

Frequently Asked Questions – LYF Grants

Q1. What types of projects are eligible for LYF grant funding?

A1. Youth projects newly created or recently established within the community (s) the club serves where Lions are actively involved with the youth. Projects where relatively large populations of youth can be involved starting with planning and completion of a project. When addressing an unmet humanitarian need in the community by Lions, Lionesses and Leo's, projects that serves a large number of people, including youth

Q2. What types of projects are ineligible?

A2. The LYF grant does not fund individual requests for assistance, administrative or operating expenses, reserve funds or funding to repay loans, reimbursement funding for completed projects, research or residential housing, to name a few. Refer to page 2 of the LYF grant application for additional projects that are ineligible.

Q3. Can a single club apply for a Standard grant?

A3. Yes, a single club is eligible to apply. Ideally, more clubs may be involved in the development and execution of the project. However, the application would need to be submitted by one Club. Additional clubs participating must be listed within in the grant application and provide a level of financial commitment and involvement in the project before the Foundation will assist.

Q4. How many LYF grants can clubs within a district apply for?

A4. Clubs within a district can only have one grant open/active at a time. As a final report is submitted on open grant, this creates an open slot for future applications to be submitted. Each District can only have three open grants at a time. Clubs requesting grants each year for the same project are unlikely to receive LYF funding.

Q5. What is the financial responsibility of a club applying?

A5. Local matching funding in the form of **cash** is required by the club that is applying for the grant. Donations in-kind, while appreciated, are not admissible towards the local match. Additionally, Lions volunteer time with the project may not be converted to a cash value. The match must be new funds specifically raised for the project that LYF is being asked to fund.

Q6. Is there a grant award maximum?

A6. The foundation does not have unlimited funds to assist all clubs. To insure fairness to all and equity in distribution, as a rule the grant request should not exceed 50% of the club project; however the

exceptions to the rule will be applied according to Club size, special project needs, and available grant money.

Q7. Are there application deadlines?

A7. No, the sooner the better and the closer to our regular LYF Board of Trustees meetings, held four times per year, the greater the chance of a timely reply to your request. Please try to get your request to the Grants committee chair as soon as possible, but no less than 30 days prior to the trustee meeting date. Please refer to the LYF website for specific dates or email one of our board members

Q8. What is the process once the application is submitted to LYF?

A8. LYF will acknowledge receipt by e-mail or letter. This communication from LYF will confirm the receipt date, identify the LYF Grants Chairperson that will provide the preliminary review (to determine eligibility) and provide a tracking number for the application. The Grants Chair will follow up with any questions to clarify the goals and objectives of the project. There could be a few questions or many as the Chairperson works to determine the eligibility of the application and project. In some cases, Lions may be asked to revise the proposal to more closely meet the grant criteria. Only eligible grant applications will have the opportunity to move forward for review by the LFF Board of Trustees, at the next possible meeting.

Q9. What are the possible outcomes from the Trustee's decisions?

A9. The Trustees may approve a grant (at the full request or a reduced amount), table a grant (pending the need for more information or revision), or deny a grant request.

Q10. If the grant is approved, how long will it takes to get the grant funds?

A10. Grant approvals often come with grant conditions. The basic conditions include: 1) verify collection of the entire amount of required matching funding, and 2) sign and return the grant agreement. Other conditions may be placed on grants, as the trustees deem appropriate. Once the Grants Committee/ Trustees and/or Executive Committee approve the grant letter with particulars, it will be mailed to the Club Project Chairperson. LYF will not release the grant funds without the grant conditions being met.

Q11. Who is responsible for managing the grant funds for approved grants?

A11. The Club's Project Chairperson represents the Lions Club for managing all aspects of the project. Also, the Club Project Chairperson is responsible for ensuring that the grant funds are properly utilized for the purpose approved by the Trustees of LYF.

Q12. If the project comes in under budget, can the Lions keep the remaining grant funds?

A12. Any unused grant funds must be returned to LYF. They may not be utilized for any other purpose without advanced expressed consent and approval from LYF. If the funds are used for another purpose without LYF's consent, the Lions may be asked to return the entire grant.

Q13. What is the process for closing out a grant and reporting to LYF?

A13. The Club's Project Chairperson is responsible for ensuring that LYF receives a final report within 60 days at the conclusion of the project. LYF provides a report form for this purpose. Additionally, the report must be reviewed and approved by the *current* Club President before it is sent to LYF. Lions should keep a copy of the report sent to LYF. Failure to submit a report in a timely manner may impact the district's eligibility to have future grants considered.

Q14. How can a Club Board of Directors and Club Project Chairperson market the accomplishments of a project?

A14. Include in the final report news releases, photos (digital preferred), testimonial (letters of appreciation) by the youth involved and parents of the Youth. Allow the youth involved to speak at Lions events (clubs, district and youth events). Encourage the youth to take on new projects. Display the LYF banner during the project timeline etc.