

## **ONLY MEMBERS OF AUSTRALIAN LIONS FOUNDATION LTD MAY RECEIVE GRANTS**

Only Lions Clubs & Districts within MD201 (and Lioness & Leo Clubs via their parent Club) may apply.

*\*Note: The initial contact for Emergency & Disaster Recovery Grants & Compassionate Grants is*

*Foundation Chairperson PID Tony Benbow OAM, email - [alf.chairman@lions.org.au](mailto:alf.chairman@lions.org.au)*

**\*\*But, all General Grant Applications, when complete and signed, should be emailed or sent to:-**

***The Grants Chairperson, PDG Ken Hallam, email - [alf.grants@lions.org.au](mailto:alf.grants@lions.org.au)***

**(Preferably, the Application Documents should be scanned to a single legible PDF file)**

***\*Always follow up your Application to ensure same has been received\****

**(Or mail to: PDG Ken Hallam, 18 Koree St, Cessnock NSW 2325)**

### **Instructions and Conditions for General Grant Applications**

**(\*\*Applicants should first contact their District ALF Chair who needs to endorse the Application\*\*)**

1. All Grant Applications must include a letter from the Applicant Club/District to ALF Ltd. giving full details of and explaining the need for the project, and also a letter from the Beneficiary, addressed to the Applicant Club (or District) advising the need and requesting assistance. Copies of other relevant supporting correspondence (eg. Medical Practitioner/Specialist /Medical Body or another source relevant to the particular project should also be included.
2. ALF LTD. Funding must be for specific items and not for general or central funds, AND copies of Quote(s) (inclusive of GST, unless GST exempt) or estimated costings, evidencing and equal to the "Total Cost of Project" (as shown on the Grant Application) must be included. Acceptable quote(s) costing is required before payment.
3. Projects for which support is sought must be community- based welfare projects. \*See below for list of items/projects which may not be considered for General Grant Applications.
4. Grants requested must not exceed the funds being contributed by or raised by the direct efforts of the Applicant Club/District and are limited (\$ for \$) to a maximum of \$15,000. Club labour nor "In Kind" contributions, and funds provided by the Beneficiary, cannot be included in the \$ for \$ calculation
5. The project must not commence prior to the Grant Application being submitted and approved by ALF LTD. Work commenced or money expended will normally be deemed commencement, however, preliminary planning/requests for funding shall not be deemed commencement.
6. Grants must be taken up within 12 months of approval. However, extension may be granted on application.
7. The Applicant Club (or District) is responsible for the proper and efficient administration of and accounting for all funds granted, and a "FINAL REPORT" containing an accounting for the funds expended, and copies of publicity and photographs of the project, are to be forwarded within 6 weeks of the completion of the project to the ALF LTD. Promotions Chairperson.
8. The completed project is to include signage acknowledging the Foundation's support.
9. Prior to lodgement your District ALF Chair must endorse the Application Form at the foot thereof where provided. (In his/her absence the DG or ZC or a District Executive may endorse, or, if circumstances dictate, support communicated by email may be accepted.

***ALL DECISIONS OF THE DIRECTORS ARE MADE IN GOOD FAITH AND ARE FINAL ANDBINDING***

#### **\*GENERAL GRANT EXCLUSIONS\***

***THE DIRECTORS WILL NOT CONSIDER THE FOLLOWING FOR GENERAL GRANTS: -***

- Club fundraising equipment or buildings (Provided that Lions community BBQs/Catering Trailers, and repairs/upgrades to Club Buildings and Facilities, may be considered where information is provided of substantial free of charge use and/or availability thereof for emergency/disaster/community services purposes.

- Playground equipment (except for “Soft-Fall”, Shade Covers, and special disability equipment may be considered).
- Commercial and Industrial Research. Purchase of land. Payment of Salaries or Interest.
- Projects that have already been commenced or are completed. Works commenced/funds expended will normally be deemed commencement, but preliminary planning/fundraising shall not be so deemed.
- Funding of Projects outside MD201.
- Fuel, fodder and fencing.
- Medical or any other Equipment which could give a commercial benefit to individuals or groups. Any project which may provide personal gain.
- Sponsorships or Scholarships. Bereavement Expenses. Monuments.
- Other Foundations.
- Funding must be for specific items and not for general or central funds.

**ALL DECISIONS OF THE DIRECTORS ARE MADE IN GOOD FAITH AND ARE FINAL AND BINDING**

\*See below the **Further Information Guide** for the further assistance of General Grant Applicants.

**FURTHER INFORMATION GUIDE FOR ALF GENERAL GRANT APPLICANTS**  
(AND FOR THE ASSISTANCE OF ALF DISTRICT CHAIRS)

TO AVOID DELAYS, AND PRIOR TO SIGNING AND SENDING ON AN ALF GENERAL GRANT APPLICATION: -

❖ **Peruse the ALF Website (Grants area), and the latest General Grant Application Form including the Checklist page (download Form from the ALF LTD. Website) and ensure that the proposed Project: -**

- ✓ Has not been commenced or completed prior to the Application being lodged with and approved by the Australian Lions Foundation Ltd (Note: in this regard, preliminary project planning and fundraising are not considered commencement, however, works commenced or expenditure of project funds prior to ALF approval will normally be deemed commencement);
- ✓ Is a community based welfare project that is within General Grant Guidelines; and
- ✓ Is not one that may not be considered by the Directors (as detailed in the website)
- ✓ If you think the Project may not be within ALF LTD. Guidelines you should contact your ALF District Chair, ALF State Director, or the ALF Grants Chairperson for clarification.

