

P r i n t

***Lions NSW-ACT Save Sight Foundation***

***ABN: 57 536 782 464***

***Lions Clubs NSW-ACT Public Health Care Foundation***

***ABN: 75 575 730 056***

***APPLICATION FOR GRANT***

*submitted by*

*Lions Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in District 201 N \_\_*

*Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Foundation Use Only***

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , have checked the grant application and attachments and [Director’s Name - Please Print]*

*believe that it meets all the criteria for the submission to be considered by the Directors of the Foundation.*

*Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*and*

*Dated: \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_*

*Date Forwarded by*

*Director to Foundation Secretary: \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_*

***Foundation Secretary’s Use Only***

***Grant Application Reference Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Received:*** *\_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_*

***Forwarded to Grant Secretary:*** *\_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_*

***Form Revised November 2023*** *Page 1 of 4*

***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 $5,000.00 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.*

*(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.*

***NOTE:*** *If an application is approved, it is to be understood that the insurance and ongoing maintenance of any item whatsoever that*

*may be purchased as a result of the financial assistance of the Foundations is the responsibility of the recipient. Any problem with an item so purchased should be pursued with the supplier.*

***Lions NSW-ACT Save Sight Foundation*** *and* ***Lions Clubs NSW-ACT Public Health Care Foundation***

***The Honorary Secretary***

***23 Siren Road***

***Port Macquarie, NSW 2444***

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***APPLICATION FOR GRANT***

***TO***

***LIONS NSW-ACT SAVE SIGHT FOUNDATION***

***OR***

***LIONS CLUBS NSW-ACT PUBLIC HEALTH CARE FOUNDATION***

***All questions must be completed for the Grant Application to be considered. Refer to the Guidelines on page 2.***

***This form should be viewed as a summary of the detailed supporting documentation accompanying the application.***

***NOTE: Any information or statement of a medical or technical nature must be verified in writing***

***by impartial and appropriately qualified professionals and copies attached to this form.***

***FORWARD COMPLETED GRANT APPLICATION TO ONE OF YOUR DISTRICT FOUNDATION DIRECTORS***

*From the Lions Club/Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Date:\_\_\_\_ /\_\_\_\_ /\_\_\_\_\_\_*

*Application for [item]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Summary of Project [refer to Guideline (i) on page 2]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***For Grants Other Than Research Grants***

*[refer to Guidelines (e), (d) and (g) on page 2]*

***1.*** ***Grant requested from the Foundation (maximum grant $15,000.00 GST exclusive)****:..................* ***$ \_\_\_\_\_\_\_\_\_\_\_\_***

***2.*** *Funding contributed by applicant Club/Zone/Region/District [refer to Guidelines (e) & (g) on page 2]:.. $ \_\_\_\_\_\_\_\_\_\_\_\_*

***3.*** *Funding available from other sources [refer to Guideline (e) on page 2]: .............................................. $ \_\_\_\_\_\_\_\_\_\_\_\_*

***4.*** ***Total GST exclusive cost of the project*** *[as per the cheapest quote - refer to Guideline (d) on page 2]:............* ***$ \_\_\_\_\_\_\_\_\_\_\_\_***

***For Research Grants Only***

***1.*** *What is the term of the Research Project?............................................................................*

*\_\_\_\_\_\_\_\_\_\_\_\_\_*/

*[Years]* *[Months]*

***2.*** *Cost of wages included in application:.................................................................................* *$ \_\_\_\_\_\_\_\_\_\_\_\_\_*

***3.*** *Cost of equipment included in application (GST exclusive):................................................* *$ \_\_\_\_\_\_\_\_\_\_\_\_\_*

***4.*** ***Total GST Exclusive Cost of Research Project****: .................................................................* ***$ \_\_\_\_\_\_\_\_\_\_\_\_\_***

***LESS***

***5.*** *Funding by applicant Lions Club/Zone/Region/District* ***[refer to Guidelines (e) & (g) on page 2]****:.....* *$ \_\_\_\_\_\_\_\_\_\_\_\_\_*

***6.*** *Funding contributed from other sources* ***[refer to Guidelines (e) & (g) on page 2]****:............................* *$ \_\_\_\_\_\_\_\_\_\_\_\_\_*

***7.*** ***Grant requested from the Foundation (GST exclusive)****:....................................................* ***$ \_\_\_\_\_\_\_\_\_\_\_\_\_***

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***APPLICATION FOR GRANT (continued)***

*What other sources have been applied to for funding towards the project? [refer to Guidelines (e), (g) & (i) on page 2]: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What were the outcomes of funding applications to all the above other sources? [refer to Guidelines (e), (g) & (i) on page 2]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

|  |  |
| --- | --- |
| ***Grant Recipient’s Details (the “Grantee”)****[refer to Guidelines (b), (d), (k) & (m) on page 2]**The recipient of the grant cheque is a:****a****) Public Hospital------------------Yes/No- Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****b****) Health Authority-----------------Yes/No- Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****c****) Research Institution-------------Yes/No- Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**which is attached to the: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[Name of Hospital or University]****d****) Public Benevolent Institution--Yes/No- Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Australian Business Number*** *of Grant Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Please Note****:* ***The written consent of the Grantee to act and confirmation of their Deductible Gift Recipient (DGR) status and ABN must accompany this form****. Delays may occur with processing the payment of the grant if the* ***Grantee’s*** *details are* ***not*** *included, as* ***the Foundations can only make payments to eligible entities that have DGR endorsement*** *from the Australian Taxation Office. The Grantee’s DGR status and legal name can be checked on the Australian Business Register’s Internet site, www.abr.business.gov.au .* |  |
| ***Applicant’s Signatures & Contact Details****[refer to Guidelines (c) and (i) on page 2]****Have you included copies of all the documentation required as set out in the Grant Application Guidelines on page 2?****Project Chairman’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone:(B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (F) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s Contact E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project adopted at the Club Board of Directors Meeting held on: \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_* |
| *President’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (B) \_\_\_\_\_\_\_\_\_\_\_\_(H)\_\_\_\_\_\_\_\_\_\_\_\_ (F) \_\_\_\_\_\_\_\_\_\_\_\_\_* | *Secretary’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (B) \_\_\_\_\_\_\_\_\_\_\_\_\_(H)\_\_\_\_\_\_\_\_\_\_\_\_ (F) \_\_\_\_\_\_\_\_\_\_* |

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