



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

Key Elements

- Supports efforts too large for one club to undertake alone
- Provides long term benefits
- Involves Lions hands-on
- Gives Lions identity to the project
- Raises significant funds from local clubs

What is a District 49A Lions Foundation Humanitarian Grant?

A humanitarian 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. Humanitarian grants are approved for large-scale lions projects that address humanitarian needs. 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 projects include the development of a sight related project, low vision clinics, camps for disabled children, photo-screening projects, purchase of emergency equipment & purchase of needed medical equipment. Finally Humanitarian Grants are available to expand the services for disabled & visually impaired persons.

Step 1: Local Club Support

All Humanitarian 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.

The Humanitarian 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.

To be placed on the agenda for a board meeting, an application must be received in completed form 30 days prior to the meeting.

Step 3: Receipt of Application

A brief letter of acknowledgment will be sent to all applications. If additional information or revisions are needed after board review, the applicant will be notified. Applicant failing to respond to a request for additional information in 120 days will be notified that the application will be withdrawn unless a response is received within 60 days of the notice.

Step 4: Approval of Grant Application

If a grant is approved, the club president will be advised by letter. Included with the letter 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.