



Leo Leadership Grant Program

Application and Guidelines

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Lions Clubs International Leo Leadership Grant Program

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Introduction

According to the United Nations Population Fund (UNFPA), “...in a world of adult concerns, young people are often overlooked. This tendency cries out for urgent correction, because it imperils youth as well as economies and societies at large.” The Leo Club Program aims to change this dynamic by offering youth an opportunity to develop as leaders within their communities.

In accordance with the Leo motto—Leadership, Experience and Opportunity—Leos around the world participate in activities and projects that enhance their communities, while developing leadership skills. Through the Leo Club Program, Leos make up a global network of young people committed to serving others and creating change.

Purpose

Lions Clubs International introduced the Leo Leadership Grant Program in 2009 to provide financial assistance to Lions interested in organizing Leo leadership events.

The grant program provides funding for Leo leadership events focused on developing leadership skills in the areas of project management, communication, creativity and innovation, teamwork and planning community service projects.

About Leo Leadership Conferences

- Leo leadership conferences may be organized by a Lions constitutional area, multiple district, sub-district or single district.
- Leos should participate in all stages of planning and organization of the event.
 - Leos must present or co-present ALL sessions.
 - Leos must serve on the conference planning committee with Lions.
 - Leos and Lions must collaborate in developing and executing the conference.
- Leo leadership conferences should be stand-alone events.
 - These conferences may take place before or after annual conventions. However, event organizers should promote the Leo leadership conference as a singular event and clearly separate finances for the conference.
- Leo leadership conferences should take place at a convenient location.
- Leo leadership conferences may take many forms including one or two-day programs with multiple workshops and multi-day leadership camps.

Logistics

Attendees

Participants should be Leos within a compatible age range from the host constitutional area, multiple district, sub-district or single district. Leos and guests from outside the host area may also attend.

Location

The conference should take place at a convenient location. Ask other Leos and Lions who have organized multi-day meetings in the host area to recommend reliable and cost-efficient venues.

The facility should have comfortable accommodations. Depending on your budget, you may wish to coordinate all meals to encourage networking and foster a spirit of cooperation and teamwork.

Be sure to determine if the facilities are sufficient to meet your audio-visual needs, and confirm all arrangements prior to the event.

Scheduling

When selecting a date for the conference, allow three to four months for planning and preparations. Keep in mind both national and religious holidays as well as potential conflicts with other major events that might prevent Leos from attending.

Leo leadership conferences may take place before or after a district or multiple district annual convention. However, event organizers should promote the Leo leadership conference as a stand-alone event and clearly separate finances for the conference.

Constitutional areas may host a Leo leadership conference in conjunction with Leo forums. However, funding cannot be used for a Leo event at a Lions constitutional area forum.

Budget

Lions Clubs International will award a maximum of US\$24,000 for expense assistance each fiscal year. The grant program provides a maximum of one US\$2,000 reimbursable grant per event. Your event may require additional funding from other sources.

Planning the Program

Planning Committee

Leos and Lions should serve together on the planning committee. Leos may serve in leadership roles, while collaborating with Lions in all facets of the conference including development, execution and follow-up.

When planning your event, create measurable goals and objectives for the conference. Develop an action plan to meet those goals and objectives.

Choosing Presenters

All sessions must be presented or co-presented by Leos. Lions and guest speakers may also present during these sessions in collaboration with Leos.

Presenters should both interest and inspire Leos, while offering expertise on a specific topic. Speakers may include Leo officers at the multiple district, district and club levels, Lions leaders and special guests.

Conference Agenda

The conference should focus on developing Leos' leadership skills in the following areas:

- Teamwork
- Communication
- Creativity and innovation
- Planning and managing projects
- Providing community service.

When designing your conference agenda, consider diversifying the structure of your event to include seminars, workshops, roundtable discussions, service projects, social activities and award ceremonies.

Please see the sample conference agenda (page 6) for ideas and inspiration for your Leo leadership event.

Promotions

While planning your event, develop a communications plan for promotions and publicity. Reach out to your district or multiple district public relations chairperson for assistance. Work with local media and consider both print and digital promotions.

Sample Conference Agenda

The following sample schedule can be used when planning your workshop. It should be adapted to meet specific needs in your region.

Remember Leos must present or co-present all sessions.

