

Project Support Grants: 2017 Guidelines

FUNDING REQUESTS ARE DUE OCTOBER 1, 2016

The following guidelines govern Project Support Grants made by the Northwest Lions Foundation. **PROJECT SUPPORT GRANTS WILL BE REVIEWED AND ISSUED ON A SEMI-ANNUAL BASIS.** The Foundation's ability to award funding at any time depends on prevailing economic conditions, availability of funds, number and scope of requests received.

I. What we support:

- A. Vision and hearing research;
- B. Vision and hearing loss prevention and rehabilitation;
- C. Equipment to establish and operate facilities that improve the vision and hearing welfare of the general public;
- D. Public relations campaigns that result in awareness of the importance of vision and hearing care and treatment available to the public; and
- E. Vision and hearing care equipment requests matched by a local Lions Club.
- F. Grant results must benefit the general public living within Lions Multiple District 19 (Washington and Northern Idaho) or, as determined by our Board of Trustees, another appropriate Northwest area.
- G. Each grantee must be endorsed by a local Lions Club. If the sponsoring Club is financially able, it may be asked to further support the project by contributing up to 20% (not to exceed \$10,000) towards the total grant approved.

II. How to apply:

In the form of a letter, not to exceed four pages excluding attachments, describe:

- A. Your mission, purpose, qualifications, history of accomplishments, and governance.
- B. Specific needs the proposal will address. Acknowledge and identify similar existing projects or agencies in your service area, if any. Explain how your organization differs, and what efforts will be made to work cooperatively.
- C. Proposal detail:
 1. How will your proposal address these needs?
 2. Projected goals, objectives, timeline, and anticipated impact.
 3. How will this project be staffed? Role of volunteers (if any).
 4. Number and types of people who will benefit.
 5. How will you monitor your work and measure success?

6. What are other potential and actual funding sources for this proposal?
 7. Where will you find future support? (*All grantees must show how they will ensure the project is sustained and funded beyond the grant period.*)
 8. Total amount of request and when the funds are needed.
- D. The application letter must be sufficiently clear and direct to ensure that a reader outside of your field would understand the proposed project.
- E. Required attachments:
1. Verification of tax-exempt status under IRS Section 501(c)(3).
 2. List of current board members, including work affiliations.
 3. List of key organizational staff, including main functions.
 4. IRS Form 990 (if available).
 5. Most recent audited financial statement (if available).
 6. Summary of actual income and expenses for the past two years, including funding sources for this period.
 7. Organization's current year operating budget.
 8. Detail budget if this is a project request.
 9. If the project for which you are seeking funds is in collaboration with other agencies, include letters of reference, support or other documentation from the collaborating agency.
- F. Submit **NINE (9)** copies of the application letter and supporting documents by October 1, 2016. No e-mail or fax submissions, please. Mail your request to:

*Marsha Rastatter, Lions Program Coordinator
Northwest Lions Foundation
1200 6th Ave., Suite 300
Seattle, WA 98101*

**All application components must be received no later than October 1, 2016 in order to be eligible for review.*

III. Who reviews proposals and when:

The Finance Committee of the Northwest Lions Foundation or a subcommittee thereof, screens all Project Support Grant requests. The committee will meet by the end of December to review and approve requests, and is responsible for:

- A. Screening applicants and attesting, to the best of their knowledge, that all requirements listed here are fulfilled.
- B. Confirming the motives, reliability, and credentials of the applicant.
- C. Reporting findings and recommendations to the Board Chairman and Secretary prior to the next full-Board or Executive Committee meeting.

IV. Grant disbursement:

- A. Grantees receiving \$10,000 or more will receive their award in two equal payments.
- B. Grantees receiving less than \$10,000 will receive full payment in February.
- C. Project Support Grants are approved for **SIX MONTHS** only. Grantees must submit a new request to the Northwest Lions Foundation **EACH SIX MONTHS**.
- D. Funds not used for the purposes stated in the request, as determined by the Foundation, must be returned within 60 days of the grant period's end.

V. Reporting requirements:

We want to know how our grant funding helps your organization and makes a difference in the community.

- A. Grantees receiving \$10,000 or more must submit a written semi-annual report in June in order to receive the second half of their award. The report will describe how the grant funds were used and results that were accomplished.
- B. Grantees receiving less than \$10,000 must submit at least one written report in June. This will be specified in any grant approval notices.

VI. The Foundation shall not approve Project Support Grants that:

- A. Promote only the personal financial gain of an individual, group or organization.
- B. Enter the Northwest Lions Foundation into a financial agreement with a government agency or any other organization or individual, unless previously approved by our Executive Committee or Board of Trustees.
- C. Ask for money for non-specific items. Grants will not normally be approved to establish a fund to be used at the sole discretion of the applicant. The Finance Committee can recommend special "Block" grants (like those for Lions Low Vision Clinics) in such cases and may request additional information.
- D. Pay for medical services provided to an individual — Project Support Grants are intended to benefit many people. Such requests are to be referred to the Patient Care Grant Committee Chair.

VII. Conditions of acceptance:

Recipients are expected to:

- A. Publicly recognize support received from the Northwest Lions Foundation so that others become aware of our charitable work.
- B. Properly give credit to the Northwest Lions Foundation regarding any publication or public relations material produced, or any facility or equipment paid for with Project Support funds.
- C. Return equipment purchased with the grant to the Foundation if and when it is no longer needed. Terms of return will be described in the award letter.
- D. Not use grants for profit-making purposes.

Questions and/or concerns should be directed to our Lions Program Coordinator, Marsha Rastatter.

Marsha Rastatter

Lions Program Coordinator

Local: 206-682-8500 ext. 4668

Toll-Free: 1-800-847-5786

Fax: 206-838-4627

Email: marshar@nlfoundation.org

NORTHWEST LIONS FOUNDATION
PROJECT SUPPORT GRANT
LIONS CLUB ENDORSEMENT

Lions Club: _____

This Club has reviewed the request from the applicant organization and feels that the project merits support from the Northwest Lions Foundation.

Our Club has read and understands the guidelines governing Project Support Grants. The enclosed application from _____ meets the criteria set forth in these guidelines.

If our Club is financially able, we understand that we may be asked to participate in funding this project by contributing up to 20% (not to exceed \$10,000) towards the total amount approved by the Northwest Lions Foundation.

We hereby attest that this application has been duly voted on and accepted by the Board of Directors and/or the membership of this Club.

Club President

Date

Please Print Name

Club Secretary

Date

Please Print Name

