



District 49A Foundation, Inc.
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How to Apply for A District 49A Lions Foundation, Inc. Emergency Disaster Grant

Key Elements

- Address basic human needs created by a natural disaster
- Supports efforts too large for one club to undertake alone
- Involves Lions hands-on
- Gives Lions identity to the project
- Raises significant funds from local clubs

What is a District 49A Lions Foundation Emergency Disaster Grant?

An emergency disaster grant is a category of funding available to Lions Clubs throughout District 49A. An application must originate from a Lions Club in good standing in District 49A. Emergency disaster grants are approved to fund basic human needs in the wake of a natural disaster. To qualify, the project must serve many people and extend beyond the scope of the applying club. One element present in all approved grants is the commitment of local lions who initiate the project. Individual lions invest many hours of time in fundraising, planning and volunteering. Such support greatly extends a projects impact, making it possible to help more people than otherwise would be possible.

Typical uses for the funds would include purchasing food, clothing, firewood, fuel oil and shelter. Funds could be used to provide safe drinking water or temporary sanitation facilities. The club could set up a voucher system where they would issue vouchers to individuals to be used in a certain grocery store.

Step 1: Local Club Support

All emergency assistance grants must have the endorsement of the sponsoring club. The club president must certify the significance of the need addressed by the project. The project must have the full support of the club, including financial support before the application is submitted.

What is meant by club financial support? The financial support of the club usually involves a fundraising initiative by the club supporting the project. Not all the local funding needs to be collected at the time a grant application is submitted. Clubs can include in their budget a combination of collected, pledged and anticipated sources of funds.

Step 2: Submitting the Application

The Emergency Disaster Grant Application Form must be completed including all requested additional information. The application must be signed by the club president who will act as the grant administrator. Some of the other needed documentation for submitting with the completed application would include the following:

- Copy of club minutes where project was approved
- A description of the project including how the objectives will be met
- A project schedule
- A detailed project budget
- A description of Lions involvement and how Lions identity will be given to the project.

When it is determined that an application will be submitted for an emergency disaster grant the Club President should contact the Foundation President. The Club President should describe the nature of the problem to the Foundation President, who will poll the Executive Committee for approval or denial of the request. Upon approval a check will be sent to the Club President, so that basic human needs can be met.

Step 3: Receipt of Application

After Executive Committee approval the application must be filled out and sent to the Foundation within 7 working days. The Foundation Board of Directors will review the application at the next scheduled meeting of the foundation to ratify the action of the Executive Committee.

Step 4: Approval of Grant Application

If a grant is approved, the club president will be advised by letter or email. Included with the communication will be a final reporting form. The club president in office at the time a grant is approved will be the grant administrator. The grant administrator is responsible for disbursing and accounting for grant funds. If a project is carried over into the next fiscal year, the grant administrator will remain in effect.

Step 5: Club Reporting

The grant administrator must send a final report to the District 49A Lions Foundation, Inc. at the completion of the project. A report form will be provided to the grant administrator at the time of approval. The final report should include photographs, newspaper clippings and other documentation of the completed work. A club is again eligible to receive a grant once the existing grant is closed.