



## **REGULATIONS FOR LOPF GRANTS**

1. The need for LOPF assistance must be documented by the submission, on a LOPF Grant Application form, of specific project plans and benefits, a project budget, and all other pertinent factors that may be requested by the Board of Directors. The project budget should clearly detail all project income and expenses, including allocations by item and detail. It should show all sources of income and expense, both received and projected. Project expenses should equal project income.
2. Grant proposals may originate from any District or Lion organization. Leo Clubs are welcome to apply for a grant through their sponsoring Lions Club. An application received must bear the District Governor's, and sitting board members of said District, signatures certifying the significance of the need addressed, the social value and operational feasibility of the proposed project, and the validity and reasonableness of the Grant Request. The certification of the Cabinet, or the Council of Governors in the case of a multiple district application, is also required. Cabinet or Council certification is to be evidenced by the submission of the minutes of the meeting at which the application was certified.
3. Any club project must have the full support, including financial support, of the District or a Lions Club, before its application may be eligible for consideration by the Directors. The amount of District/Club financial support must be indicated in the sources of income of the itemized budget. The Lions organization must make a 50% financial commitment on behalf of the project consistent with their respective funding capacity. The financial support comes from the District, Lions Club and other outside sources of revenue.
4. LOPF grant funds are intended for projects in the developmental stages, or for projects in progress. LOPF grant funds are not intended to repay loans or to establish reserve funds.
5. Grants issued to Lions Clubs or Districts will be made payable to the appropriate Lions Club or District (single, sub, or multiple). Such grants are to be approved by the District Governor or multiple district Council Chairperson who is in office at the time, the district board member and final approval is made by the Board of Directors. The grant sponsor is responsible to disburse and account for LOPF grant funds in his/her possession.
6. Lions and/or their families should not receive direct or professional benefit or have proprietary interest in projects receiving LOPF assistance.
7. Grant applications should be received by the Executive Director, in completed form with documentation, at least 30 days before a scheduled meeting of the Board of Directors, in order to be placed on the agenda for consideration by the Directors. In case of emergency an exception to this regulation an exemption may be made by the President or Executive Director.

8. Applicants failing to answer correspondence concerning their pending application shall be notified 120 days from the date of the last correspondence that their application will be automatically withdrawn, unless a response is received within 60 days starting with the date on the notice. This is the responsibility of the board member.

9. New applications for previously withdrawn or rejected projects may be submitted if there is reason to believe the project or the existing conditions are now such that the application is likely to be approved.

10. Applications will not be considered that request LOPF assistance in excess of 50% of the total project budget.

**11. Grant recipients are responsible for submission of a thorough report upon completion of their project within 30 days of the project being completed.** An appropriate form will be provided to the designated administrator at the time a grant is made. The report form will request details concerning the results of the project, and in particular, information concerning the exact use of funds made available through LOPF. Where feasible, the report should include photographs, newspaper clippings, and other documentation of work completed. An applicant failing to submit such a report will not be eligible to receive additional grants if there is a final report due in that District. This report should be sent to the Executive Director of the Foundation. The Executive Director will send a notification 30 days prior to the completion date on the grant application.

12. Grants for Vision Screening (Kids Sight projects) instruments are limited to a \$3000.00 grant due to the number of potential grants. The Vision Screening grants are awarded only to Districts.

13. Grants for Vehicles, for each Vision Impaired Organizations, are limited to one grant every three (3) years. These grants are limited to a \$10,000 grant due to the number of potential grants. The LOPF has the option to determine need if more than one vehicle grant is received per period depending on finances available.

14. Special Grants:

Water fountains \$2,000

Food Banks \$2,000

Vans \$10,000

Vision Screening Equipment \$3,000

Hearing Screening Equipment \$3,000

Maintenance/Repair/Replacement

- Building must be owned by the Lions Club
- 10% of available grant funds as of July 1<sup>st</sup> will be available for these grants
- Limited to \$5,000 per grant, per Lions Club, per fiscal year

15. LOPF grants meeting our criteria, may be approved only for projects benefiting Pennsylvanians.

The board will review one grant per district. Any additional grants from the district will be reviewed if funds are still available.