



Lions Clubs International Leo Leadership Grant Program

Grant Application

The Leo Leadership Grant Program 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, teamwork, creativity/innovation, and planning community service projects.

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.

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 January 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 leadership conferences; in addition, 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.

Grant applications will be accepted on a rolling basis until May 1 of each fiscal year. The Youth Programs Department of Lions Clubs International will review applications in the order in which they are received and approve eligible grants based on the content of the application. To be considered for expense assistance, applications must be sent to the Youth Programs Department at Lions Clubs International Headquarters in Oak Brook, Illinois, USA.

Please refer to the grant program's General Reimbursement Policy for further application details and requirements.

CONTACT INFORMATION

Leo Conference Coordinator/Contact Person: _____

Title: _____

Lions Club Name: _____ Multiple District/District: _____

Address: _____

City: _____

State/Province: _____

Country: _____

Postal Code: _____

Telephone Number: _____

E-mail Address: _____

Fax Number: _____

Conference Date: _____

Conference Location: _____

Conference Theme: _____

Name of Lead Leo Member on Conference Committee: _____

Title: _____

Leo Club Name: _____ Multiple District/District: _____

E-mail Address: _____

LEO LEADERSHIP CONFERENCE INFORMATION

Please respond to the following questions. Attach additional sheets as needed.

1. Explain in detail the goals of the Leo leadership conference your district or multiple district has planned.
2. Describe the conference format/agenda and how the events of the conference will be directed at reaching the outcomes you described in response to question one. Please attach a draft agenda to the application.
3. How will this conference further develop Leos' leadership skills in the areas of project management, communication, creativity/innovation, teamwork or planning community service projects?
4. How many Leos and Lions are on the conference planning committee and in what capacity are they involved in the planning? In your response, please include an explanation about how Leos who serve on the planning committee will further develop their leadership skills by serving on this committee.

5. What districts/multiple districts from within the constitutional area will be represented at the event?

6. Approximately how many Leos, Lions and guests (potential Leos) do you estimate will attend the conference? Please list numbers for each category separately.

7. What is the age range of the Leos who will be in attendance?

8. Where will the Leo conference be held? Why was this site chosen?

9. How will the conference be promoted to Leos? Please include samples of publicity materials if available.

10. Do you plan to have media coverage of the conference? If yes, please explain your plan for getting media to cover the event.

11. Do you plan to hold this Leo leadership conference even if you do not receive funding for your conference through this grant program?

PROPOSED TOTAL CONFERENCE BUDGET

Include cost and description of expenses.

ITEM	COST
Facility Rental	
Audio/Visual Equipment	
Food & Beverages at Conference	
Printing (Invitations, posters, flyers, etc.)	
Postage	
Advertising and Other Publicity	
Speaker Expenses	
Office Supplies	
Other. Please Describe:	
Other. Please Describe:	
Total Leo Conference Budget	

PORTION OF BUDGET THAT THE GRANT WILL COVER:

Include cost and description of expenses.

SIGNATURES REQUIRED

If the grant application is being submitted by a single district or a sub-district, signatures of both the district governor and district Leo club chairperson are required.

Signature of District Leo Club Chairperson *District* *Date*

Printed Name of District Leo Club Chairperson

Signature of District Governor *District* *Date*

Printed Name of District Governor

If the grant application is being submitted by a multiple district, the signatures of both the council chairperson and multiple district Leo club chairperson are required.

Signature of Multiple District Leo Club Chairperson *Multiple District* *Date*

Printed Name of Multiple District Leo Club Chairperson

Signature of Council Chairperson *Multiple District* *Date*

Printed Name of Council Chairperson

HOW TO SUBMIT THIS GRANT APPLICATION

1. Please attach the following materials to the grant application:
 - A proposed conference agenda
 - Sample publicity materials
 - A list of potential conference speakers
2. Mail, fax or e-mail this application and attachments, with all required signatures, to the Youth Programs Department at International Headquarters at the address listed below.
Please note: applications can be e-mailed only if they have been scanned and include the required signatures.

**Youth Programs Department
Lions Clubs International
300 West 22nd Street
Oak Brook, IL 60523-8842
USA
Fax: (630) 571-1692
E-mail: leo@lionsclubs.org**