local match follows a specific timeline.
 - a. At least 25 percent of the required local match must be collected at the time the grant application is submitted to LCIF. This must be evidenced through a current bank statement included in the grant application.
 - b. Lions must have the balance of the local matching funding collected by the midpoint of the project timeline. The project midpoint will be calculated from the date of approval. For example, projects with a one-year timeline must have all the local matching funds collected six months from the date of approval; projects with a two-year timeline must have all the local matching funds collected one year from the date of approval. The exact deadline date to have all local matching funding collected will be specified in the grant agreement.
 - c. Donations in kind may be collected as part of the local match. Donations in kind may not exceed 25 percent of the total local match required. Donations in kind may only include a venue for Lions Quest training workshops, meals for workshop participants, and donations or printing of curriculum materials. Documentation from the donor is required to verify fair market value of the donation. Active involvement of the Lions is required with this project and this time may not be converted to a cash value to represent an in-kind donation for the project.
5. Consideration is only given to projects having the assurance of the education community's interest, receptivity and commitment to Lions Quest programs, and their applicability in local school systems. Evidence of such support may include, but is not limited to, letters and/or other correspondence from school officials, university personnel and/or governmental or non-governmental officials.
6. The proposal must include a needs analysis outlining children and youth issues in the multiple district or region applying for the grant. (Such information is often available from Department of Education or Bureaus of Children's Services in a given region.) The youth issues in the district must be related to issues addressed by Lions Quest, such as school-based drug prevention, violence prevention, character education, service and service-learning. (This is to differentiate from other youth issues including health screenings, athletic endeavors, etc.)



7. The appointment of a steering committee consisting of Lions and other partners such as educators, parents, government agency representatives, and community leaders is required. This committee will oversee, advise and ensure successful implementation of the program. Grant recipients must inform LCIF of any changes to the composition of the steering committee.
8. The applicant shall appoint a project chairperson to serve as an overall coordinator of grant-related Lions Quest activity, including organization of workshops, materials placement, evaluation, and reporting. The chairperson will head the steering committee and serve for the duration of grant-funded activity. The project chairperson and grant administrator (council chairperson or single/sub-district governor at the time of approval) will jointly administer the grant funds for the duration of grant-funded activity. Requests to change either the project chairperson or grant administrator must be approved by LCIF. Disbursement of grant funds may be made to an approved Lions Quest associate (such as the Lions Quest Foundation in a given country or region). Disbursements to a Lions Quest associate will only be made with the explicit written authorization of the relevant district or multiple district cabinet/council.
9. The applicant must assure the widespread involvement of Lions to promote the program and ensure the continued involvement of clubs on a long-term basis. The application must detail, for instance, plans for promoting Lions Quest at Lions district or multiple district functions; a public relations program; and a mechanism for clubs to “adopt” local schools, etc. The grant project budget may include a reasonable amount of funding for administrative costs (**generally not to exceed 10 percent of the total project budget**).
10. Assurance must also be given that local Lions will be represented in all Lions Quest workshops, training programs and special events.
11. The application must include a strategy for coordinating project follow-up. As part of the reporting requirements under the grant, the applicant shall track the implementation of the program in schools that receive subsidized training or materials and collect data on the number of teachers utilizing the program and the number of students enrolled in Lions Quest classes. LCIF may request additional data collection or recommend assessment tools as needed.
12. **Disbursements of grant funds are made incrementally.** An initial disbursement will be made after the grant is approved by LCIF; this disbursement shall not exceed 25 percent of the total grant award. Subsequent disbursements shall be made based upon collection of the required local match.



Section V - Grant Application Format

Applications should be submitted to the LCIF Global Grants Division on or before the application deadline. **Application deadline dates are 90 days prior to LCIF Board of Trustees meetings.** Applications are typically due February 1 (for the May board meeting), May 1 (for the August board meeting), and October 1 (for the January board meeting).

Please follow the format below for answering the application questions in a **separate document**. All questions must be answered.

General Information

1. Date: _____
2. Multiple District/District: _____
3. Country: _____
4. Lead Applicant District of Record*: _____
5. Amount of Funds Requested: US\$ _____

(*) Note: For two or more sub-districts, one district must be identified as the lead applicant district of record.

Needs Assessment/Current Situation

1. *Provide data specific to the area(s) that will be served through this grant project specifically outlining children and youth issues in the multiple district or region. Please include any specific outcomes this project will address such as school-based drug prevention, violence prevention, character education, service and service-learning.
 - If Lions Quest programs are active in the multiple district or single district, please elaborate on the number schools using the program and include a brief analysis of the present strengths and constraints in relation to ongoing efforts to implement Lions Quest in local schools.

**(Local and state/provincial governmental agencies often have reports and statistics on youth development issues – go to their websites online to download information.)*

Action Plan

1. Please provide a plan of action for your project. State the goals and objectives for the applicant district's or multiple district's plan for development and expansion of Lions Quest. This must include:
 - a. Names of Schools or Organizations to implement the program
 - b. Number of teachers/facilitators to be trained
 - c. Number of workshops to be held
 - d. Approximate number of students that will benefit
2. Provide an action plan with a **timetable and schedule** for the various action steps necessary to achieve your project goals over the life of the grant (one to two years maximum). Please be sure to include information in your action plan.
 - Plan for implementation in Year 1 and plan for implementation in Year 2.
 - Evidence demonstrating commitment to implement the program from schools and/or partner organizations and how they were selected.
 - Strategies and action plan for sustaining implementation in schools.
 - Details regarding Club member involvement before, during, and after implementation has commenced.
 - Provide description of any special meetings. Specify how many meetings are planned, objective/type of meeting, and the anticipated audience and number of attendees.
 - Include any information regarding training of new trainers.
 - Provide details for monitoring and/or evaluating the project and program implementation. For professional research being conducted by an independent evaluator, include a research proposal, timeline, and indicators being measured.
3. List the names, titles and email addresses of all members of the steering committee. Include information on any program management at the District or Country level and any committee structures at the club and sub-district level.

