



AUSTRALIAN LIONS FOUNDATION LTD

ABN 14 612 099 840

APPLICATION FORM - GENERAL GRANT

****SEE CHECKLIST OVERLEAF****

APPLICANT: _____ DISTRICT: _____
(Lions Club or District)

ADDRESS: _____

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

1. NAME AND PURPOSE OF PROJECT: _____

*** SEE GENERAL GRANT GUIDELINES OR ALF WEBSITE FOR LIST OF EXCLUDED PROJECTS.**

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

3. TOTAL COST OF PROJECT (as per included Quotes/Costings): \$ _____

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

5. AMOUNT OF GRANT REQUESTED FROM AUSTRALIAN LIONS FOUNDATION LTD: \$ _____

(GRANT CANNOT EXCEED THE APPLICANT'S CONTRIBUTION - AND MAXIMUM OF \$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 project spending or work): ___/___/___

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

8. **FINAL REPORT:** ON PROJECT COMPLETION APPLICANTS MUST COMPLETE THE "FINAL REPORT" FORM PROVIDED UPON GRANT APPROVAL (OR CAN BE DOWNLOADED) - SEE ITEM 7 ON THE CHECKLIST OVERLEAF.

DECLARATION BY OFFICERS OF APPLICANT CLUB (OR DISTRICT)

We declare that we are authorised to take responsibility for the above project and we accept the conditions upon which the grant is provided, and within six (6) weeks of the completion of the project we shall complete and forward to the Australian Lions Foundation Ltd a full and comprehensive "Final Report" Form, as required in Item 7 of the General Grants Checklist.

Dated: _____

President or Secretary: _____
or District Governor Name Signature Title – President or Secretary or District Governor

Project Chairperson: _____
Name Signature

Project Chairperson's: Phone Number: _____ Email Address: _____

Bank Account Details (for Direct Payment of Grant)				
Name of Activities Account	Name of Bank	BSB	Account Number	
*	*	*	*	

****Note: CERTIFICATION BY ALF DISTRICT CHAIRPERSON is required**

I have reviewed this Application, and to my knowledge the information submitted is accurate, and the need exists as indicated.

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

APPLICANT SHOULD CHECK:

- > HAVE YOU READ ALL INSTRUCTIONS AND CONDITIONS, COMPLETED THE APPLICATION FULLY AND LEGIBLY, INCLUDED ALL REQUIRED SUPPORT DOCUMENTS, AND HAD ALL REQUIRED PERSONS SIGN THE APPLICATION WHERE PROVIDED?
- > HAVE YOU HAD YOUR ALF DISTRICT CHAIRPERSON SIGN THE APPLICATION IN THE PLACE PROVIDED ABOVE, OR ELSE HAD HIM OR HER CONFIRM HIS OR HER SUPPORT FOR THE APPLICATION IN WRITING (EG. BY MAIL OR EMAIL)?

Rev. KH 18July2023

Australian Lions Foundation Ltd

ABN 14 612 099 840



ALF OFFICE USE ONLY
Grant:

APPLICATION CHECKLIST – GENERAL GRANT

INSTRUCTIONS AND CONDITIONS FOR GENERAL GRANTS APPLICATIONS

SPEAK WITH YOUR DISTRICT ALF CHAIR – THEN TICK ALL BOXES TO CONFIRM YOU UNDERSTAND & AGREE

- 1. All grant applications must include a letter from the Applicant Club/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 a specific item and not for general or central funds, AND copies of Quote(s)/Invoice(s), or other acceptable estimated costings, evidencing and equal to the “Total Cost of Project” shown on the Grant Application, must be included. Quotes should include GST except where the items are GST fee/exempt or where the Beneficiary will claim the GST Back. Acceptable quotes(s) or costings will be required before payment.
- 3. Projects for which support is sought must be community-based welfare projects. *See below for list of items/projects 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 \$15,000. Note: Club labour and “In Kind” contributions, 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 Ltd. **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 the FINAL REPORT containing a complete accounting for the funds, and copies of publicity and project photographs, is to be completed and returned to *ALF Promotions Chair* – alf.promotions@lions.org.au within 6 weeks of the project’s completion.
- 8. The completed project must include signage acknowledging the Foundation’s support. ALF Ltd Decals, and a hi-res ALF Ltd 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 thereof where provided, or may confirm his/her support by email. (In his/her absence, or to avoid delay, the DG, or ZC, or a District Executive, may endorse the Application.

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

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

The Application Form and Checklist, duly signed and endorsed, should be emailed (or posted) to:-
General Grants Chairman, PDG Ken Hallam, email: alf.grants@lions.org.au
18 Koree Street, Cessnock, NSW 2325



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FINAL REPORT FORM – GENERAL GRANT

Complete & Return within 6 weeks of completion of the Project

ALF GRANT Ref: GA _____ **Grant Amount Received:** \$ _____

APPLICANT CLUB (or District) NAME: _____ **District:** _____

PROJECT DESCRIPTION: _____

NOTE: For the Final Report \$ for \$ calculation, the actual funds provided by the Applicant Club (or District) can only include funds held or raised by the direct efforts of the Applicant, and **MUST NOT INCLUDE:-**

- (i) Funds provided by the project beneficiary, family, or associated entity; or
- (ii) The value of the Applicant’s labour or any “in kind” contributions;

AND MUST at least equal or exceed (\$ for \$) the amount of the ALF Grant. **IF NOT** any ALF Grant funds which exceed the funds provided by the Applicant (calculated as above), must be refunded to the Foundation.

PLEASE LIST BELOW DETAILS OF THE APPLICANT’S TOTAL EXPENDITURE ON THE PROJECT (ie. List the Payees, Amounts Paid & Total). **AND**, if applicable, calculate any \$ for \$ Refund due to the Foundation_:-

<u>Paid To</u>	<u>Amount</u>
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IF THE GRANT FUNDS WERE NOT FULLY EXPENDED or if a Refund is due to the Foundation, as above, then please either attach a cheque to this Form *OR (preferably) refund same to the Foundation’s General Account by direct deposit or electronic transfer, and email details of the refunded amount to alf.treasurer@lions.org.au

Signature of President or Secretary:

****PLEASE COMPLETE & EMAIL (or mail) this REPORT, WITHIN (6) WEEKS OF PROJECT COMPLETION,**
 together with Project Photos and copy of any Publicity acknowledging ALF’s Support) to:-

ALF Promotions Chair Yvonne Bradford

alf.promotions@lions.org.au

(PO Box 1015 Clare SA 5453)

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