



## Membership Development Grant Information

Where there's a need, there's a Lion – when our membership grows, our communities grow.  
Our service strengthens. Our future brightens.

### GENERAL INFORMATION

To help support membership recruitment and new club development the Membership Development Committee (MDC) offers Membership Development Grants on a competitive basis. These grants are meant to help regions capture new markets, particularly where membership has been declining.

To ensure global representation, Lions Clubs International has allocated the following amounts for each Constitutional Area (CA), based upon membership size.

| Constitutional Area | Amount Available for the Lion Year |
|---------------------|------------------------------------|
| CA I                | \$30,000                           |
| CA II               | \$12,500                           |
| CA III              | \$20,000                           |
| CA IV               | \$20,000                           |
| CA V                | \$10,000                           |
| CA VI               | \$25,000                           |
| CA VII              | \$12,500                           |
| CA VIII             | \$10,000                           |

### APPLICATION REQUIREMENTS

Grant applications may be submitted by one or more districts that have the ability to reach the chosen target market **OR** by a multiple district. Grant applications are reviewed on an ongoing basis starting July 1 and until the March/April Board of Directors Meeting or until all funds are exhausted. Grant applications that are received after the March/April Board Meeting will not be accepted for the current Lion year. **Grant term starts on the date the MDC approves the grant and ends on June 15 the same LY.**

### ALLOCATION AMOUNTS

The total amount allocated to each Multiple District (including individually awarded district grants and multiple district grants) cannot exceed \$9,000.

- **Districts** are eligible to request a maximum of \$1,500 US at a time in Membership Development Grant funds. Once a district uses their allocated \$1,500 US, achieves their grant goals, and submits all completed forms the grant is closed. Once the previous grant is closed, they may apply for a new grant in \$1,500 US increments for a maximum of \$4,500 US per district per LY.
- **Multiple Districts** are eligible to request a maximum of \$4,500 US at a time in Membership Development Grant funds. Once a multiple district uses their first allocated \$4,500 US, achieves their grant goals, and submits all completed forms the grant is closed. Once the previous grant is closed, they may apply for a new grant for \$4,500 US for a maximum of \$9,000 per multiple district per LY.
- **Districts and Multiple Districts** are encouraged to work together. Any funding allocated to a district would count toward the amount a multiple district is eligible to receive. Districts within a multiple would not be able to exceed \$9,000 US per LY.
- **Districts and Multiple Districts** may not have multiple active Membership Development Grants at the same time.

## COMPLETING THE APPLICATION

Applicants must provide complete and detailed information to ensure the project reaches, engages, and supports the specified target market. Priority will be given to districts that have set substantial and attainable goals for new club formation and membership growth. **All applications must include a completed action plan, a completed budget, and be signed by the grant administrator and two other Lion Leaders.** Grants are not necessarily awarded on a first come, first serve basis but rather on the merit of the outlined plan.

## GRANT GOALS

Below are the minimum grant requirements. When deciding on your membership grant goals keep in mind that grants are awarded on the merit of the outlined plan. Grant goals should be based on how many new clubs and new members can be added using the allocated grant funds **during the term of the grant.**

- District grant goals have a minimum requirement of 1 newly chartered club and 30 additional new members.
- Multiple district grant goals have a minimum requirement of 4 new clubs and 100 additional new members.
- Each newly chartered club must contain 20 charter members. The charter members and transfer members do not count toward the new member goal.
- Leo and Cub members/clubs do not count towards grant goals.

## ACTION PLAN

The [Action Plan](#) should detail the specific types of activities, resources, and tools that will be utilized to help attract potential new Lions club members and charter new clubs. **Grant funds cannot be used to train current leaders.**

Requirements when completing the action plan:

- Each action step must be related to increasing membership and must be written as a S.M.A.R.T. goal.
- The "Responsible Party" must be the name of the lead person responsible for the action step.
- The begin dates must be after the grant approval date. (Check with your GAT specialist for dates.)
- At least 1 action step must have a due date within 90-days of the start of the grant term.
- Please refer to the [Action Plan Example](#) when you complete this form.

## BUDGET

A completed budget must be submitted with the grant application for approval. The budget should include a list of expenses that will be incurred hosting membership events during the term of the grant. This is a 25% matching grant so you must include in the budget where your district/multiple district will secure the 25% match funds. Once the grant is approved by the MDC any revisions made to the approved budget will need to be sent back to the MDC to be approved prior to submitting the expense report. Expenses incurred by any changes not pre-approved by the MDC or any expenses not listed in the approved budget will not be reimbursed. Please refer to the [Membership Grant Budget Form](#) for more information. (Grants cannot be used to pay LCI membership fees and dues.)

