

# LIONS OF PENNSYLVANIA GRANT APPLICATION

## Applying For A Grant

### **Please read the Grant Regulations and Criteria before completing this application.**

Send the completed Grant Application and all supporting documentation to the President of the Lions Of Pennsylvania Foundation, 949 East Park Drive; Harrisburg, PA 17111-2810. A detailed acknowledgment will be sent after the proposal has been reviewed. If additional information is required, a letter of clarification requesting this information will be sent to the corresponding District Governor, and/or sitting Foundation Director.

## GRANT APPLICATION

Each of the following items must be completed in full before the Board of Directors can consider this application. The Board reserves the right to request other pertinent information. Use separate page(s) for detailed explanations, referencing the paragraph number.

1. **Date submitted:** \_\_\_\_\_
2. **Project Name:** \_\_\_\_\_
3. **Amount of Funds Requested From LOPF:** \_\_\_\_\_
4. **Estimate of Number of People to be Served on a Monthly or Yearly Basis:** \_\_\_\_\_
5. **Problem identification and project objective. Please provide detailed reasons and justifications for the project. Include the objectives and a complete description of the particular problems to be addressed. (See #1 of *Regulations for LOPF Grants*)**
6. **Project Strategy and Plans of Action**
  - a. **Project Description:** Give a detailed plan of this project indicating how the project's objective(s) will be reached. If plans are to build a permanent structure, give a description of the facility and its contents, including blueprints and photographs, construction cost estimates and price quotations for equipment.
  - b. **Project Schedule:** Give a timetable for project implementation and completion. If the project has already commenced, please list progress to date and include photographs.
7. **Describe geographical area and communities that will be served.**

- 8. Provide background information on other organizations participating in the project.**
- 9. Describe how Lions, and Leos will be involved in the proposed project and the plans for the Lions continuing participation after support from LOPF is concluded. Also, indicate how the project will be identified and promoted as a Lions supported project. For example, will the Lions name be used in conjunction with the facility or equipment?**
- 10. Describe plans for identifying the project as having been made possible by the Lions Of Pennsylvania Foundation. (See #4 under *Grant Criteria*)**
- 11. Budget Documentation: Please remember to include appropriate documentation for the expense items listed in the budget. This includes cost estimates for construction work, price quotations, project brochures for major equipment purchases. (See #1 under *Grant Regulations*)**
- 12. Application MUST bear certification. (See #3 under *Regulations For LOPF Grants*)**
- 13. The application must have a 501c3 letter attached or 990/990E/990N latest year showing non-profit status.**

**Approved 10-15sc**