DAY ONE

Time	Session	Speaker
9:00-9:15am	Welcome <ul style="list-style-type: none"> • Thank participants • Logistics and housekeeping – location of restrooms, times of breaks and lunch • Set “ground rules” for respect and courtesy • Overview of the agenda – goals and objectives 	Please list the speakers for each session here. NOTE: Leos must present or co-present all sessions. See page 5 for a list of potential speakers.
9:15-9:30am	Leo Club Program Overview <ul style="list-style-type: none"> • Ensure that all participants are knowledgeable about Leo Club Program 	
9:30-9:45am	Icebreaker	
9:45-10:45am	Session #1 – Working in Teams	
10:45-11:00am	BREAK	
11:00-12:00pm	Session #2 – The Art of Communication	
12:00-1:00pm	LUNCH	
1:00-2:30pm	Session #3 – Community Development	
2:30-3:30pm	Session #4 – Project Management	
3:30-4:15pm	Session #5 – Group Reflection/Discussion	
4:15-4:30pm	Closing	

DAY TWO

Time	Session	Speaker
9:00-9:15am	Welcome <ul style="list-style-type: none"> • Reminders on logistics and housekeeping matters • Recap of Day One • Overview of Day Two agenda 	
9:15-9:30am	Icebreaker	
9:30-10:30am	Session #1 – Effective Planning	
10:30-10:45am	BREAK	
10:45-11:45am	Session #2 – Technology and Innovation in Service	
11:45-12:30pm	Session #3 – Group Reflection/Discussion	
12:30-1:30pm	LUNCH	
1:30-4:00pm	Service Activity	
4:00-4:30pm	Closing and Award Distribution	

Applying for Funding

Once the planning committee has coordinated the logistical arrangements and determined the conference agenda, you may apply for funding from Lions Clubs International.

Available Funds

LCI will award a maximum of twelve US\$2,000 reimbursable grants each fiscal year. The program permits a maximum of three US\$2,000 grants per constitutional area and the Continent of Africa per fiscal year. No area can receive more than three grants per fiscal year.

Eligibility

Lions' constitutional areas, multiple districts, sub-districts and single districts are eligible to apply for a Leo Leadership Grant. Applicants may also consider joint applications.

Deadline

Applications are accepted on a rolling basis until May 1 of each fiscal year. The Leo Club Program Department of LCI reviews applications in the order in which they are received and approves eligible grants based on the content of the application.

How to Apply

To apply for funding, you must complete and submit the application form (pages 9-11) with a detailed budget (page 12), required signatures (page 13) and a preliminary agenda (see page 6 for a sample). The Leo Club Program Department will review the application and respond within 30 business days of receiving all required forms.

Approved funds are reimbursed after the event, contingent upon receipt of the Leo Leadership Grant Program Final Report, Expense Claim and all original receipts. Please see the General Reimbursement Policy (pages 14-15) for additional details.

After the Conference

Thank Speakers

Send a note to conference speakers and thank them for their time. Express appreciation on behalf of all Leos who attended the conference.

Gather Feedback

Ask participants to complete surveys and gather feedback regarding the conference sessions. Evaluate the conference based on feedback from attendees and plan future projects accordingly.

Share Event Highlights

Send photos and a short description of the event to the media. Share event highlights with Lions leaders and Leos who could not attend. Feature stories and photos from your conference on social media to foster more engagement.

Requests for Reimbursement

Following the conference, grant recipients must submit the Leo Leadership Grant Program Final Report along with the Expense Claim Form and all original receipts to the Leo Club Program Department at International Headquarters.

Please follow the procedure below when submitting forms for reimbursement:

1. List all eligible expenses (up to US\$2,000) on the Expense Claim Form and indicate the currency used. Do not convert currency. Attach all original receipts to the Expense Claim Form.
2. Complete the Leo Leadership Grant Program Final Report. This report will serve as a valuable tool in publicizing the success of your conference, as well as evaluating the effectiveness of the grant program.
3. Mail the Expense Claim Form, original receipts and Final Report to the Leo Club Program Department within 60 days of the conference.

**Leo Club Program Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523-8842 USA**

Upon receipt and processing of the required documentation, LCI will send the grant reimbursement to the appropriate council chairperson or district governor.