## REIMBURSEMENT CRITERIA

Grant activities must be listed in the approved action plan conducted within the grant term to be qualified for reimbursement. All reimbursement forms must be completed and submitted to LCI no later than June 15 within the same LY. **All claims MUST be submitted via email to [MEMBERSHIPGRANTS@LIONSCLUBS.ORG](mailto:MEMBERSHIPGRANTS@LIONSCLUBS.ORG).**

***Grant funds will only be reimbursed if a minimum of 50% of the approved goals are met. (Districts with a goal of 1 new club must charter 1 club and met 50% of their new member goal.) To count towards your goals new clubs and members must join during the grant term.***

Once you have met the minimum requirements of your grant you **must** submit the following **completed** forms:

- [General Expense Claim Form](#) and [Mileage Expense Claim Form](#) (if applicable)
- [New Club Charter Validation Form](#) and [New Member Validation Form](#)
- [Membership Grant Progress Form](#) or [Membership Grant Final Form](#)
- A sign-in sheet for each event

## GENERAL EXPENSE CLAIM FORM

Expenses included on this form are anything listed on your approved grant budget **except** mileage. To be eligible for reimbursed for these items you need to provide the following:

- A **completed** 'Membership Development Grant Expense Claim Form'.
  - A detailed original receipt or original invoice **must** accompany each expense listed on the claim form.
    - If you do not have a receipt or invoice the expense will **not** be reimbursed.
    - Please refer to the [General Expense Claim Form Example](#) when you complete this form.

**MILEAGE EXPENSE CLAIM FORM** (This is only used if personal vehicles are used to travel to and from events.) (Mileage is only covered for Lion Leaders.) (Fuel purchases are **not** reimbursable.)

If the approved grant budget included mileage, then you need to provide the following:

- Completed 'Membership Development Grant Mileage Claim Form'.
  - Starting & Ending Locations should be the Lions home address and the event location address.
  - All claims should be in km. (Except US claims which should be in miles.)
  - The claim form automatically calculates in US currency. LCI staff will convert total to the correct currency when form is submitted..
  - Please refer to the [Mileage Expense Claim Form Example](#) when you complete this form.

## APPLICATION REVIEW PROCESS

All grant submissions will receive a preliminary review by the Membership Development Division and the appropriate GAT Specialist before presentation to the Membership Development Committee. The purpose of the review is to ensure the application is complete, minimum requirements are met and adequate information is provided for the committee's evaluation.

Staff may contact the grant administrator to obtain additional information. Once all requirements are met, the application will be evaluated by the Membership Development Committee for final approval on an ongoing basis.

## PROGRESS CHECK-IN

The GAT Specialists will be checking-in with the grant administrator on an ongoing basis until the grant is completed. The first scheduled check-in will be approximately 90-days after the grant term starts. At this time the first action item should be completed, and the specialist will ask the grant administrator to complete a [progress report](#). **If the first action item is not complete and no progress has been made, the MDC reserves the right to withdraw funds and reallocate to another applicant.**

## FINAL CHECK-IN

Once the grant is completed or on June 15 (which ever comes first) the specialist will check-in with the grant administration to make sure the final expenses are submitted and the [Final Report](#) is completed.

Once the grant is closed if there is more money available, the GAT Specialist will notify the grant administrator that the district/multiple district may complete a new grant application to receive additional funds.

## GRANT SUBMISSION

All grant forms **MUST** be submitted by email to [MEMBERSHIPGRANTS@LIONSCLUBS.ORG](mailto:MEMBERSHIPGRANTS@LIONSCLUBS.ORG)

Questions about grants should be addressed to the GAT Specialists using the following email addresses:

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| <ul style="list-style-type: none"> <li>• <a href="mailto:GAT.CA1@LIONSCLUBS.ORG">GAT.CA1@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA2@LIONSCLUBS.ORG">GAT.CA2@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA3@LIONSCLUBS.ORG">GAT.CA3@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA4@LIONSCLUBS.ORG">GAT.CA4@LIONSCLUBS.ORG</a></li> </ul> | <ul style="list-style-type: none"> <li>• <a href="mailto:GAT.CA5@LIONSCLUBS.ORG">GAT.CA5@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA6@LIONSCLUBS.ORG">GAT.CA6@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA7@LIONSCLUBS.ORG">GAT.CA7@LIONSCLUBS.ORG</a></li> <li>• <a href="mailto:GAT.CA8@LIONSCLUBS.ORG">GAT.CA8@LIONSCLUBS.ORG</a></li> </ul> |
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