

Grant Application Guidelines

- (a) Read these guidelines carefully and ensure all sections are completed correctly. An explanation must be included in the applicant's covering letter if compliance of any guideline is not full and complete. Contact your District Directors for advice on completing the application. Their details are in the current MD Directory.
- (b) Both ordinary and research grants are confined to funding assistance to eligible funds, authorities or institutions, and relating to projects of sight, medical and/or health issues. Grants cannot be paid to individuals.
- (c) A grant application for a project should be formally adopted by the club's Board of Directors and the form signed by any two (2) of the President, Secretary or Project Chairman, or failing them, two (2) members of the Board of Directors. Region and/or Zone Chairmen are to sign applications where applicable.
- (d) If a grant application is for funding towards the purchase of equipment, detailed fully itemised quotes from at least two (2) suppliers showing the GST EXCLUSIVE costs of each item are to be obtained and accompany the application. The Grantee funds any applicable GST component and is able to claim it back on their BAS. A separate written explanation must be given if two (2) independent quotes for each item of equipment are not provided.
- (e) The Foundations are a funding source of last resort. Consideration of a grant application will be hampered and may ultimately be refused unless evidence is provided showing genuine efforts having been made by the applicant to obtain funding from all other relevant sources, **including the club's resources, before submitting the application.** (Information and some other funding sources may be found at www.communitybuilders.nsw.gov.au).
- (f) Directors' meetings are held in March, August and November of each year. In order to be considered at the next meeting, completed grant application forms and all supporting documentation must be submitted to one of your Foundation Directors for their perusal and signature **by the fifteenth (15th) day of February, July or October at the latest, otherwise the application may be held over to the following meeting.** Grant applications should be lodged as early as possible. Grant requests of not more than \$3,000.00 GST exclusive need not wait for a Directors' meeting to be considered.
- (g) Lions, Lioness and Leo Club and District, Region and Zone grant applicants are expected to find at least 50 percent of the total GST exclusive cost of the project for which the grant application is being made. The maximum 'ordinary' grant that may be applied for is \$15,000.00 (GST exclusive).
- (h) A grant application towards a research project and/or equipment purchase may be made directly to the Foundation by an acceptable research institution. The application must be signed by the Director of the research institution and the person to head the research project. If possible, a Lions' member should also sign the application prior to a Foundation Director receiving it for their perusal and signature.
- (i) A full résumé by way of a covering letter from the applicant, club or institution must be attached to every grant application. The letter should include details of the circumstances which lead to the submission of the grant application, details of the investigation, and any other issues of importance. Copies of written confirmation of all successful funding sources and pledges towards the project must be forwarded with this form.
- (j) A grant application to fund building construction cannot be considered.
- (k) A grant application cannot be considered if the application is for reimbursement of any project that has commenced or has already been funded. Grants approved by the Foundation cannot be paid until the itemised Tax Invoices (or certified copies thereof) made out to the Grantee from the supplier of the goods or services have been received by the Foundation.
- (l) A grant approved by the Foundation Directors is subject to the condition that it is to be taken up within twelve (12) months from the date of approval, whereupon it will lapse. The applicant will have the right to re-apply and/or seek an extension of time. Any request for an extension of time must be in writing and include a full explanation which must be lodged prior to the approval lapsing.
- (m) Submission of a grant application should not be taken as an approval. Applicants will be informed in writing as to the decision of the Foundation's Directors.
- (n) If the application is for a research project, thirty (30) copies of details of the project must be included with the grant application for evaluation by an independent professional committee and distribution to the Foundation's Directors.
- (o) If a grant is approved for a research project, thirty (30) copies of an up-to-date progress report on the project must be forwarded to the Foundations' Secretary by the first (1st) day of March and August for distribution.
- (p) Applications not correctly submitted may not be considered until the guidelines are fully met. If you have any problems in submitting your Grant Application, contact one of your Foundation Directors for assistance. They are here to help.