



Lions Clubs International
FOUNDATION

LIONS CLUBS INTERNATIONAL FOUNDATION

LEO SERVICE GRANT



The motto of Lions and Leos is “We Serve!” The Lions Clubs International Foundation (LCIF) Leo Service grant program is designed to support Leos with hands-on service or volunteer activities. With the support of LCIF, Leos can make a bigger impact in their communities, while being exposed to valuable leadership and life skills. Successful applications will have a robust service component and strong collaboration between Leos and Lions.

Leo Service grants are available up to US\$5,000. Districts and multiple districts are eligible to apply. Leos must have direct involvement with the planning and service delivery. Funds may be used to cover expenses related to organizing and implementing the project. This may include, but is not limited to, the purchase of materials, supplies and equipment required to carry out the project.



Application should show a strong collaboration between Leos and Lions. It starts with Leos taking the lead in developing the project and grant application. The district or multiple district then endorses the application and submits to LCIF. Since local matching funds are required for project eligibility, Leos and Lions can jointly fundraise together. Project implementation should also feature collaboration. While Leos should lead project implementation, collaboration offers Leos and Lions the opportunity to recognize their relationship as true partners in service.

PROJECT EXAMPLES:



Leos painted, cleaned, and repaired a community center. The Leo Service grant supported the purchase of paint, paintbrushes, trash bags, and small repairs on the building. Leos organized the project. Working together, Leos and Lions helped repair the community center.



Leos built a sensory garden in a local playground for people with disabilities. Lions assisted the Leos in obtaining necessary permits from the local authorities. Lions and Leos did all of the labor to establish the garden. The Leo Service grant supported the purchase of benches, plants, and paving stones.



Leos organized a dinner for seniors where they prepared meals and distributed them. The Leo Service grant supported the purchase of food, plates, and utensils. Lions helped the Leos make initial contact with organizations working with seniors in the community and supported Leos in fundraising local matching funds.

1. Grants are available to Lions districts and multiple districts.
2. The minimum request amount is US\$1,500. The maximum request amount is US\$5,000 for eligible projects.
3. One grant, per District or Multiple District, per 12 month period.
4. Leo Service grant applications should be submitted to LCIF at minimum 90 days prior to the project commencement to allow adequate processing time.
5. Applications require a strong Leo/Lions collaboration.
6. The Leo Service grant program intendeds to support larger scale projects with the active involvement of many Leo and Lions clubs and their members. Single Leo club projects or projects that have a severely limited number of actively involved volunteers are discouraged unless there are no other Leo or Lions clubs geographically close with whom to collaborate.
7. Leo Service grants are intended to support new projects or expand existing projects. Grants cannot be used to fund the ongoing expenses of existing projects.
8. In addition to active involvement, the applicant must make a significant financial commitment to the project. Applicants can apply for up to 75 percent of the total project budget (up to the maximum request amount of US\$5,000). The remaining funds to support the project should be mobilized by local Lions and Leos. If approved, the grant funds shall not be disbursed until the required matching funds are collected locally, per the approved project budget.
9. Projects receiving LCIF funding shall be clearly identified as being made possible by LCIF through appropriate recognition, signs, and public relations activities.
10. Upon receiving LCIF grant funds, Leos have 6 months to complete the project.
11. A final report on the project results must be submitted to LCIF within 30 days of the project completion. All expenditures funded with LCIF grant funds must be documented with receipts or paid invoices.
12. Grantees must wait a minimum of one year after submission of their final report before consideration of the exact same project or same beneficiary organization.
13. The number of grants awarded is limited only by the annual program cap of US\$200,000. Grants are awarded on a first come, first served basis.

A note regarding medically focused projects: If a project is medically focused, it should feature a high level of hands-on service from Leos and Lions.

PROJECT DESCRIPTION

1. Project Name:
2. Project Location:
3. Amount of funds requested from LCIF:
4. Please indicate the names of the Leo Clubs involved with the project and Club ID numbers.
Please indicate the Leo club that will lead the implementation.

	Name of Leo Club	Leo Club ID
1.		
2.		
3.		

5. What is the number of people who will directly benefit from this project?
6. Describe the particular problem that will be addressed through this project.
7. What is the plan of action and timeline?
8. Please describe the hands-on service component of the project.
9. Please describe the collaboration between Lions and Leos to implement this project.

Eligible projects should:

- ✓ Involve hands-on service
- ✓ Address an unmet humanitarian need in the community or region
- ✓ Be visible and increase the community's awareness of Lions and Leos
- ✓ Involve collaboration between Leos and Lions clubs

Non-eligible projects:

- ✗ Pay club membership dues, establish reserve funds, support fundraising activities or start new clubs
- ✗ Give to another organization
- ✗ Award scholarships, give direct cash awards or giveaways
- ✗ Address individual needs for financial assistance
- ✗ Fund ongoing expenses or reoccurring fees of existing projects
- ✗ Support projects that have no hands-on involvement beyond purchasing items with grant funds and delivering them

PROJECT BUDGET

Include an itemized budget, using the template below.

