

# **AUSTRALIAN LIONS FOUNDATION GRANTS**

## **Emergency Grants**

**Applications for Emergency Grants should be made to the Foundation Chairman.** Applicants desiring funds from the Foundation should provide the following information:

- The nature of the Disaster.
- The purpose for which the money is required.
- The name of the Club, Clubs or District making the application.
- The amount required.
- Whether the applicant intends to attempt reimbursing the Fund at a future date (this not being an obligation).
- Details of the relevant Bank, Branch and its Address and BSB and the Account Name and Number.

The Foundation Chairman has authority to pay out up to \$10,000 without referral to other Trustees and will make applicant aware of the restraints on funding in so far as control must be maintained.

No matching funding shall be required for an Emergency Grants

## **Disaster Recovery Grants**

The Trustees recognise that after the immediate Disaster the need for food, clothing and blankets, medical supplies, temporary shelter etc. have been met, there will be a need for financial assistance for recovery / restoration / rehabilitation efforts.

Such Grants may be made notwithstanding the fact that an Emergency Grant has already been made. No

matching funding shall be required for a Disaster Recovery Grant.

## **Special Purpose Grants**

Special Purpose Grants are to provide help and assistance in all forms for community welfare on a National, State or District basis. Such Grants may have conditions imposed, as regards use of the funds and ultimate accountability, as are deemed necessary. No matching funding shall be required for a Special Purpose Grant.

## **Compassionate Grants**

Compassionate Grant is a Grant of funds to a person or families that are suffering financial hardship through illness or other necessitous circumstances judged worthy by the Trustees. Upon Application from a Lions, Lioness or Leo Club, or from Lions Clubs, Multiple District 201, or a District or Zone within MD201, for a Compassionate Grant, the Trustees may consider such application.

In the first instance the applicant should contact the "Chairman of the Australian Lions Foundation" explaining details of the circumstances.

## **Overseas Grants**

As a matter of policy in relation to overseas grant applications, the Foundation will not contemplate funding any project outside our own Multiple District unless it is with the cooperation of and assistance through AusAID and that the projects are identified as an Australian Government Appeal and supported by the Government.

# **ALF GENERAL GRANTS**

**ONLY MD201 LIONS, LIONESS, and LEO CLUBS and LIONS DISTRICTS MAY APPLY**

The initial contact for Emergency/Disaster Recovery and Compassionate Grants is  
Foundation Chairman PDG Glenn Herbert  
[alf.chairman@lions.org.au](mailto:alf.chairman@lions.org.au)

Send all General Grant Applications (when complete and signed by all parties) to the  
Grants Chairman PDG Ken Hallam  
18 Koree St, Cessnock NSW 2325  
[alf.grants@lions.org.au](mailto:alf.grants@lions.org.au)

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

**(Applicants should firstly contact their District ALF Chair)**

1. All Grant Applications must include a letter from the Applicant Club/District to ALF 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 other source relevant to the particular project should also be included.
2. ALF Funding must be for specific items and not for general or central funds, AND copies of Quote(s) (inclusive of GST, unless GST exempt), evidencing and equal to the "Total Cost of Project" shown on the Grant Application, must be included.
3. Projects for which support is sought must be community based welfare projects. \*And 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. Funds provided by the Beneficiary cannot be included in the \$ for \$ calculation
5. The project must not be commenced prior to the Grant Application being submitted and approved by ALF. However, preliminary planning/requests for funding shall not be deemed commencement.
6. Grants must be taken up within 12 months of approval. However, extension of time may be granted upon 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 a complete accounting for the funds, and copies of publicity and photographs of the project is to be forwarded within 6 weeks of the completion of the project to the ALF Grants Chairman
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 TRUSTEES ARE MADE IN GOOD FAITH AND ARE FINAL AND BINDING***

**\*GENERAL GRANT EXCLUSIONS\***

**THE TRUSTEES 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" and Shade Covers.
- Commercial and Industrial Research. Purchase of land. Payment of Salaries or Interest.
- Projects that have already been commenced or are completed (Provided that initial project planning and requests for funding shall not be deemed commencement).
- 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 TRUSTEES 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 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 (Note: in this regard preliminary project planning and requests for funding are not considered commencement, however, expenditure of project funds prior to ALF approval may 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 Trustees (as detailed in the website)*
- ✓ *If you think the Project may not be within ALF Guidelines you may contact your ALF District Chair, ALF State Trustee, or the ALF Grants Chairman for clarification.*

❖ ***Peruse the Grant Application (incl 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) 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) 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 itemised 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) 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 any 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 Grant", or show a date, but must not commence prior to, and should be completed within 12 months after, ALF 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 Chairman's Name/Signature/Phone/Email, are all 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 District Chair (or in his/ her absence, the DG, ZC or other District Executive) may notify the ALF Grants Chairman 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, giving full details of and explaining the need for the project;
- ✓ 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 organisations 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 or Quotes supplied, (including GST where applicable), must be equal to the Total Project Cost as shown at item 3 on the Grant Application Form. (ie. the sums must add up!)
- ✓ If funds are being provided from other sources (ie. other than the Applicant), then a letter or email must be provided from each other funding source confirming the approval or pledge of such funds.
- ✓ 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 documents, 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 Chairman to the Project Chair and to the Club, and will be copied to the District Governor, District ALF Chair, and also copied to the ALF Chairman, and the ALF 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 Chairman to the Applicant Club's postal address, confirming details of the Approval and enclosing ALF Decals for signage, and a Final Report Form, which Final Report must be properly completed and returned to the ALF Grants Chairman 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 Trustee** or the **Grants Chairman**  
PDG Ken Hallam  
Grants Chairman & NSW Trustee  
Australian Lions Foundation