Financial Requirements

4. Provide a project budget detailing income and expenses over the life of the grant project. Prepare the budget per the format outlined in **Appendix A** of this document.

Application Endorsement

5. **Multiple/single or sub- districts must receive the endorsement of their respective multiple district council or district cabinet.**

- This must be shown by a copy of the minutes of the multiple district council or district cabinet meeting at which the decision to apply for a grant was certified. For two or more sub-districts applying jointly, each sub-district must provide minutes from its respective cabinet meeting. The council chairperson or single/sub-district governor at the time of grant approval serves as grant administrator for the duration of the project.

Required Signature Endorsements by District Governor or Council Chairperson

To the best of my knowledge, the information submitted is accurate and the need for the program exists as indicated. By signing below, I endorse this proposal and will do everything in my power to ensure proper and efficient administration of any funds granted, proper accounting and regular reporting to Lions Clubs International Foundation.

Council Chairperson/District Governor

Council Chairperson/District Governor (of record*) Signature

Council Chairperson/District Governor (of record*) (print name)

District Number

Address

City

State/Province

ZIP/Postal Code

Country

Email

Phone

Project Chairperson

Project Chairperson Signature

Project Chairperson (print name)

Address

City

State/Province

ZIP/Postal Code

Country

Email

Phone

Joint Application Endorsement

*For purposes of this joint sub-district grant application, I/we appoint:

_____ of District _____ as Governor of Record

Signature _____ Date _____

Governor _____ District _____

Governor _____ District _____

Governor _____ District _____

Applications may be submitted via email or in hard copy to LCIF. However, electronic submissions are preferred. If a hard copy is mailed, please use a trackable courier service (e.g., FedEx, UPS, DHL, etc.) to send the material. **Keep a copy of ALL documents sent to LCIF.** Upon receipt of the application, a tracking number will be assigned by LCIF and the applicants will be notified via email. Lions should refer to the assigned tracking number when following up with LCIF about the status of the application. To send applications by email, send to LCIFGlobalGrants@lionsclubs.org.

To send documents by postal mail, use the address below:

Lions Clubs International Foundation
Attn: Global Grants Division
300 W. 22nd Street
Oak Brook, IL 60523 (USA)

Contact the Global Grants Division at LCIFGlobalGrants@lionsclubs.org.

Contact the Lions Quest Department at lionsquest@lionsclubs.org.



Appendix A

How to Format a Project Budget

The budget should be prepared in **two parts** as outlined below. The budget should align with the information provided in the Action Plan section of your application.

Part I – Entire Budget

A budget summarizing the income and expenses over the life of the project is required. Indicate exchange rate utilized, where applicable. The income sources listed for the project should equal the project expenses. The income should provide an overview of all local sources of funding. Also indicate the status of the income sources as collected, pledged or anticipated amounts (or portions thereof). Provide documentation to support the status of the funds. The expenses should list all project expenditures necessary to facilitate the project.

Income	Year 1	Year 2	Status (Collected/Pledged/Anticipated)	Total
Multiple/District Funds				
School Funds				
Government Funds				
Community Funds				
Other Funds				
LCIF				
Total				

Expenses	Year 1	Year 2	Total
Workshop logistics			
Trainer costs			
Materials			
Translation/Adaptation			
Printing costs			
Special meetings			
Program Research and Evaluation			
Administration			
Other			
Total			

Part II – Itemization of Expenses

A budget summarizing the income and expenses over the life of the project is required. Indicate exchange rate utilized, where applicable. The income sources listed for the project should equal the project expenses. The income should provide an overview of all local sources of funding. Also indicate the status of the income sources as collected, pledged or anticipated amounts (or portions thereof). Provide documentation to support the status of the funds. The expenses should list all project expenditures necessary to facilitate the project.

Expenses	Quantity	Unit Price	Total Price
Workshop Logistics: Itemize all logistics for workshops which have been planned, which may include room rental, equipment, supplies, food, etc. for the workshop(s).			
Snacks, meals, and beverages			
Supplies			
Room rental			
Photocopies			
<i>Subtotal</i>			
Trainer Costs: Itemize trainer's fee and associated expenses, which may include travel, lodging, meals, etc.			
Trainer airfare			
Trainer hotel			
Trainer Fee			
<i>Subtotal</i>			
Materials: Specify what type of materials are being ordered. Note the quantity including unit cost, and specify if for students or workshop trainees			
<i>Subtotal</i>			
Translation/Adaptation: Provide a pro forma invoice (cost estimate) from the vendor(s).			
<i>Subtotal</i>			

Expenses	Quantity	Unit Price	Total Price
Printing Costs: Provide a pro forma invoice (cost estimate) for printing costs. The quantities printed should align with the number of teachers and students who will use the materials for this project.			
Facilitator Guides			
Universal Program Guides			
Student Books			
<i>Subtotal</i>			
Special Meetings: Identify and outline expenses related to informal meetings (e.g., parent meetings, informational meetings, etc.).			
Parent meetings (room rental, transportation, and water)			
Informational meetings (room rental, transportation, and water)			
Parent-teacher conferences (room rental, transportation, and water)			
Project committee meetings			
<i>Subtotal</i>			
Program Research and Evaluation: Note the cost associated with monitoring and evaluation activities.			
<i>Subtotal</i>			
Administration: Administrative costs should not exceed 10 percent of the overall project cost.			
<i>Subtotal</i>			
Other: Detail and itemize any expenses not noted above that are important to the execution of this project.			
<i>Subtotal</i>			
Total			