

How to Apply for an LCIF International Assistance Grant

What is the International Assistance Grant Program?

The International Assistance Grant (IAG) program enables Lions clubs in developed countries to partner with Lions clubs in lesser-developed regions on projects that make a real difference for communities in need. IAGs fund collaborative projects that provide direct and immediate services to the disadvantaged. In addition, the program supports projects that aid the blind or disabled.

Key Elements of an IAG Project:

- Addresses important humanitarian needs through international exchange
- Involves at least two Lions clubs or districts from different countries
- Serves a large or particularly needy population by providing long-term benefits
- Project is clearly identified as a Lions' activity
- At least 50 percent of project funding is raised through Lions or other sources
- Grant range is from US\$5,000 to US\$30,000

What is an IAG Project?

The scope of possible IAG projects is potentially limitless, considering the large number of communities served by Lions clubs in Eastern Europe, Africa, South Asia, Latin America and throughout the developing world. Potential projects include:

- **Water and sanitation projects** - digging wells in water-poor countries, developing latrines/sanitation systems
- **Strengthening health care services** - eye care missions, training of village health care personnel, providing health centers with essential equipment, launching needed medical services such as kidney dialysis units
- **Rural development** - agricultural and food production training, economic development projects that establish vocational opportunities
- **Education and literacy** - providing books and computers for low income schools, training teachers, literacy campaigns, vocational training
- **Aid for the disabled** - developing rehabilitative services in underserved communities, establishing prosthetic limb centers and wheelchair banks, establishing or improving independent living centers
- **Environmental protection** - planting trees/reforestation, plant life preservation
- **Supporting Lions medical missions and international eyeglass recycling efforts**



Projects or Activities Not Eligible for IAG Funding:

- Projects without strong Lions' identity or significant hands-on involvement
- Salaries and normal operating expenses for existing programs and institutes
- Capital construction projects
- Situations more appropriately funded by the government or other institutions
- Grants intended to repay loans or to establish reserve funds or endowments
- Projects that require funding only for shipping
- Projects that take place in developed countries



IAG Project Examples:

- The Holt Lions Club (District 11-C2, Michigan, USA) with the Lions Club Valmiera (District 127) conducted a four-day eye screening mission in Valmiera, Latvia, that provided vision screenings to 1,500 people and more than 800 pairs of eyeglasses.
- The Lions of District 334-E (Japan) conduct an annual dental mission to the Philippines, providing oral exams, extractions, cleanings, fillings, and education on oral hygiene to an average of 1,000 people.
- The Lions Club Roma Castel Sant'Angelo (District 108-L, Italy) provided a village in Benin, Africa with a water well, two latrines and basic hygiene training for more than 300 people. This project was coordinated locally by the Lions Club Cotonou Les Palmiers and Lions Club Cotonou Dauphin (District 403-A2).
- The Lions Club Mijas (District 116-B, Spain), with the local assistance of the Lions Club Miraflores Centro (District S-1, Bolivia), provided educational supplies, furniture and equipment to two low-income schools in Bolivia, enabling one of the schools to establish a small vocational training program in sewing and weaving for local women.

What are the steps to applying for an IAG?

Step 1: Getting Started

IAG projects involve a partnership between a *sponsoring* Lions district or club that raises funds and other support, and a *host* Lions district or club in the target country to handle logistics and oversight. Project ideas can be initiated by either a Lions club or district. Lions can find potential partners by using the club locator tool on www.lionsclubs.org to search for clubs by city, country and district.

Lions may work with non-governmental organizations and other agencies in the design and implementation of an IAG proposal, as they are often excellent sources of technical assistance and guidance. Collaboration of this nature, however, must feature prominent participation by Lions and plans for Lions' identification and recognition.



Step 2: District or Club Support

All applications must have the endorsement of a club president and district governor. The sponsoring club is responsible for raising funds to match the LCIF grant request, although the host club is encouraged to contribute financially as well. It is not necessary that all of the local funding be collected at the time the grant is submitted; however, LCIF will not release the grant funds until all monies are gathered. The budget can include a combination of collected, pledged and anticipated sources of funds. The local match should be in the form of cash. Donations-in-kind may not be counted as the local matching funding.

Step 3: Submitting an Application for Review

The sponsoring Lions are responsible for submitting the IAG application to LCIF for consideration, which must be completed and signed by the sponsoring Lions club president and district governor. It needs to include the project name, amount of funds requested, and the approximate number of people to be served. The project plan should concisely describe the problem to be addressed, the specific roles of the sponsoring and host Lions, and the project timeline. The host Lions club president and district governor will also need to sign the application. The role of the host Lions club should be clearly defined.

Grant applications are first reviewed by the LCIF Humanitarian Programs Department. The applicant is notified if additional information or revisions are needed. After the proposal is complete, it is summarized and presented for approval. Grant applications are presented in two ways depending on the amount requested:

Internal LCIF Committee

If the proposal seeks between US\$5,000 and US\$10,000, the proposal is evaluated by an internal LCIF committee headed by the LCIF chairperson. These proposals may be submitted throughout the year, at least eight weeks prior to the project commencement date.

LCIF Board of Trustees

Proposals seeking between US\$10,001 and US\$30,000 are reviewed three times a year by the LCIF Board of Trustees. These proposals must be submitted at least 60 days before the desired LCIF Board of Trustees Meeting. Contact LCIF for the dates of upcoming Board meetings.

Lions are encouraged to submit project applications well in advance of the proposal deadline, as late arrivals may not be reviewed in time for consideration at the desired Board of Trustees meeting. See the IAG Application for more details on proposal requirements and deadlines.

