

Hawai'i Lions Foundation Grant in Aid



GRANT-IN-AID REQUEST - Criteria & Application

The primary purpose of this program is to provide financial support beyond the means of Lions Clubs of District 50 to better address sight, hearing and other humanitarian efforts in their communities, as outlined by Lions International. Only District 50 Regions, Zones or Lions Clubs may apply for a HLF Grant-in-Aid.

DEADLINES

APPLICATION DEADLINE:

All applications will be considered on a first-come-first-served basis. The Grant-in-Aid Committee will review all grant applications and present their recommendations to the Hawai'i Lions Foundation (HLF) Board of Trustees for approval. The Grant-in-Aid Committee will notify applicants within 45 days of receipt of their application whether or not their request was approved by the HLF Board of Trustees.

COMPLETION DEADLINE:

The project must be completed at least 30 days prior to the last cabinet meeting of the fiscal year. The final project report must be submitted to the Grants-in-Aid Committee at least 15 days prior to the last cabinet meeting of the fiscal year. Any unexpended funds must be returned to HLF.

CRITERIA

- Grants are limited to a minimum of \$1,000.00 and a maximum of \$3,000.00 per application per fiscal year.
- Hawaii Lions Clubs may only be awarded 1 (one) Grant per fiscal year.
- Exceptions may be reviewed on a case by case basis.
- The number of Grants awarded is limited only by the annual program cap of \$10,000
- All Grant-in-Aid applications will be considered on a first come, first served basis.



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PROJECT REQUIREMENTS:

THE PROPOSED PROJECT MUST:

- Fall within the 8 Global Causes of Lions International (Vision, Diabetes, Hunger, Childhood Cancer, Environment, Humanitarian, Youth, Disaster Relief).
- Have significant hands on participation by District 50 Hawaii Lions and/or Leos.
- Address a demonstrated need in the community.
- Have measurable outcomes.

FUNDS MAY NOT BE USED FOR:

- Ongoing expenses or recurring fees of existing projects
- Purchase of equipment
- Reimbursement for items or equipment previously purchased
- Donations to other organizations or individuals
- Club fundraising projects
- Consulting services
- Deficit financing
- Speaker fees
- Scholarships
- Stipends for Lion members
- Venue fees
- Food for volunteers

Partnerships with other Lions Clubs, non-profit agencies, service clubs and public/private programs are encouraged.

Projects funded with an HLF Grant In Aid shall be clearly identified as being made possible by HLF through appropriate recognition, signs and public relations activities.



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ORGANIZATION INFORMATION

Name:	
Address:	
Phone:	FAX:

CONTACT INFORMATION

Name:	
Address:	
Phone:	FAX:
Email:	

PROJECT SUMMARY AND AMOUNT

Project Title:	
Purpose/Benefit:	
Funding Amount:	
Start Date:	End Date:



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GRANT-IN-AID PROJECT REQUEST

I. Provide a brief description of the organization, its purpose, and signature projects completed.
II. State the purpose of the Grant-In-Aid the organization is applying for.
III. State the measurable goal and objective the organization intends to achieve.
IV. Who/how many will to be served/benefitted by this Grant-In-Aid project.
V. Timeline and actions to achieve the goal and objective of this Grant-In-Aid project.
VI. List follow up activities including how the project will be publicized.



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VII. State the administrative or management plan for the receipt of Grant-In-Aid funds, including controls for the expenditure of funds, key personnel and their responsibilities with regard to the project.

VIII. Evaluation Report:

- The organization agrees to provide a written evaluation report.
- The report shall summarize the outcome of its activities in its efforts to achieve its goals and objectives and include photos and copies of published articles, etc.
- The report shall be transmitted to the HLF Grant-in-Aid Committee within forty-five days after completion.



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PROJECT BUDGET

Specify expenses for the Grant-in-Aid funds; include other sources of funds or in-kind contributions that will be provided to help achieve the purpose/benefit of the project. Please detail income and expenses that make it necessary to seek a Grant-in-Aid.

Income Source	Amount	Expense Description	Amount
Grant request (75% of total project cost)			
Lions/Leos (25% of total project cost)			
Other			
TOTAL			

Project Budget Notes:

- The 25% matching funds may only be in the form of cash contributions. In-kind donations, whether labor or materials from Lions and/or partners will strengthen the proposal and should be highlighted in the project description, but such in-kind support may not be included in the budget as part of the matching funds toward the Grant. Additionally, matching funds must represent cash available or pledged for the current project being proposed.
- The project being asked to be funded should not have commenced. Significant project expense payments or deposits should not be made prior to HLF 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.



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Application Endorsement (attach minutes showing Region/Zone/Club approval of the project and Grant-in-Aid application):

Signature *(Person Responsible For Project)*

_____/____/_____
Print Name Date

Telephone Number/Email

Signature *(President/Chairman)*

_____/____/_____
Print Name Date

Telephone Number/Email

Property Owner Agreement/Endorsement (property owner if proposed project is to be completed on private property and becomes part of the property when completed):

I, the undersigned, hereby give permission for the Lions to complete the proposed project on my property at _____. I further release each and all of the project participants from, and waive any and all claims, liabilities, damages and expenses incurred, including, without limitation, for bodily injury and property damage, arising out of or relating to the proposed project.

Additionally, I grant permission to have myself and my property photographed/videoed in connection with the proposed project by the Lions. I understand that such photographs/videos may be used by the Lions or television, film, video, visual, graphic or printed media including the internet.

I, the undersigned, have read the "Property Owner Agreement/Endorsement" and agree to the statement.

Signature

Date

Print Name

Telephone Number/Email



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