



# How to Apply for an LCIF International Assistance Grant



## What is an LCIF International Assistance Grant?

The International Assistance Grant (IAG) program is designed to support collaborative humanitarian projects between Lions in two countries. Funding is for Lion-to-Lion projects that are operational in nature (equipment, work force training, start-up operational costs, etc.) and provide direct and immediate services to the disadvantaged. In addition, the program supports projects

that aid the blind and other disabled groups, a traditional LCIF funding concern. The scope of possible projects is perhaps limitless considering the vast number of communities now served by local Lions clubs in Eastern Europe, Africa, South Asia and throughout the developing world. Potential projects include:

- **Clean water projects** (digging wells in water-poor countries)
- **Strengthening health care services** (eyeglass distribution and training missions, training of village health workers, providing health centers with essential equipment, launching needed medical services such as kidney dialysis units, geriatric care, etc.)
- **Rural development** (agricultural training and food production programs, economic development projects to establish small workshops and vocational opportunities in poor communities)
- **Education and literacy** (providing books and computers for low-income schools, training additional teachers, funding literacy campaigns, vocational training)
- **Aid for the disabled** (developing rehabilitative services in under-served communities, establishing prosthetic limb centers and wheelchair banks, developing independent living centers for blind and disabled persons)
- **Environmental protection** (planting trees/reforestation, developing latrines/sanitation systems in shanty towns)
- **Supporting Lions medical missions and international eyeglass recycling efforts**

## Key Elements of an IAG Project:

- Addresses important humanitarian needs
- Involves at least two Lions clubs or districts from different countries
- Provides long-term benefits
- Serves large or particularly needy population
- Identifies project as a Lions' activity
- Raises at least 50 percent of project funding through Lions or other sources

## Eight IAG Project Examples . . .

- The San Diego (Hillcrest-Mission Valley) Lions Club (District 4-L6, USA) sent a Lions surgical team and a package of eye care equipment to Juigalpa, Nicaragua, in collaboration with the Juigalpa Lions Club (District D-5, Nicaragua).
- The Las Vegas (Sundowners) Lions Club (District 4-N, USA) completed an eyeglass distribution mission to Jordan. The Las Vegas Lions brought 30,000 pairs of eyeglasses and held eye screening camps in rural areas, while simultaneously training the six Lions clubs in Jordan to conduct vision exams.
- The Lions of District 26-C (USA), in partnership with the Tbilisi Lions Club and A Call To Serve International (ACTS), organized a special camp for diabetic children in the Republic of Georgia.
- The Lions of District 103-CS (France) developed seven water wells in three villages in Mali, in collaboration with the Bamako Lions and the Lions' "One Drop of Water for Africa" organization.
- The Lions of Multiple District 27 (USA) received operational support for the Regional Eyeglass Recycling Center, Rosholt, Wisconsin. The center provides Lions' missions and clinics worldwide with eyeglasses.
- The Lions of District 27-C1 (USA), along with the Rio Bravo Lions Club, will sponsor two eyeglass training and distribution missions to Reynosa and Rio Bravo, Mexico.
- The Lions of District 27-E2 (USA) and District D-5 (Nicaragua) will take part in a pilot Vitamin A distribution project in Nicaragua. IAG funding will help to purchase a sufficient number of tablets for 125,000 pregnant women and children from Rivas, Esteli and Acoyapa.
- The Lions of District 2-A1 (USA) and District D-2 (El Salvador) plan to conduct a pilot eyeglass training workshop in El Salvador. Lions intend to hold similar seminars in other districts throughout Latin America.

## Features of the IAG Program

As an international program, IAG projects must involve a partnership between Lions in at least two countries: a *sponsoring* Lions district or club that raises funds and other support, and a *host* Lions district or club in the target country to handle logistics and oversight. The *sponsoring* Lions are responsible for submitting the IAG application to LCIF for consideration. The grant range is from US\$5,000 to US\$30,000.

A unique aspect of the IAG program is the opportunity it provides for international exchange and volunteerism. Any Lions' monies spent to travel to the project site to offer professional skills, to travel on short-term medical missions, or to send project personnel to the host country for training, can be used as matching funds against the IAG grant request. This kind of international exchange and sharing of "know how" are the basis of the IAG program.

