

# Australian Lions Foundation



<u>ALF OFFICE USE ONLY</u>
Grant Number
Date Received
Action Taken

## APPLICATION FORM – GENERAL GRANT

### **INSTRUCTIONS AND CONDITIONS FOR GRANTS**

1. All grant applications must include a letter from the Applicant Club/District giving full details of and explaining the need for the project. Copies of any other relevant correspondence from appropriate sources must also be enclosed.
2. Projects for which support is sought must be community-based welfare projects and must conform to the requirements of the Australian Lions Foundation's Trust Deeds and Policies and any special conditions imposed.
3. ALF funding must be for specific items and not for general or central funds.
4. Copies of all quotes must be included with this application. All materials and goods should provide the best value for price and quotes must include all relevant Government charges and taxes.
5. The project must not have been commenced prior to the Grant Application being submitted and approved by the Australian Lions Foundation.
6. Grants must be taken up within 12 months of approval.
7. The Applicant Club/District must provide all information as required by these Instructions and the Grant Application Form, or as subsequently requested by the Foundation.
8. The Applicant Club/District is responsible for the proper and efficient administration of and accounting for all funds granted.
9. A "FINAL REPORT" containing a complete accounting for the funds and copies of publicity and photographs of the project must be forwarded, within six [6] weeks of completion of project, to the Grants Chairman of the Australian Lions Foundation.
10. The completed project must include signage acknowledging the Foundation's assistance and support.
11. All unexpended Grant Funds are to be returned to the Australian Lions Foundation with the Final Report.
12. Six [6] sets of the completed Application Form and the supporting documentation, together with a stamped, self-addressed envelope, are to be forwarded to:

**The Grants Chairman**  
**Australian Lions Foundation**

*(For Address, refer to our listing in the Committees section of current Lions MD201 Directory)*

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

July, 2007



# AUSTRALIAN LIONS FOUNDATION

## APPLICATION - GENERAL GRANT

CLUB /DISTRICT NAME: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STATE: \_\_\_\_\_ POST CODE: \_\_\_\_\_

1. NAME AND PURPOSE OF PROJECT: \_\_\_\_\_

**( ENCLOSE DETAILED LETTER EXPLAINING AND SUPPORTING THE PROJECT )**

2. APPROXIMATE NUMBER OF PEOPLE THIS PROJECT WILL ASSIST: \_\_\_\_\_

3. TOTAL COST OF PROJECT: \$ \_\_\_\_\_

4. HAS FUNDING BEEN REQUESTED FROM OTHER SOURCES? YES / NO [Delete one]

➤ SPECIFY SOURCE: \_\_\_\_\_

➤ AMOUNT Requested: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

5. AMOUNT OF FUNDING CLUB / DISTRICT IS PROVIDING: \$ \_\_\_\_\_

**( THE APPLICANT IS EXPECTED TO CONTRIBUTE AT LEAST 50% OF THE PROJECT FUNDS )**

6. AMOUNT OF FUNDING REQUESTED FROM THE AUSTRALIAN LIONS FOUNDATION: \$ \_\_\_\_\_

**( ALF MAXIMUM \$15,000 )**

7. PROPOSED PROJECT COMMENCEMENT DATE: \_\_\_\_\_

8. ANTICIPATED FINISH DATE: \_\_\_\_\_

9. **FINAL REPORTING:** THE CLUB / DISTRICT MUST ENSURE PROPER AND EFFICIENT ADMINISTRATION OF ALL FUNDS GRANTED. FINANCIAL RESULTS, COPIES OF PUBLICITY AND PHOTOGRAPHS OF THE PROJECT AND A FINAL REPORT MUST BE FORWARDED, WITHIN SIX [6] WEEKS OF COMPLETION OF THE PROJECT, TO THE GRANTS CHAIRMAN OF THE AUSTRALIAN LIONS FOUNDATION.

### 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 above.

Dated: \_\_\_\_\_

President/Secretary: \_\_\_\_\_  
(Name) (Signature) (Title – President/Secretary)

Project Chairman: \_\_\_\_\_  
(Name) (Signature)

Project Chairman's: Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

### CERTIFICATION BY DISTRICT EXECUTIVE

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

Signed: \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Title – Governor/Vice Governor/Cab. Sec.)

### ---CHECK LIST---

- HAVE YOU READ THE INSTRUCTIONS & CONDITIONS ON THE FRONT OF THIS APPLICATION FORM?
- HAVE YOU COMPLETED THE APPLICATION FULLY & OBTAINED ALL THE SIGNATURES REQUIRED?
- HAVE YOU INCLUDED SIX [6] SETS OF THIS APPLICATION AND A STAMPED, SELF ADDRESSED ENVELOPE?