



Lions Clubs International Leo Leadership Grant Program

Rules of Audit

Lions Clubs International has developed the Leo Leadership Grant Program based on the results of the Leo Training Resource Survey that was completed by Leo club members in January 2009. The Leo Leadership Grant Program began July 1, 2009 and provides financial assistance to a Lions multiple district, sub-district or single district (not part of a multiple district) to help finance a Leo leadership conference. The goal of the program is to further develop Leos' leadership skills, specifically in the areas of project management, communication, creativity/innovation, teamwork and planning community service projects.

Grant Funding

Lions Clubs International will award a maximum of US\$16,000 for expense assistance each fiscal year of the program. Of this US\$16,000, a maximum of one US\$2,000 reimbursable grant per constitutional area and the continental area of Africa is permitted.

Eligibility

- Lions multiple districts, sub-districts or single districts are eligible to apply for a Leo Leadership Grant.
- Lions multiple districts, sub-districts and single districts may consider joint applications.
- Applications will not be accepted from Leo clubs or individual Lions clubs.
- Each multiple district, sub-district or single district can only receive financial assistance for a Leo leadership conference once every three fiscal years. However, in the event that expense assistance funding is still available as of March 1 in the current fiscal year of the program, requests for applications will be extended to single districts, sub-districts or multiple districts that have already received prior funding for Leo leadership conferences; and a constitutional area may be approved to receive expense assistance for more than one conference held within the same fiscal year.
- Leadership conferences are not allowed during a district or multiple district annual convention unless the delineation between the convention and leadership conference is clearly defined.

Criteria

Funding applications will be reviewed based upon the following criteria:

- Conference sessions **must** provide leadership lessons on one or more of the following leadership topics:
 - Teamwork
 - Communication Skills
 - Creativity/Innovation
 - Project Management/Planning
 - Providing Community Service
- Leos **must** present or co-present all sessions that are part of the conference.
- Leos **must** serve on the conference planning committee with Lions.
- Lions and Leos **must** collaborate in developing and executing the conference.

Application Procedure

Grant applications will be accepted on a rolling basis until May 1 of each fiscal year. Applications may be mailed, faxed or emailed to the Youth Programs Department at Lions Clubs International Headquarters. *Please note: applications can be emailed only if they have been scanned and include the required signatures.*

Multiple District: Grant applications must be signed and submitted by the council chairperson and multiple district Leo club chairperson.

Sub-District or Single District: Grant applications must be signed and submitted by the district governor and district Leo club chairperson.

Joint Applications: Lions multiple districts, sub-districts or single districts may jointly apply for a grant. In such cases, one multiple district, sub-district or single district must be designated as the liaison with International Headquarters for administrative purposes. When applying jointly for a grant, only one application should be completed and submitted to International Headquarters. The application should be submitted by the multiple district, sub-district or single district that has been designated as the liaison with International Headquarters. If a sub-district or single district has been designated as the liaison, the district governor and district Leo club chairperson should sign and submit the application; if a multiple district has been designated as the liaison, the council chairperson and multiple district Leo chairperson should sign and submit the application.

The Youth Programs Department of Lions Clubs International will approve eligible grants on a first-come, first-served basis.

Allowed expenses: facility rental, audio/visual equipment, food and beverages at the conference, postage, advertising and publicity, speaker expenses*, office supplies, conference materials and printing costs.

*The following speaker expenses are allowed:

Speaker fees: Cost for services rendered. *Note: copy of invoice and copy of payment is required. Fees will not be reimbursed unless both forms of documentation are provided.*

Speaker transportation: Lions Clubs International will cover transportation expenses to the conference up to but not exceeding one round trip economy air fare (per speaker) by the most direct route, with no layovers. *Note: The original used air ticket stub (not a copy) and a receipt of the purchase (canceled check, credit card receipt, etc.) are required. Air fare will not be reimbursed unless both forms of documentation are provided.*

Ground travel includes car mileage (US\$.30 per mile or US\$.19 per kilometer) or actual cost of bus, train, etc. Also covered is local taxi related to travel.

Speaker lodging: Reimbursement will be made for standard hotel room at the single rate.

Speaker meals: Cost of meals (if any) upon arrival at the conference and prior to departing the conference.

Speaker tips: Tips that are no more than US\$1 per piece of luggage or 10% of a taxi fare.

Disallowed expenses: personal expenses, alcoholic beverages, medical insurance, speaker incidental expenses such as cocktails, telephone, laundry, movies, travel insurance, etc., expenses not properly documented as outlined below, and expenses that exceed US\$2,000.

Medical Insurance Coverage Statement:

Lions Clubs International provides no medical insurance coverage to its members whether on Lions business or not. Therefore, when traveling on personal or Lions business, it would be wise to make sure you have sufficient medical insurance coverage. Many individual and group medical insurance plans do not cover the insured outside their own country, and sometimes not even out of their own city, state or province. This is especially true of the USA Medicare insurance which is effective in the

USA only and is probably true in many other government-sponsored and individual medical plans. This is a personal matter, which varies from individual to individual, so please be sure to examine your own situation and that of family members and friends carefully.

Reporting and Reimbursement Procedures

The Leo Leadership Grant Program Final Report must be submitted with the Expense Claim Form and original receipts according to the procedures below.

1. Grant recipients should submit the Leo Leadership Grant Program Expense Claim Form with appropriate signatures to the Youth Programs Department at International Headquarters. Expense claims will only be reimbursed up to US\$2,000. List all eligible expenses on the Leo Leadership Grant Program Expense Claim Form and attach *original* receipts.
2. List the monetary amount for each item in the national currency used. Reimbursement will be made in the local currency equivalent, or in US dollars, as determined by Lions Clubs International.
3. Mail the claim form, original receipts and final report to the Youth Programs Department at Lions Clubs International Headquarters **within 60 days of the conference**. If the required documentation (expense form, original receipts and final report) is not received within 60 days of the conference, reimbursement will not be considered.
4. If the conference criteria are not met, reimbursement will not be considered.

Once the required documentation is received and processed, a grant will be mailed to the council chairperson (for a multiple district) or district governor (for a sub-district or single district).

Any questions concerning the Leo Leadership Grant Program should be addressed to:

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