



Australian Lions Foundation

ABN 14 612 099 840

Application form - General Grant

see checklist overleaf

Name of applicant Club or District _____ District: _____

Address: _____

State: _____ Post code: _____

Club Email address: _____

1. Name of project: _____

2. Purpose of project:

**See general grant guidelines or [Australian Lions Foundation website](#) for list of excluded projects.*

3. Approximate number of people this project will assist (if known): _____

4. Total cost of project (as per included quotes/costings): \$ _____

5. Amount of funding club (or district) is providing or raising: \$ _____

6. Amount of grant requested from Australian Lions Foundation Ltd: \$ _____

Does the amount at item 4 include funds from other sources? Yes No

If yes, provide the following amounts:

Other Lions Organisations \$ _____

Non-Lions Organisations \$ _____

7. Date project will commence (*grant approval must predate project spending or work): _____

8. Anticipated project Finish Date: _____

9. Final report: Applicants must complete the "final report" form that is provided when the project is completed





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DECLARATION BY OFFICERS OF APPLICANT CLUB (OR DISTRICT)

We declare that we are authorised to take responsibility for the above project and we accept the conditions upon which the grant is provided, and within six (6) weeks of the completion of the project we shall complete and forward to the Australian Lions Foundation Ltd a full and comprehensive "final report" form, as required in item 7 of the general grants checklist.

Dated: _____

Responsible Officer: _____
name signature title
(President, Secretary or District Governor)

Project Chairperson: _____
name signature

Project Chairperson's phone number: _____
mobile number preferred

Bank account details (for direct payment of grant)			
Name of activities Account	Name of Bank	BSB	Account number

Note: Certification by ALF District Chairperson is required

I have reviewed this application, and to my knowledge the information submitted is accurate, and the need exists as indicated.

Signed: _____ District: _____ Date: _____
ALF District chairperson

Name:

Please review the guidelines before completing this application to avoid the delay in assessment





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APPLICATION CHECKLIST – GENERAL GRANTS

Please discuss with your ALF District Chairperson before completion

1. Mandatory items:

- Letter from applicant club Yes No
- If assisting an individual or group, letter from beneficiary to the grant applicant as specified in the guidelines. Yes No If not state reasons below

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- Supporting information from medical practitioners, Council, Member of Parliament etc. Yes No If not state reasons below

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- The funding requested is for a specific purpose and not general funds Yes No
 - Quotes are included Yes No
 - Supporting financial material equals the requested amount. Yes No
 - GST is included Yes No If not state reasons below

Note: In occasions where the beneficiary will claim the GST back GST may not be included.

- The project meets the core purpose of “community-based welfare projects” Yes No Explain below

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- The requested grant does not exceed \$15,000 Yes No
 - The matching contribution is at least 50% of the total cash contribution from Lions Yes No
If not state reasons

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- The project has not commenced Yes No
*The project must not be commenced prior to the grant application being submitted and approved by ALF. *work commenced or money expended will normally be deemed commencement, however preliminary planning/requests for funding shall not be deemed commencement.*

- The District ALF Chairperson has been consulted on the finished proposal
Yes No
If not state reasons below





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COMPLETION AND ACQUITTAL

1. The Applicant (club or district) is responsible for the proper and efficient administration of and accounting for all funds granted, and the final report containing a complete accounting for the funds.
2. Copies of publicity and project photographs, are to be completed and provided to the [ALF Promotions Chairperson](#) – alf.promotions@lions.org.au within 6 weeks of the project's completion. Please seek advice in advance regarding photography.
3. The completed project must include signage acknowledging the foundation's support. ALF Ltd decals, and a high resolution ALF Ltd logo file, shall be provided to assist with signage.

you should first contact your District ALF Chairperson before completing the grant application form -
**further information may also be obtained from your state director or the general grants chairperson **