Leo Leadership Grant Program
Grant Application

Contact Information

Organizing Lion

Name: _____ Title: _____

Lions Club Name: _____ District/ Multiple District: _____

Email: _____ Country: _____

Organizing Leo

Name: _____ Title: _____

Leo Club Name: _____ Leo District/Multiple District: _____

Email: _____ Country: _____

Conference Details

Conference Title: _____

Conference Date(s): _____ Location: _____

Amount of Funds Requested (US\$2,000 max): _____

Anticipated Number of Participants:

Leos _____ Lions _____ Guests _____

Please attach a draft agenda to this application.

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

1. Explain in detail the goals of the Leo leadership conference. How will the conference agenda reach these goals?
2. How will this conference further develop Leos' leadership skills in the areas of project management, communication, creativity and innovation, teamwork or planning community service projects?
3. 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 will further develop their leadership skills by serving on the planning committee.
4. What districts/multiple districts within your constitutional area will be represented at the event?

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

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

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

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

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

Proposed Conference Budget

Include cost and description of expenses. For a list of eligible expenses please see the General Reimbursement Policy (pages 14-15).

Item	Cost
Facility Rental	
Audio/Visual Equipment	
Food & Beverage at Conference	
Printing (invitations, posters, flyers, etc.)	
Postage	
Advertising and Other Publicity	
Speaker Expenses	
Office Supplies	
Other (please describe)	
Total Leo Conference Budget	

What portion of this budget will the grant cover?

Required Signatures

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

_____ Signature of District Leo Chairperson	_____ Date
_____ Printed Name of District Leo Chairperson	
_____ Signature of District Governor	_____ Date
_____ Printed Name of District Governor	

If the grant application is 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 Chairperson	_____ Date
_____ Printed Name of Multiple District Leo Chairperson	
_____ Signature of Council Chairperson	_____ Date
_____ Printed Name of Council Chairperson	

Please send this completed form to:

Leo Club Program Department
Lions Clubs International
300 W 22nd Street
Oak Brook, IL 60523-8842 USA
Email: leo@lionsclubs.org
Fax: (630) 571-1692

General Reimbursement Policy

1. Budget

Leo leadership conferences will be reimbursed up to US\$2,000. Expenses eligible for reimbursement may only be incurred after the Leo Leadership Grant Program Application is approved.

2. Submission of Claims

a. Official Forms

Expense claims must be submitted using the Leo Leadership Grant Expense Form, accompanied by the Leo Leadership Grant Final Report. Items must be properly itemized, columns totaled and accompanied by original receipts.

b. Signatures

The Expense Claim Form and Final Report must bear the signature of the Leo Chairperson and either the district governor or council chairperson.

c. Deadline

Upon completion of the conference, the Expense Claim Form along with all original receipts and the Final Report should be mailed within 60 days to the Leo Club Program Department at LCI. If the required documentation is not received within 60 days of the conference, reimbursement will not be considered.

3. Reimbursable Expenses

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

***Allowable speaker expenses are as follows:**

- Speaker fees – LCI will provide reimbursement for the cost of speaker services rendered. An invoice and payment copy is required.
- Speaker transportation – LCI will cover transportation expenses to the conference up to but not exceeding one round trip economy airfare (per speaker) by the most direct route, with no layovers. The original air ticket stub (not a copy) and a receipt of purchase are required. Airfare will not be reimbursed unless both forms of documentation are provided.
 - LCI will cover ground transportation expenses to and from the conference, including car mileage (US\$0.41 per mile or US\$0.25 per kilometer) or actual cost of train, bus, taxi, etc.

***Allowable speaker expenses are as follows:**

- Speaker lodging – LCI will reimburse standard hotel room fees at the single rate.
- Speaker meals – LCI will reimburse the cost of meals (if any) upon arrival at the conference, during and prior to departing the conference.
- Speaker tips – LCI will reimburse tips up to US\$1 per piece of luggage and up to 10% of a taxi fare.

4. Disallowed Expenses

Disallowed expenses include alcoholic beverages, Leo lodging expenses, medical insurance, speaker incidental expenses, telephone, laundry, movies, travel insurance, other personal expenses, expenses not properly documented and expenses exceeding US\$2,000.

5. Reimbursement

Reimbursement will be made out to the applicant's district or multiple district. In countries where LCI has bank accounts, reimbursement will be made in the applicant's local currency; otherwise, US dollars will be issued based on the Lions Exchange Rates in the month of the reimbursement.

6. Medical Insurance Coverage Notice

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 group medical insurance plans do not cover the insured outside their own country, and sometimes even out of their own city, state or province. This is especially true of US Medicare insurance, which is effective in the US only, and is probably true in many 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.