



## Membership Development Grant Information

**Where there's a need, there's a Lion – when our membership grows, our communities grow.  
Our service strengthens. Our future brightens.**

### GENERAL INFORMATION

To help support membership recruitment and new club development the LCI Membership Development Committee offers Membership Development Grants on a competitive basis. These grants are meant to help regions capture new markets, particularly where membership has been declining.

To ensure global representation, Lions Clubs International has allocated the following amounts for each Constitutional Area, based upon membership size.

Constitutional Area	Amount Available for the Lion Year
CA I	\$30,000
CA II	\$12,500
CA III	\$20,000
CA IV	\$20,000
CA V	\$10,000
CA VI	\$25,000
CA VII	\$12,500
CA VIII	\$10,000

### APPLICATION REQUIREMENTS

Grant applications may be submitted by one or more districts that have the ability to reach the chosen target market **OR** by a multiple district. Grant applications are reviewed on an ongoing basis starting July 1 and until the March/April Board of Directors Meeting or until all funds are exhausted. Grant applications that are received after the March/April Board Meeting will not be accepted for the current year.

### ALLOCATION AMOUNTS

The total amount allocated to each Multiple District (including individually awarded district grants) cannot exceed \$9,000.

- **Districts** are eligible to request a maximum of \$1,500 US at a time in Membership Development Grant funds. Once a district uses their allocated \$1,500 US and achieves their membership development goals, if there is more money available, they may request additional funds in \$1,500 US increments for a maximum of \$4,500 US per district per LY.
- **Multiple Districts** are eligible to request a maximum of \$4,500 US at a time in Membership Development Grant funds. Once a multiple district uses their first allocated \$4,500 US and achieves their membership development goals if there is more money available, they could request an additional \$4,500 US for a maximum of \$9,000 per multiple district per LY.
- **Districts and Multiple Districts** are encouraged to work together. Any funding allocated to a district would count toward the amount a multiple district is eligible to receive. Districts within a multiple would not be able to exceed \$9,000 US per LY.
- **Districts and Multiple Districts** may not have multiple active Membership Development Grants at the same time.

## COMPLETING THE APPLICATION

Applicants must provide complete and detailed information to ensure the project reaches, engages, and supports the specified target market. Priority will be given to districts that have set substantial and attainable goals for new club formation and membership growth. **All applications must include a completed action plan, a completed budget, and be signed by the grant administrator and two other Lion Leaders.** Grants are not necessarily awarded on a first come, first serve basis but rather on the merit of the outlined plan.

## GRANT GOALS

Below are the minimum grant requirements. When deciding on your membership grant goals keep in mind that grants are awarded on the merit of the outlined plan.

- District grant goals have a minimum requirement of 1 new club, 20 new charter members and 30 new members.
- Multiple district grant goals have a minimum requirement of 4 new clubs, 80 new charter members and 100 new members.
- Leo and Cub members/clubs do not count towards grant goals.

## ACTION PLAN

The [Action Plan](#) should detail the specific types of activities, resources, and tools that will be utilized to help attract potential new Lions club members.

Requirements when completing the action plan:

- Each action step must be related to increasing membership.
- Each action step must be written as a S.M.A.R.T. goal.
- The “Responsible Party” must be the name of the lead person responsible for the action step.
- The begin date must be after the grant approval date. (Check with your GAT specialist for dates.)
- For districts at least 1 action step must have a due date within the first 3 months of the grant approval.
- For multiple districts at least 2 action steps must have a due date within the first 3 months of the grant approval.
- Please refer to the [Action Plan Example](#) when you complete this form.

## BUDGET

A completed budget must be submitted with the grant application for approval. The budget should include a list of expenses that will be incurred during the membership events. This is a 25% matching grant so you must include in the budget where your district/multiple district will secure the 25% match funds. Once the grant is approved by the Membership Development Committee (MDC) any revisions made to the approved budget will need to be sent to the MDC to be approved prior to submitting the expense report. Expenses incurred by any changes not pre-approved by the MDC or any expenses not listed in the approved budget will not be reimbursed. Please refer to the [Membership Grant Budget Form](#) for more information. (Grants cannot be used to pay LCI membership fees and dues.)