For additional information on the IAG program, please contact the LCIF Humanitarian Programs Department at International Headquarters.

SAMPLE INTERNATIONAL ASSISTANCE GRANT BUDGET

(Income must equal expenses)

Income		Expenses	
Sponsoring Lions Club or District (Collected)	US\$6,000	Airfare for Mission Team	US\$5,000
Mission Team Members (Collected and Pledged)	5,000	Medical Supplies (Breakdown of items provided)	2,500
Host Lions Club or District (Collected)	500	Various Equipment (Pro forma invoices provided)	17,500
Community Donations (Anticipated)	2,500		
Third-Party Organization (Collected)	1,000		
LCIF	10,000		
	<u>US\$25,000</u>		<u>US\$25,000</u>





EMERGENCY GRANT CRITERIA & APPLICATION

EMERGENCY GRANT PROGRAM OBJECTIVE: To provide immediate Emergency relief assistance to victims of natural disasters through the service work programs of International Lions Clubs globally. Emergency grants are available for relief aid in the wake of tornados, hurricanes, earthquakes, typhoons, monsoons, ice storms, wild fires, flooding caused by excessive rains, and similar natural disasters. Emergency grants are not eligible for drought, infestations, disease outbreaks, man-made disasters, political strife, or random acts of violence.

APPLICATION AND CRITERIA REQUIREMENTS: Emergency grants in amounts up to US\$10,000 is available to help Lions districts with the distribution of immediate relief aid to victims of serious natural disasters, where 100 or more people have been displaced or affected. The district governor must submit the request for an Emergency grant and provide specific details on the damages sustained within their district. Local clubs may not submit requests for Emergency grants. **LCIF should receive this request from the District Governor within 30 days of the disaster's occurrence.** Requests received after this 30-day time period is not eligible. Due to this 30-day submission deadline, it is recommended that requests be submitted via E-mail, fax or by phone. Mailing requests to LCIF may delay receipt of the application and is therefore not recommended.

Emergency grant funds are limited to the purchase of food, bottled water, clothing, blankets, medicine and cleaning supplies. Emergency grant funds may not be used to provide shelter, rebuild damaged facilities and homes or replace household and personal belongings lost as a result of the natural disaster. LCIF Standard grants up to US\$75,000 are available for long-term reconstruction and rehabilitation projects for vital public facilities damaged during a disaster.

EMERGENCY GRANTS CRITERIA:

1. The Chairperson of the LCIF Board of Trustees has approval authority for Emergency Grants for an amount up to US\$10,000. Such grants will be considered for situations evidenced by an urgent need for water, food, clothing, medical supplies, blankets, and cleaning supplies not available from other agencies. The district governor will provide a plan of action for a Lions-led relief effort involving local Lions, in distributing the LCIF-funded relief supplies.
2. An Emergency Grant request from any executive officer of LCI shall be given priority based upon his/her personal witness to a natural disaster. Such grants shall be subject to all other Emergency grant criteria.
3. An Emergency grant recipient shall be obligated, as soon as reasonably possible, to supply all information required under the usual grant application process as a condition of acceptance of an Emergency Grant.
4. LCIF shall not be a primary relief agency nor shall it seek to duplicate the work of such agencies in their efforts to meet immediate disaster needs, nor attempt to assume responsibilities of governments, insurance carriers or private efforts, except where flagrant and otherwise irremediable omission occur.
5. Emergency grants shall not be given or used to provide direct cash assistance to disaster victims. Numerous other agencies exist principally for that purpose and, in most cases; an emergency financial grant is not sufficient to effectively provide for the victim's needs.

6. Receipt of an Emergency grant will not necessarily preclude further application being made for matching under the Standard Grant Program for disaster reconstruction projects.
7. Emergency grant recipients are obligated to use grant funds for the original purpose intended within 30 days of receipt of the grant unless given an extension by LCIF. The grant must be used within this time period, immediately after which the district receiving the grant shall send LCIF any unused funds and a detailed grant report of how the funds were expended, along with appropriate receipts and supporting documentation. However outstanding final reports may delay the application process of subsequent requests.

DISASTER DETAILS: The district governor should answer the following questions in detail. It is important that as much information as possible is provided about the damages sustained within the district. A delay in providing this information will delay processing of the emergency grant request.

1. When and where did the disaster occur? (Specify cities, counties, villages, etc.)
2. What is the extent of the damage, deaths, and injuries? How many homes and families were affected?
3. What are the current relief efforts underway by the community, relief agencies and by the Lions?
4. What is the district's plan of action to purchase and distribute immediate relief aid such as food; clothing, blankets and bottled water, medical supplies and similar items with the LCIF Emergency grant funds?

When all information is received from the district governor and if it meets the Emergency grant criteria, the request is presented to the LCIF Chairperson for consideration. Emergency grants are issued upon the approval of the Foundation's Chairperson within the guidelines of the Emergency grant criteria. LCIF will not reimburse the Lions for money spent on relief efforts executed prior to approval being received from the LCIF Chairperson.

CERTIFICATION BY DISTRICT GOVERNOR:

This is to certify that I have reviewed the LCIF Emergency Grant Criteria. I endorse the need for an Emergency grant and will do everything in my power to assure proper and efficient administration of the Emergency grant funds to purchase and distribute only food, clothing, blankets and bottled water, cleaning supplies, medical supplies and similar items through a Lions relief program.

District _____ Nature of disaster _____

Date disaster occurred _____ Date of request _____

Signature _____ Address _____
 District Governor

City _____ State/Province/Country _____

Telephone Number _____ Fax Number _____

E-mail Address _____