

**ONLY MEMBERS OF AUSTRALIAN LIONS FOUNDATION LTD MAY RECEIVE GRANTS**

**Only Lions Clubs & Districts within MD201 (Leo Clubs via their parent Club) may apply.**

*\*Note: The initial contact for Emergency & Disaster Recovery Grants & Compassionate Grants is  
Foundation Chairperson PID Tony Benbow OAM, email - [alf.chairman@lions.org.au](mailto:alf.chairman@lions.org.au)*

**\*\*But all General Grant Applications, when complete and signed, should be emailed or sent  
to:-**

**General Grants Chairperson, PDG Ken Hallam, email - [alf.grants@lions.org.au](mailto:alf.grants@lions.org.au)**

**(Preferably, the Application Documents should be scanned to a single legible PDF file)**

**\*May also be mailed to: PDG Ken Hallam, 18 Koree St, Cessnock NSW 2325 \***

**\*\*\*Always follow up your Application to ensure same has been received\*\*\***

**Instructions and Conditions for General Grant Applications**

**(\*\*Applicants should first contact their District ALF Chairperson who needs to endorse/support the Application\*\*)**

1. **All Grant Applications must include** a letter from the Applicant Club/District to ALF Ltd giving full details of and explaining the need for the project, and also a letter from the Beneficiary, addressed to the Applicant Club (or District), advising the need and requesting assistance. And where relevant, copies of other supporting correspondence (eg. Medical Practitioner/Specialist/Medical Body or other source relevant to the particular project) should also be included.
2. **Funding must** be for specific items 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 free/exempt or where the Beneficiary will claim the GST back. Acceptable quote(s) costing 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 of \$15,000. **Note:** Club labor 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 a "**FINAL REPORT**" containing an accounting for the funds expended, and copies of publicity and photographs of the project, are to be forwarded within 6 weeks of the completion of the project *to the ALF Ltd Promotions Chairperson ( [alf.promotions@lions.org.au](mailto:alf.promotions@lions.org.au) )*
8. Completed project is to include project signage (including the ALF Logo) acknowledging the ALF support.
9. **Prior to lodgment you must have your District ALF Chair endorse his/her support**, on the Application Form at the foot thereof where provided, or else by email. (In his/her absence the DG or ZC or a District Executive may endorse). If circumstances require, such support communicated by email may be accepted.

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

**\*GENERAL GRANT EXCLUSIONS\***

**THE DIRECTORS WILL NOT CONSIDER THE FOLLOWING FOR GENERAL GRANTS:-**

- Club fundraising equipment or buildings (Provided that Lions community BBQs/Catering Trailers, and repairs/upgrades to Club Buildings and Facilities, may be considered where acceptable information is provided of **substantial free of charge use** and/or availability thereof for emergency/disaster/community services purposes).

- Playgrounds and playground equipment (except that “Soft-Fall” , Shade Covers, safety fences, and special disability equipment may be considered).
- Commercial and Industrial Research. Purchase of land. Payment of Salaries or Interest.
- Projects that have already been commenced or are completed. Works commenced/funds expended will normally be deemed commencement, but preliminary planning/fundraising shall not be so deemed.
- Funding of Projects outside MD201.
- Fuel, fodder and fencing.
- Medical or any other Equipment which could give a commercial benefit to individuals or groups. Any project which may provide personal gain.
- Sponsorships or Scholarships. Bereavement Expenses. Monuments.
- Other Foundations.
- Funding must be for specific items and not for general or central funds.

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

\*See below the **Further Information Guide** for the further assistance of **General Grant** Applicants.

**FURTHER INFORMATION GUIDE FOR ALF GENERAL GRANT APPLICANTS**

**(AND FOR THE ASSISTANCE OF ALF DISTRICT CHAIRS)** \_

**TO AVOID DELAYS, AND PRIOR TO SIGNING AND SENDING ON AN ALF GENERAL GRANT APPLICATION:-**

❖ **Peruse the ALF Website (Grants area), and the latest General Grant Application Form including the Checklist page** (download Form from the ALF Ltd Website) **and ensure that the proposed Project:-**

- ✓ *Has not been commenced or completed prior to the Application being lodged with and approved by the Australian Lions Foundation Ltd (Note: in this regard preliminary project planning and fundraising are not considered commencement, however, works commenced or expenditure of project funds prior to ALF approval will normally be deemed commencement);*
- ✓ *Is a community based welfare project that is within General Grant Guidelines; and*
- ✓ *Is not one that may not be considered by the Directors (as detailed above and in the website)*
- ✓ *If you think the Project may not be within ALF Ltd Guidelines you should contact your ALF District Chair, ALF State Director, or the ALF Grants Chairperson for clarification.*

❖ **Peruse the Grant Application (incl Checklist page)** and ensure the following are **correctly completed:-**

- ✓ *Applicant’s details - Club Name, District, Club Postal Address, and Club Email address (in the places provided at the top of the Application Form); and*
- ✓ *(Item 1 on the Application) Name and Purpose of the Project is shown; and*
- ✓ *(Item 2) The number of people (approximate) that the Project will assist (if known).*