❖ **Peruse the Grant Application (inc. Checklist page) and ensure the following are correctly completed: -**

- ✓ Applicant’s details - Club Name, District, Postal Address, and Club Email address (in the places provided at the top of the Application); and
- ✓ (Item 1 on the Application) Name and Purpose of the Project is shown; and
- ✓ (Item 2) The number of people (approximate) that the Project will assist (if known).

❖ **Further peruse and ensure that: -**

- ✓ (Item 3) The amount shown as Total Cost of Project is supported by and **is equal to** the total of the supplier’s Quote (or Quotes) or costings which must accompany the Grant Application (and that the supplied Quote(s) include the GST payable or else confirmation if GST is not payable);
- ✓ (Item 4) Where the Funding being provided by or through the applicant Club or District (excluding the Grant requested from ALF LTD.) includes amounts from sources other than the Applicant Club (ie other Lions clubs or sources and/or other Non-Lions sources), ensure that all such other sources are itemized in the support documents, and that the respective totals of amounts from other Lions sources and from Non-Lion sources are separately shown in the places provided **vis OTHER SOURCES**. Note: All funding sources (other than the Applicant Club), **if not already received**, must be evidenced by written advice from the Source(s) confirming the approval or pledge of such funds **or that you have applied or intend to apply for same**.
- ✓ (Item 5) ALF Grant Funding Requested. ALF may Grant a matching amount (up to a maximum of \$15,000) calculated on a \$ for \$ basis, the funds provided by the Applicant Club (or District), and if the Club, in addition to its own funds, has itself actively sourced and gained approval/pledges for funds provided from other sources, then such other funds may be treated by ALF as funds provided by the Applicant Club and included in the \$ for \$ calculation for the Grant. Provided However, that club labour, “In Kind”, or funds provided by the Beneficiary of the project will not be eligible for inclusion in the \$ for \$ calculation.
- ✓ (Items 6/7) Project Commencement Date may be eg. “Upon Approval of ALF LTD. Grant”, or show a date, but

must not commence prior to, and should be completed within 12 months after, ALF LTD. approval. Any Grant "Approved in Principal", subject to conditions, should be taken up within 12 months of approval.

❖ **(Near the bottom of the Application) Ensure that: -**

- ✓ The Club Officer Name/Signature/Title, and the Project Chairpersons Name/Signature/Phone/Email, are all **clear and legible** and fully and correctly completed and signed by both parties, and the Application is dated.
- ✓ Details of the Applicant's Activities Account are provided (ie. Name of Account, Name of Bank, BSB Number, and Account Number). Grant Funds will be paid electronically to the Activities Account.
- ✓ ALF District Chair's Name and Signature must be endorsed at foot of the Application where provided, HOWEVER where it is not practical to obtain such signature to the Form, the ALF LTD. District Chair (or in his/ her absence, the DG, ZC or other District Executive) may notify the ALF Grants Chairperson by email (or mail) of his/her endorsement.

❖ **All Grant Applications must include the undermentioned support documents: -**

- ✓ A letter from the Applicant Club (or District) addressed to ALF LTD., giving full details of and explaining the need for the project;
- ✓ Where applicable a letter from the Beneficiary of the Project (or parent/guardian, if a child) addressed to the Applicant Club (or District), advising the need and requesting assistance from the Applicant Club (or District).
- ✓ Letter(s) in support from relevant persons, bodies or organizations confirming the "community benefit and need" (where applicable), or from Medical Practitioner(s)/Specialist(s) and/or other relevant Body supporting/confirming the medical need (where applicable).
- ✓ Quote(s) from the Supplier(s), including GST (or confirming GST exemption, if exempt). The \$ total of the Quote(s) supplied (including GST where applicable), or the costings provided, must be equal to the Total Project Cost as shown at item 3 on the Grant Application Form. (i.e. the sums must add up!)
- ✓ If funds are being provided from other sources (i.e. other than the Applicant), then a letter or email must be provided from each other funding source confirming the approval/pledge (unless the funds are already held).
- ✓ In cases where funds are being provided from multiple sources, and/or where the Total Project Cost includes multiple items and suppliers' quotes, then it will be helpful if Applicant provides, as a support document, a Funding Schedule which lists (and totals) all the funding sources, and all the supplier quotes. (Again, the sums must add up!)

❖ **Upon Grant being approved: -**

- ✓ An email advising Grant approval and the amount granted will be emailed by ALF Grants Chairperson to the Project Chair and to the Club, and will be copied to the District Governor, District ALF LTD. Chair, and also copied to the ALF Chairperson, and the ALF LTD. Treasurer, who will arrange payment of the Grant direct to the Applicant's Activities Account (as per details provided on Application Form).
- ✓ A formal hard copy letter will be posted by the ALF Grants Chairperson to the Applicant Club's postal address, confirming details of the Approval and enclosing ALF LTD. Decals for signage, and a Final Report Form, which must be properly completed and returned to the ALF LTD. Promotions Chairperson within 6 months of the completion of the Project, together with project photo(s) and copy of any publicity articles which acknowledge ALF's support of the project. Any surplus Grant funds must be refunded.
- ✓ The Applicant Club (or District) is responsible for the proper and efficient administration of and accounting for all funds granted. Any surplus grant funds, as identified in the Final Report, must be refunded to the Foundation.

**Still have questions? Contact your District ALF Chair, your State Director or the**

**Grants Chairperson**

PDG Ken Hallam

Grants Chairperson &

NSW State Director

Australian Lions Foundation Ltd.