## REIMBURSEMENT CRITERIA

Once approved, the grant activity must be conducted within the same Lion Year (July 1 – June 15) to be qualified for reimbursement. The last date for reimbursements is June 15 of the same Lion Year (LY). All reimbursement forms must be completed and submitted to LCI no later than June 15 within the same LY.

**NEW: Grant funds will only be reimbursed if a minimum of 50% of the approved goals are met and a minimum of 1 new club must be chartered.**

Once you have met the minimum requirements of your grant you should submit the following **completed** forms:

- [General Expense Claim Form](#)
- [Mileage Expense Claim Form](#) (if applicable)
- [New Club Charter Validation Form](#)
- [New Member Validation Form](#)
- [Membership Grant Progress Form](#)
- A sign-in sheet for each event

## GENERAL EXPENSE CLAIM FORM

Expenses included on this form are anything on your approved grant budget except mileage.

To be eligible for reimbursed for these items you need to provide the following:

- A **completed** 'Membership Development Grant Expense Claim Form'.
  - A detailed original receipt or original invoice MUST accompany each expense listed on the claim form.
    - If you do not have a receipt or invoice the expense will NOT be reimbursed.
    - Please refer to the [General Expense Claim Form Example](#) when you complete this form.

## MILEAGE EXPENSE CLAIM FORM (This is only used if personal vehicles are used to travel to and from events.)

If the approved grant budget included mileage, then you need to provide the following:

- Completed 'Membership Development Grant Mileage Claim Form'.
  - Starting & Ending Locations should be the Lions home address and the event location address.
  - Make sure to mark if the distance traveled is in miles or km.
  - Do not calculate the mileage. LCI staff will calculate and convert total to the correct currency.
  - Please refer to the [Mileage Expense Claim Form Example](#) when you complete this form.

## APPLICATION REVIEW PROCESS

All applications will receive a preliminary review by the Membership Development Division and the appropriate GAT Specialist before presentation to the Membership Development Committee. The purpose of the review is to ensure the application is complete, minimum requirements are met and adequate information is provided for the committee's evaluation.

Staff may contact the applicant(s) to obtain additional information and to discuss the membership opportunity. Once all requirements are met, the application will be evaluated by the Membership Development Committee for final approval on an ongoing basis.

## PROGRESS CHECK-IN

The GAT Specialists will be checking-in with the grant administrator on an ongoing basis until the grant is completed. The first scheduled check-in will be approximately 90-days after the grant is approved. At this time the first action item should be completed and the specialist will ask the grant administrator to complete a [progress report](#). **If the first action item is not complete and no progress has been made, the MDC reserves the right to withdraw funds and reallocate to another applicant.**

## FINAL CHECK-IN

Once the grant is completed or on June 15 (which ever comes first) the specialist will check-in with the grant administration to make sure the final expenses are submitted and the [Final Report](#) is completed.

Once the grant is closed if there is more money available, the GAT Specialist will notify the grant administrator that the district/multiple district may complete a new grant application to receive additional funds.

## GRANT SUBMISSION

All grant forms MUST be submitted by email to [MEMBERSHIPGRANTS@LIONSCLUBS.ORG](mailto:MEMBERSHIPGRANTS@LIONSCLUBS.ORG)

Questions about grants should be addressed to the GAT Specialists using the following email addresses:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <a href="mailto:GAT.CA1@LIONSCLUBS.ORG">GAT.CA1@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA2@LIONSCLUBS.ORG">GAT.CA2@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA3@LIONSCLUBS.ORG">GAT.CA3@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA4@LIONSCLUBS.ORG">GAT.CA4@LIONSCLUBS.ORG</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="mailto:GAT.CA5@LIONSCLUBS.ORG">GAT.CA5@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA6@LIONSCLUBS.ORG">GAT.CA6@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA7@LIONSCLUBS.ORG">GAT.CA7@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA8@LIONSCLUBS.ORG">GAT.CA8@LIONSCLUBS.ORG</a></li> </ul> |
|--|--|