



COLORADO LIONS FOUNDATION

Standard Grant Criteria & Regulations



Purpose:

Many people throughout Colorado lack access to items and services that many of us take for granted. Through the Colorado Lions Foundation Standard procedures, communities can gain access to education, technology, health care, safe places for children to play and many other life-changing improvements. Standard grants involve identifying what is needed most for a community, and making it a life-changing reality.

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This program is available to clubs and organizations (Lions Camp) within the State of Colorado. Standard grants for humanitarian projects are the most common type of grant awarded by CLF. Projects must serve the people and be beyond the scope of traditional club fundraising activities. Standard grants generally provide capital funding for equipment and infrastructure needs. Typical projects include the Colorado Lions Camp, hospices, Community parks, blind and disabled centers, eye clinics. Projects that will serve people and the communities we Lions live in.

Mission Statement & Funding Priorities

Standard CLF Grants can provide matching funds for capital funding to help establish or expand Lions-initiated service projects that address critical and diverse human & social needs around the state. All grant proposals should meet one or more CLF traditional funding concerns: humanitarian services, aid for people who are blind and disabled, and the Colorado Lion's Camp.

Humanitarian

Eligible Projects

Projects seeking CLF funding shall have a strong Lions identity and ongoing involvement by local Lions. Priority is given to projects in which Lions provide volunteer services, have a track record of previous support, and a clearly identifiable role in helping administer the project and/or institution involved. Funding priority by CLF is given to projects serving the neediest sectors of society and demonstrating financial need. The Lions should provide volunteer services, have a track record of previous support, and a clearly identifiable role in helping administer the project.

Non-Eligible Projects

Projects to benefit one individual, or situations more appropriately funded by the government or other institutions are not eligible. A project to provide operating or administrative expenses alone and \ or intended to repay loans or establish reserve funds or endowment are not eligible. Scientific research, construction of residential housing, purchasing of land or buildings like Community centers/multi -



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purpose facilities, lions club meeting facilities, salaries, stipends, scholarships, or honorariums. Lions must insure there are no apparent conflicts of interest by any lion or their families.

Lions Organizations applying for a Standard grant should provide the following information on their project services Each grant application is judged solely on its own merit and the degree to which it meets the criteria and the humanitarian funding priorities of CLF as established by the Board of Trustees

PROJECT DESCRIPTION

Projects that seek CLF funding must have a strong Lions identity and ongoing involvement by local Lions and will be made for a onetime need.

The applicant Lions club/organization (here after “Club”) must make a significant financial commitment to the project. While the club involved may not be able to contribute equal amounts in local matching funding. at least half of the local matching funds must be secured and/or raised by the Lions submitting the grant application. These funds may be from other sources. Local matching funds must represent cash available or pledged for the current project. The local matching funds may only be in the form of cash. In-kind donations, whether land, labor or materials will strengthen the proposal and should be highlighted in the project write up.

Grant applicants must submit their project proposals using the CLF application format in its entirety and signed by the Club President (See below). Incomplete applications or proposals in other formats will not be considered. Applications submitted must be signed by the Club President or Chairman or Trustee President. The proposal should provide a copy of the minutes where the project was approved by the club. For Clubs, the President must sign the application.

Standard Grant Application Format

Guidelines

If the proposal meets the CLF Standard Grant Criteria and Regulations an application should be submitted. Each of the questions outlined below must be completed before the CLF Board of Trustees can consider the application. If answering on separate pages, please indicate the question by its corresponding number.

Once completed and signed by the authorized officer please submit the application, including all documentation to the Colorado Lions Foundation address. It is suggested you work with your Districts CLF trustee and submit completed applications at least 14 days prior to a scheduled Board Meeting. If additional information is needed the CLF will request it to be supplied. This may hold up the approval



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of the grant. Notification will be sent via email or letter to the appropriated club representative when the application is received.

The proposals **MUST BE** formatted as below. No other format or presentation will be accepted.