**What steps are involved in applying for an LCIF International Assistance Grant?**

**Step 1: Getting Started**

Project ideas can be initiated by either the sponsoring or hosting Lions club or district. Many opportunities exist for identifying partner Lions clubs or districts. Perhaps a club is already "twinned" with a partner club in another country; if not, a club can contact the Program Development Department at International Headquarters to explore club twinning opportunities. Another good place to start is with the district's International Relations chairperson, who may have a wide range of Lions contacts in other countries. Today, working with Lions overseas is made easier by using the Internet and fax machines.

In addition, LCIF has developed an "IAG Project Opportunity List" to facilitate partnerships between Lions in different countries. Through the list, Lions interested in sponsoring an activity or working in a specific country may send their proposals to LCIF. Similarly, Lions interested in hosting a project may send their requests to the foundation, to be linked to potential sponsors. Furthermore, Lions may request "Model Project" guidelines for additional background or technical information about a certain type of project.

Lions may also work with nongovernmental organizations and other agencies in the design and implementation of an IAG proposal, as they are often excellent sources of technical assistance and guidance. Collaboration of this nature, however, must feature prominent participation by Lions and plans for Lions' identification and recognition. Proposals involving a third-party should include information about the organization, such as an annual report, and a letter detailing how the Lions will be involved in the project.

**Step 2: District or Club Support**

All applications must have the endorsement of a club president or district governor. The sponsoring club is responsible for raising funds to match the LCIF grant request, although the host club is encouraged to contribute financially as well. It is not necessary that all of the local funding be collected at the time the grant is submitted; however, LCIF will not release the grant until all monies are gathered. The budget can include a combination of collected, pledged and anticipated sources of funds.

<b>SAMPLE INTERNATIONAL ASSISTANCE GRANT BUDGET</b>			
<b>(Income must equal expenses.)</b>			
<b>Income</b>		<b>Expenses</b>	
Sponsoring Lions Club or District (Collected)	US\$6,000	Airfare for Mission Team	US\$5,000
Mission Team Members (Collected and Pledged)	5,000	Medical Supplies (Breakdown of items provided)	2,500
Host Lions Club or District (Collected)	500	Various Equipment (Pro forma invoices provided)	17,500
Community Donations (Anticipated)	2,500		
Third-Party Organization (Collected)	1,000		
LCIF	10,000		
	<u>US\$25,000</u>		<u>US\$25,000</u>

For additional information on International Assistance Grants please contact the LCIF Grants Department at International Headquarters. Phone (630) 571-5466, extensions 292 or 507; Fax (630) 571-5735.

**Projects or Activities Not Eligible for IAG Funding:**

- Projects without strong Lions identity or significant hands-on involvement
- Salaries and normal operating expenses for existing programs and institutes
- Capital construction projects
- Situations more appropriately funded by the government or other institutions
- Grants intended to repay loans or to establish reserve funds or endowments
- Projects where Lions and/or their families have a proprietary interest or would receive a direct or professional benefit

**Step 3: Submitting an Application**

The grant application form must be completed and signed by the sponsoring Lions club president or district governor. Include the project name, amount of funds requested, and the approximate number of people to be served. The project plan should concisely describe the problem to be addressed, the specific roles of the sponsoring and host Lions, and the project timeline. If an application is to be placed on the agenda for a board of trustees meeting, it must be received in completed form at least 60 days before the meeting.

**Step 4: Receipt of Application by LCIF Grants Department**

Grant applications are first reviewed by the LCIF Grants Department. The applicant is notified if additional information or revisions are needed. After the proposal is complete, it is summarized and presented to one of two committees for approval. If the proposal seeks between US\$5,000 and US\$10,000, the proposal is evaluated by an internal LCIF committee headed by the LCIF Chairman. Proposals seeking between US\$10,001 and US\$30,000 are reviewed three times a year by the LCIF Board of Trustees.

**Step 5: Approval of Grant Application**

If a grant is approved, the sponsoring club president or district governor is advised by letter. Included with the letter is the grant check (if the proposal is approved without any conditions), and a sample news release. The grant administrator is responsible for disbursing and accounting for LCIF grant funds. If a project is carried over into the next fiscal year, the grant administrator may delegate authority to his or her successor, but only with approval of the board of trustees.

**Step 6: Followup**

The grant administrator must send a final report to the LCIF Grants Department at the completion of the project. A report form is supplied to the administrator at the time the grant is approved. The final report should include photographs, newspaper clippings, and other documentation of the completed work.

