**Emergency and Disaster Recovery Grants Criteria and Procedures.**

**Guide for applying Clubs /Districts**

There are two grants available to assist individuals, families and local communities impacted by one-off and larger incidents. Each Grant criteria is different and the criteria for applying must be followed. This initial contact can be made through the District ALF Chairperson, State ALF Director or District Executive who would refer the application directly to the ALF Disaster Grants Chairman.

Applications for all of the above Grants will be forwarded direct to the Foundation’s Disaster Grants Chairman through your ALF District Chairperson who will review and onforward and seek consideration of the Directors.

If Districts run a separate appeal in support of their local disaster impact areas, ALF will provide funding of grants only when District appeal funds have been disbursed.

**Emergency Grant**

Any Lions Club or District may apply for an Emergency Grant. Prior to making an application, a responsible Lion should interview the intended recipients to assess their needs. This grant is available for one-off need incidents impacting individuals or family situations.

When applying for an Emergency Grant the following information must be appended to the application form which already contains specific and necessary information.

* The nature and location of the Emergency incident
* Number of individuals or family impacted
* The purpose for which the money is required.eg (in case of an Emergency grant the needs are for immediate support to assist with Vouchers for food, clothing, personal and/or household needs, whitegoods, kitchen and home needs etc). Each situation may be different.
* Is any other support being provided by the Club or District to the individuals or family for which this application is being requested.
* Completion of the Emergency/Disaster Recovery Grant Checklist is to be completed and provided to support the application.

Funding support is to be provided by the managing Club or District through the provision of vouchers at local stores, debit cards, via store accounts established or vouchers produced by the managing club redeemable on presentation by respective stores etc. CASH is not to be provided to recipients.

Emergency Grant Funding is made available on the basis of $1500 per adult and $500 per child for the family affected.

Every effort is made to get Emergency Grant funding to the persons affected through the applicant club within 24 hours. The Club's help is pivotal in achieving this goal.

**Disaster Recovery Grants**

As the name specifies, this grant is available to Districts for areas that have been impacted by a Disaster and help needed to assist with recovery / restoration / rehabilitation efforts.

When such disasters occur, Local, State and Federal Government and their agencies usually provide immediate relief to impacted individuals and families of payments through Centrelink or authorised agencies. Where this does not happen, due to the nature or severity of the incident, the Foundation may consider providing some immediate relief which would be in the form similar to that of Emergency Grants. These will be considered at the time. Grants are provided to individuals or families but not for business related items, purely for personal/family needs.

Districts are to complete the Disaster Recovery Grant Application form which includes specific and necessary information. The following additional information should be appended to the application to allow Directors to review and consider the grant funding requested. Some Districts have established Disaster Committee functions which have the authority of the District to act. Applications can be received on the same basis from these designated Committees

* The intended Disaster Recovery area
* Number of individuals/families to be assisted
* Assess the needs of the specific area or individuals as not all needs will be the same.
* The purpose for which the grant funding is to be used.( Detail the nature of the funding and costings to support the Grant application amount. Support is to replace essential items that have been identified through the interview / discussion process. Single items will be considered for replacement such as bedding, clothing, linen, whitegoods and kitchen needs etc. Discretion will always be considered on an individual basis. (Refer appended listing for eligible items able to be considered)
* Who will be the responsible Lion/Club/District officer for administering the Grant Funding disbursement and Accountability
* Is the District or Club already supporting this incident with existing own funds
* Completion of the Emergency/Disaster Recovery Checklist is to be completed and provided to support the application.

Funding support is to be provided by the designated managing Club, District or Disaster Committee through the provision of vouchers at local stores, debit cards, via store accounts established or vouchers produced by the managing club redeemable on presentation by respective stores etc. CASH is not to be provided to recipients.

All managing Clubs or Districts are required to complete an Accountability Form on disbursement of grant funding to enable the Foundation to meet its legislative and compliance reporting.

**NSW Areas impacted by Flooding – UPDATE TO PROCEDURE April 2022**

The NSW Government has announced a special disaster relief grant through Services NSW and Resilience NSW for all residents impacted in declared LG areas (Ballina, Byron, Clarence Valley, Kyogle, Hawkesbury, Lismore, Richmond Valley, Tweed).. The Grant named the “BACK HOME GRANT” applies to those whose primary residence have been damaged or destroyed, they are un-insured and are a low-income household.

The Grant provides funding for replacement of essential household items, immediate needs as determined. This grant of up to $20,000 now covers all that ALF would provide as an immediate support. It does not cover community recovery infrastructure matters.

Lions Clubs have been asked to continue to support in the same ways and be a contact point for NSW Resilience for the support and provision of needs. NSW Resilience have implemented a “GIVE-IT” program which covers the supply of many requirements for household needs either donated or new that will be supplied to applicants. <https://www.service.nsw.gov.au/floods/get-notified-about-flood-recovery-back-home-grant>. Clubs may register to be included in the GIVIT Program as well and be able to lodge requests for support of individuals. If Clubs are receiving requests connected with the Grant Program, please let the Foundation know and we will be able to advise our contact within NSW Resilience who will be able to work with you as the local club.

Lions Clubs in NSW who are in impacted areas and receiving inquiries should now be able to advise of the recent Government support available and what can be done. Where immediate requests do not fall within this support or for non-declared areas, applications will still be made to the Foundation for assessment. These options only apply to NSW areas and for the current flood situation at this time.

All other situations requiring assistance will follow the normal process and submission to the Foundation.

**Eligible Items for consideration for inclusion of a Disaster Recovery Grant**:

To assist applicant Clubs or Districts the following list of essential items may be included in your application.

* Replacement of whitegoods such as fridges, ovens, microwaves etc, washing machines
* Furniture including lounges, bedding, dining table and chairs,
* Kitchen items not included as above including utensils
* Linen, Manchester, bedding requirements
* Replacement items for children including uniforms, school books, technology as specified by schools as well as children with special needs.
* Other immediate needs not included by local or Federal Government support already applied for and received.

Ineligible items:

* Motor vehicles
* Sporting equipment
* Outdoor equipment and furniture including tools
* Business related equipment, furniture and technology including phones

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***For all grants listed above, the Foundation will review and consider each as a matter of urgency, but it is important that all requested information is provided to enable this to occur.***

***Directors will review the application and consider the grant amount requested. The Foundation may review and amend the grant amount requested based on available funding at the time and other available support mechanisms. All applications are considered in good faith and any additional external funding support available at the time of application will be will be considered.***

***Once a decision has been made, the Applicant District/Club will be advised of the grant approval or otherwise.***

***For approval, the grant funding will be transferred electronically to the nominated bank account of the District/Club.***

***On completion of the disbursement of funding of this grant, the District/Club is to provide the completed Accountability Form for the value of the grant within 30 days to enable the Foundation to meet its obligations. District or Club are to hold relevant supporting documents and receipts which the Foundation may need to call upon at a later date.***

**April 2022 F**