- The maximum request amount is 75% of the total project cost, up to US\$5,000. The minimum request amount is US\$1,500.
- Lions and Leos are required to mobilize a minimum of 25% of total project costs.
- Indicate the status of each income source as collected, pledged and/or anticipated.
- In the expense section, list and itemize all expense items. Please provide pro-forma invoices for items to be purchased.

INCOME			EXPENSES	
Income Source	Amount	Status	Expense Description	Amount
Requested LCIF Funds	US\$XXX	Anticipated	Item #1	US\$XXX
Leos and Lions	XXX		Item #2	XXX
Other sources	XXX		Item #3	XXX
TOTAL	US\$XXX	US\$XXX	TOTAL	US\$XXX

Project Budget Notes:

- The local matching funds may only be in the form of cash contributions. In-kind donations, whether land, labor or materials, from Lions and/or partners will strengthen the proposal and should be highlighted in the project write up, but such in-kind support may not be included in the budget as part of the matching funds toward the LCIF grant. Additionally, local matching funds must represent cash available or pledged for the current project being proposed.
- Leo Service grants are intended for projects in early developmental (planning) stages. The project that LCIF is being asked to fund should not have commenced. Significant project expense payments or deposits should not be made prior to LCIF rendering a decision. Additionally, completed projects are not eligible for funding, nor shall grants be used to repay loans, establish financial reserves, or reimburse project expenditures made prior to grant approval. Projects requesting funding as a reimbursement are not eligible

PRIMARY CONTACTS

Provide contact information for Leos and Lions who are the primary contacts for the grant application and are involved in planning and implementing the project. Information should include their name, title, and email address.

APPLICATION ENDORSEMENT

Cabinet or council certification must be included with every grant application. Please submit a copy of the cabinet (single or sub-district applicant) or council (multiple district applicant) meeting minutes at which the application was certified. The certification should make specific reference to the Leo Service grant application.

SIGNATURE ENDORSEMENT

The Leo District President (single or sub-district applicant) or Leo Multiple District President (multiple district applicant) should endorse the project. If there is no Leo District President or Leo Multiple District President, then the Leo project chairperson should endorse the application.

I confirm that I have reviewed and understand the Leo Service grant criteria and in submitting this application to the District Governor/Council Chairperson, I certify that the project details have been developed in accordance with the criteria and I support the proposed project.

NAME/TITLE _____

Signature _____ Date _____

Telephone Number _____ Email _____

If a district is applying, the District Governor must provide a signature endorsement. If a multiple district is applying, the Council Chairperson must provide a signature endorsement.

As District Governor/Council Chairperson, I agree to serve as the Grant Administrator and to ensure proper and efficient administration of this grant for the purposes approved by LCIF. I support and encourage the submission of this application to LCIF.

DISTRICT GOVERNOR/COUNCIL CHAIRPERSON (Print Name) _____

Signature _____ Date _____

Telephone Number _____ Email _____

District/Multiple District _____

APPLICATION PROCESS

Project Development

Leos identify a need in their community and develop a project in collaboration with Lions. Leos should determine the budget for the project and establish a timeline with measurable goals. Leos work with the district or multiple district to present the project to the cabinet or council meeting for approval.

Application Submission

District Governor/Council Chairperson signs the application and the application is sent to LCIF at LCIFLeogrants@lionsclubs.org.

LCIF Review

LCIF receives and reviews the application. There may be follow up questions or revisions required. The decision of the LCIF Chairperson is communicated with the district governor/council chairperson and project committee.

Grant Disbursement

Grant funds for approved projects are sent to the District/Multiple District account to implement the project.

Project Implementation

Leos implement the project according to the approved plan of action in collaboration with Lions.

Reporting

Leos should work with the district or multiple district to complete and submit a final report on the project outcomes. Reports should be submitted to LCIF at LCIFLeogrants@lionsclubs.org.

APPLICATION CHECKLIST

Before submitting your Leo Service grant application, please take a moment to review this checklist to ensure that your application is complete and ready to be sent to LCIF.

- ✓ All questions have been answered in detail.
- ✓ Meeting minutes of the district cabinet (for district-level applications) or multiple district council meeting (for multiple district level applications) are included.
- ✓ Signature endorsement of the current district governor (for district level applications) or the current multiple district council chairperson (for multiple district level applications) is included.
- ✓ Pro forma invoices are included with the project budget
- ✓ You have retained a copy of the entire application for your records, prior to submission to LCIF.

APPLICATION SUBMISSION

Applications must be submitted directly to the LCIF New and Emerging Initiatives Department. Applications submitted through other departments may cause a delay in the review process.

The completed application and required supporting documentation can be submitted to LCIF in hard copy or electronic copy. However, electronic submissions are preferred. Please only send one copy. If sending by regular mail, please mail via a reliable courier service (i.e. DHL, FedEx, other). This ensures that the document can be traced if lost in transit.

Lions Clubs International Foundation
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Website: www.lcif.org



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