❖ **Further peruse and ensure that:-**

- ✓ *(Item 3) The amount shown as Total Cost of Project is supported by and **is equal to** the total of the supplier’s Quote(s) or acceptable costings, which must accompany the Application, **and** that the supplied Quote(s) include the GST payable **except** for GST Free item(s) or where the Beneficiary will claim the GST back;*
- ✓ *(Item 4) Where the Funding being provided by or through the applicant Club or District (excluding the Grant requested from ALF LTD.) includes amounts from sources other than the Applicant Club (ie other Lions clubs or sources and/or other Non-Lions sources), ensure that all such other sources are itemized in the support documents, and that the respective totals of amounts from other Lions sources and from Non-Lion sources are separately shown in the places provided (vis Item 5 OTHER SOURCES). **Note:** All outside funding (ie. other than Applicant Club) if not already held by your Club, must be evidenced by written advice from the Source(s) confirming the approval or pledge thereof, or that you have already or intend to apply for same.*
- ✓ *(Item 5) ALF Grant Funding Requested. ALF may Grant a matching amount (up to a maximum of \$15,000) calculated on a \$ for \$ basis, the funds provided by the Applicant Club (or District), and if the Club, in addition to it’s own funds, has itself actively sourced and gained approval/pledges for funds provided from other sources, then such other funds may be treated by ALF as funds provided by the Applicant Club and may be included in the \$ for \$ calculation for the Grant. Provided However that Club labor, “In Kind”, and funds provided by the Beneficiary of the project, are not eligible for inclusion in the \$ for \$ calculation.*
- ✓ *(Items 6/7) Project Commencement Date may be eg. “Upon Approval of ALF LTD. Grant”, or show a date, but must not commence prior to, and should be completed within 12 months after, ALF Ltd approval. Any Grant*

*“Approved in Principal”, subject to conditions, should be taken up within 12 months of approval. Depending on the circumstances extensions of time may be granted and should be requested before expiry.*

❖ ***(In the lower section of the Application Form) \*You should Ensure that:-***

- ✓ *The Club President or Secretary’s Name, Signature, and Title, and the Project Chairperson’s Name, Signature, Phone, and Email, are all **clear and legible**, and are fully and correctly **completed and signed** by all parties, and the Application is dated. The Club President or the Club Secretary must sign the Application, and may also be, and sign as, the Project Chairperson.*
- ✓ *Details of the Applicant’s Activities Account are provided (ie. Name of Account, Name of Bank, BSB Number, and Account Number). Grant Funds will be paid electronically to the Club’s Activities Account.*
- ✓ *Your **District ALF Chair’s** Name and Signature must be endorsed at foot of the Application where provided, HOWEVER where it is not expedient or practical to obtain his/her signature to the Form, your District ALF Chair (or, in his/ her absence, the DG, ZC or other District Executive) may notify the ALF Grants Chairperson by email (or mail) of his/her support/endorsement.*

❖ ***All Grant Applications must include the undermentioned support documents:-***

- ✓ *A letter from the Applicant Lions Club (or District), addressed to ALF, giving full details of and explaining the need for the project;*
- ✓ *Where applicable, a letter from the Beneficiary of the Project (or parent/guardian, if a child) addressed to the Applicant Club (or District), advising the need and requesting assistance from the Applicant Club (or District).*
- ✓ *Letter(s) in support from relevant persons, bodies or organizations, and/or elected representatives, confirming the “community benefit and need” (where applicable), or from Medical Practitioner(s)/Specialist(s) and/or other relevant Body supporting/confirming the medical need (where applicable).*
- ✓ *Quote(s) from the Supplier(s), including GST payable (except if GST exempt or where the Beneficiary wi). The \$ total of the Quote(s) supplied (or other acceptable costings, where provided), must equal the Total Project Cost (as shown at item 3 on the Grant Application Form) - ie. the sums must add up!*
- ✓ *If some funding is to be provided from other source(s) other than the Applicant, then a letter/email must be provided from such funding source(s) confirming the approval/pledge (unless you already hold those funds).*
- ✓ *In cases where funds are being provided from multiple sources, and/or where the Total Project Cost includes multiple items and suppliers’ quotes, then the Applicant should also provide a Funding Schedule, which lists (and totals) all the funding sources, and all the supplier quotes/costings. \*Again, the sums must add up!*

❖ ***Upon a General Grant being approved:-***

- ✓ *An email advising Grant approval and the amount granted will be emailed by the ALF General Grants Chair to the Project Chair and the Applicant Club, and copied to the District Governor, District ALF Chair, and to the ALF Chairperson and Directors), and copied to the ALF Treasurer, who will arrange payment of the Grant direct to the Applicant’s Activities Account (as per details provided on the Application Form).*
- ✓ *Also, a hard copy letter will be posted by the ALF Grants Chair to the Applicant Club (or District)’s Postal Address, confirming details of the Approval, and enclosing ALF Decals for signage, and a Final Report Form, which Final Report must be completed and returned, with project photo(s) and copy of any publicity acknowledging ALF’s support, to our ALF Promotions Chair [alf.promotions@lions.org.au](mailto:alf.promotions@lions.org.au) within 6 months of completion of the Project. Any surplus Grant Funds (over \$ for \$) must be refunded.*
- ✓ *The Applicant Club (or District) is responsible for the proper and efficient administration of and accounting for all funds granted. If, as a result of project savings or other adjustments, the Grant Funds exceed (\$ for \$) the funds provided by the Applicant Club, then same must be identified in the Final Report, and the surplus Grant Funds must be refunded to the Foundation.*

***Still have questions? Contact your ALF District Chair, State Director, or the  
ALF General Grants Chairman***

*PDG Ken Hallam  
General Grants Chairman  
& Director NSW/ACT  
Australian Lions Foundation Ltd  
Rev. KH 18July2023*