

Australian Lions Foundation Ltd.

ABN 14 612 099 840



ALF OFFICE USE ONLY
Grant Number
Date Received
Action Taken

APPLICATION CHECKLIST – GENERAL GRANT

INSTRUCTIONS AND CONDITIONS FOR GENERAL GRANTS APPLICATIONS

(TICK THE BOXES TO CONFIRM YOU UNDERSTAND AND AGREE)

1. All grant applications must include a letter from the Applicant Club (or District) to ALF giving full details of and explaining the need for the project, and also (if applicable) a letter from the Beneficiary, addressed to the Grant Applicant, advising the need and requesting assistance. Copies of any other relevant correspondence (eg Medical Practitioner/Specialist/Medical Body/Local Council/MP, or other source relevant to the project, should also be included.
2. ALF Funding must be for specific items and not for general or central funds. COPIES of Quote(s) (including GST, unless, GST exempt), or other acceptable estimated costings, evidencing and equal to the “Total Cost of Project” shown, must be included. Acceptable quote(s) or costings will be required before payment of any Grant funds.
3. Projects for which a General Grant is sought must be community-based welfare projects. Refer to the ALF Website for a list of items/project which may not be considered for General Grant Applications.
4. Grants requested must not exceed the funds being contributed by or raised by the direct efforts of the Applicant Club (or District) and are limited (\$ for \$) to a maximum of \$15,000. Value of Club labour, “In Kind”, and funds provided by the Beneficiary, cannot be included in the \$ for \$ calculation.
5. The project must not be commenced prior to the Grant Application being submitted and approved by ALF. Work commenced or money expended will normally be deemed commencement, however preliminary planning/requests for funding shall not be deemed commencement.
6. Grants must be taken up within 12 months of approval. However, extension may be granted on application.
7. The Applicant (Club or District) is responsible for the proper and efficient administration of and accounting for all funds granted, and a “FINAL REPORT” containing a complete accounting for the funds, and copies of publicity and photographs of the project, is to be forwarded within 6 weeks of the completion of the project to ALF Promotions Chair Lion Yvonne Bradford alf.promotions@lions.org.au
8. The completed project is to include ALF signage acknowledging the Foundation’s support. (ALF decals, and a hi-res ALF Logo file, shall be provided which may assist with signage).
9. Prior to lodgement your District ALF Chair should endorse the Application Form at the foot where provided or may confirm his/her support by email. (In his/her absence, or to avoid delay, the DG, a District Executive, or ZC, may similarly endorse or support, if circumstances dictate). ALF Directors may also so endorse or support.

ALL DECISIONS OF THE DIRECTORS ARE MADE IN GOOD FAITH AND ARE FINAL AND BINDING

You should first contact your District ALF Chair before completing the Grant Application Form. Further information may also be obtained from your State Director or the General Grants Chair.

The completed Application Form and Checklist (including all required support documents), duly signed and endorsed by your District ALF Chair, should be emailed (or posted) to:-

The General Grants Chairman PDG Ken Hallam

alf.grants@lions.org.au

18 Koree Street, Cessnock, NSW 2325



AUSTRALIAN LIONS FOUNDATION LTD

ABN 14 612 099 840

APPLICATION FORM – GENERAL GRANT

APPLICANT: _____ DISTRICT: _____
(Club/District)

ADDRESS: _____

STATE: _____ POST CODE: _____ EMAIL ADDRESS (Club): _____

1. NAME AND PURPOSE OF PROJECT: _____

(REFER TO THE ALF WEBSITE FOR CONFIRMATION OF PROJECTS COVERED BY GRANTS)

2. APPROXIMATE NUMBER OF PEOPLE THIS PROJECT WILL ASSIST: _____ (If Known)

3. TOTAL COST OF PROJECT- (as per quotes/costings supplied herewith): -- \$

4. AMOUNT OF FUNDING CLUB (OR DISTRICT) IS PROVIDING OR RAISING: -- \$

5. AMOUNT OF FUNDING REQUESTED FROM AUSTRALIAN LIONS FOUNDATION: \$

(MUST NOT EXCEED THE APPLICANT'S CONTRIBUTION & MAXIMUM \$15,000 APPLIES)

DOES THE AMOUNT AT ITEM 4 INCLUDE FUNDS FROM OTHER SOURCES? YES / NO [Delete one]

If YES, provide the following Amounts:

Other Lions Organisations (give details in your attached papers) AMOUNT \$ _____

Non-Lions Organisations (give details in your attached papers) AMOUNT \$ _____

6. PROJECT TO COMMENCE (*Grant Approval must predate any project spending or work): ___/___/_____

7. ANTICIPATED PROJECT FINISH DATE: ___/___/_____

8. FINAL REPORTING: THE CLUB (OR DISTRICT) MUST COMPLETE AND LODGE A "FINAL REPORT" FORM (PROVIDED WHEN GRANT IS APPROVED, OR CAN BE DOWNLOADED). PER ITEM 9 ON THE APPLICATION CHECKLIST PAGE.

DECLARATION BY OFFICERS OF APPLICANT CLUB/DISTRICT

We declare that we are authorised by the Club to take responsibility for the above Club project and accept the conditions of the grant and will on behalf of the Club, within six (6) weeks of the completion of the project, forward to the Grants Chairman of the Australian Lions Foundation, a full and comprehensive "Final Report" as required by Item 9 overleaf.

Dated: _____

President/Secretary: _____
(Name) (Signature) (Title – President/Secretary)

Project Chairman: _____
(Name) (Signature)

Project Chairman's: Phone Number(s): _____ Email Address: _____

Bank Account Details (for Direct Payment of Grant)

Name of Activities Account	Name of Bank	BSB	Account Number	

Note: SIGNATURE/SUPPORT OF DISTRICT ALF CHAIR as required

I have reviewed this grant application, and to the best of my knowledge the information is accurate and the need exists as indicated.

Signed: _____ Name _____ DISTRICT ALF CHAIR District: _____ Date: _____

CHECKLIST

- > HAVE YOU READ THE INSTRUCTIONS, COMPLETED THE APPLICATION FULLY & OBTAINED ALL SIGNATURES REQUIRED ? (INCLUDING SIGNATURE/SUPPORT OF YOUR DISTRICT ALF CHAIR, OR OTHER DISTRICT EXECUTIVE WHERE APPLICABLE).
- > YOUR DISTRICT ALF CHAIR (OR OTHER PERMITTED EXECUTIVE) SHOULD SIGN ABOVE OR OTHERWISE SUPPORT ?