Project Description

1. Date Submitted
2. Project Name
3. Amount of funds requested from CLF
4. Estimated number of people who will directly benefit from this project
5. Problem identification and project objectives. Please provide:
 - a. Description of the particular problems to be addressed
 - b. Detailed reasons & justifications for the project
 - c. Statement of the project's objectives and goals
6. Project strategy and plan of action Please provide:
 - a. Detailed plan of this project, indicating how the project's objectives will be reached.
 - b. If plans are to build a permanent structure, give a physical description of the facility and its contents, including dimensions, blueprints, photographs, construction cost estimates and price quotations for equipment.
 - c. Include a timetable for project implantation and completion.
 - d. If project has already commenced, please list progress to date and include photographs.
(Note: Expended funds cannot be considered as income for the project)
7. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance and administrative expenses. Provide a detailed five year financial plan outlining income and expenses.
8. Describe the geographical area and the communities that will be served, including socio-economic data.
9. Provide background information on, as well as supporting role of any other organizations participating in the project.
10. Provide contact information for the primary project coordinator including name, mailing address, telephone, fax and email address. Also list names and contact information for other individuals who should be copied on future correspondence regarding this application.



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Lions Identification and Involvement

1. Describe how Lions will be involved in the project and the plans for Lions' continuing participation after support from CLF has concluded. Include any history relating to Lions' involvement with this project.
2. Indicate how the project will be identified and promoted as a Lions-supported project.
3. Any publicity materials and media regarding the project should acknowledge the support and involvement of CLF and Lions.

Project Budget

1. Include an itemized budget for the entire project using a similar format as shown below, including the CLF grant amount requested.
2. Individually list all separate sources of monetary funding for this project.
3. Local matching funds must be in the form of cash contributions. Donated services and in-kind support for projects are welcome, but such support cannot be listed as an income source. The cost of land and existing buildings cannot be listed as an income source.
4. The expense side of the budget should show actual expenses and give an itemization of any large amounts.
5. Please include appropriate documentation for each item in the budget expense column.

<u>Income</u>		<u>Expenses</u>	
<u>Requested CLF Funds</u>	<u>\$ amount</u>	<u>Item #1</u>	<u>\$ amount</u>
<u>Other Sources</u>		<u>Item #2</u>	
<u>All other sources</u>			

For Lions Clubs:

1. President of the Club must sign the application
2. President of the Board, or the executive director of the Lions Organization, must sign the application.

Sample endorsement: (Current Lions Club president or Board/Executive Director's Endorsement

"This is to certify that I have reviewed the attached CLF Standard Grant Criteria Application. To the best of my knowledge the information submitted is accurate and the need exists as



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indicated. I endorse this proposal and will do everything in my power as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Colorado Lions Foundation.”

Club President's (President of the Board/Executive Director's) Name

Address

Phone

Fax

E-Mail

Signature

Date

Please send the completed application and all attachments to the Colorado Lions Foundation address below:



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GRANT APPROVAL

- A. You will receive an official award letter and grant agreement.
- B. Funds will be dispersed after signature by the President or Trustee and proof of matching funds are received. Applicants have six months from the date of approval to collect and secure their matching funding
- C. Approved Grants are made payable to the appropriate Lions Club, or Lions facility, i.e. Lions Camp, Kid sight, Eye bank, etc. It shall be his/her responsibility to disburse funds to the project and account to CLF grants funding. Approved grant funded projects shall be implemented in a reasonable timeframe and completed within two years from the date of the grant approval. Extensions may be considered on a case by case basis.
- D. The Club President in office will be designated as the grant administrator. He/she has the responsibility to work closely with the CLF to ensure the grant conditions are met, and that allocated funds have proper documentation
- E. The grantee should submit progress reports on a regular basis. Once all CLF funds are disbursed and the project complete, a final report must be submitted to CLF. The final report should provide a narrative on the project success and public relations information. Approved grant funded projects shall be implemented in a reasonable timeframe and completed within two years from the date of the grant approval. Extensions may be considered on a case by case basis.