



2019-2020 LEADERSHIP DEVELOPMENT INSTITUTE GRANT PROGRAM APPLICATION

Constitutional Area 5

What is the Leadership Development Institute Grant Program?

This grant program offers funds towards conducting an Emerging Lions Leadership Institute (ELLI). Eligible expenses (refer to the [Leadership Development Institute Grant Program Reimbursement Policy](#)) will be reimbursed in an amount not to exceed actual expenses incurred. The maximum grant available is:

- **Multiple District: USD \$4,500.00**
- **Single District: USD \$1,200.00**
- **Undistricted Provisional District/Region/Zone: USD \$500.00**

Fifty percent (50%) of the total grant amount will be paid approximately thirty (30) days prior to the confirmed institute start date. All multiple districts, single districts and undistricted provisional districts/regions/zones are eligible to participate in this grant program.

What is the application process?

All Global Action Team – Global Leadership Team (GLT) area leaders, multiple district coordinators, and single district coordinators on record with Lions Clubs International are eligible to apply for institute grant funds by submitting a completed 2019-2020 Leadership Development Institute Grant Program application.

Grant applications will be accepted between May 1, 2019 and August 31, 2019. **All completed applications will be accepted.** Confirmation of acceptance and/or additional instructions will be emailed to the institute coordinator listed on the application approximately three (3) weeks after receipt of initial application.

May an application be submitted for a grant towards a RLLI?

Grants will no longer be available for Regional Lions Leadership Institutes (RLLI) starting with the 2019-2020 fiscal year.

Where can the designated curriculum for this training program be found?

Emerging Lions Leadership Institute: Curriculum will be available for download after approval of application. (Please refer to the [Emerging Lions Leadership Institute Planning Guide](#) document for a list of all topics covered.)

What is required to obtain reimbursement from the grant program?

To receive reimbursement from the Leadership Development Institute Grant Program, the following documents must be submitted to the Leadership Development Division at Lions Clubs International.

1. A completed [2019-2020 Leadership Development Institute Grant Program Application](#) must be on file with the Leadership Development Division
2. A signed [Leadership Development Institute Grant Program Disbursement Agreement](#) must be on file with the Leadership Development Division
3. A completed [Leadership Development Institute Grant Program Reimbursement Form](#)
4. Copies of receipts for eligible expenses (see [Leadership Development Institute Grant Program Reimbursement Policy](#) for additional information)
5. [Leadership Development Institute Grant Program Daily Attendance Sheet](#) (with faculty and participant signatures as verification of attendance)
6. [Leadership Development Institute Grant Program Faculty/Participant Verification Sheet](#) (Excel list including Member and Club ID numbers of all faculty and participants)
7. Agenda/Outline for all days of the selected institute
8. Completed [Institute Evaluations](#) from the participants and a [Final Institute Evaluation Report](#)



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It is imperative that the completed Reimbursement Claims and supporting documents are submitted promptly and received by the Leadership Development Division within **60 days** of completion of the institute, in accordance with Lions Clubs International policy. **Claims received after 60 days may not be eligible for reimbursement.**

Reimbursement will be made payable to the multiple district, single district, undistricted provisional district/region/zone.

Where should completed forms and/or questions be directed?

By email to the Leadership Development Division at leadershipdevelopment@lionsclubs.org

By mail to:

Lions Clubs International, Leadership Development Division (LD Institute Grant)
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA

By telephone: 630.468.7117



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Complete and submit this application to apply for a grant to organize and conduct an **Emerging Lions Leadership Institute (ELLI)**.

Applicants must provide all information as requested. Applications will not be considered until a **fully completed application and appropriate signatures** are submitted.

Please ensure the date of your institute is a minimum of 2.5 - 3 months after the date your completed application is submitted. This will guarantee that all materials are provided to the institute coordinator with enough time to properly prepare for the selected institute.

All multiple districts, single districts and undistricted provisional districts/regions/zones are eligible to participate in this grant program. The maximum grant available is:

Multiple District: USD \$4,500.00 (not to exceed actual expenses)

Single District: USD\$1,200.00 (not to exceed actual expenses)

Undistricted Provisional District/Region/Zone: USD\$500.00 (not to exceed actual expenses)

Fifty percent (50%) of the total grant amount will be paid approximately thirty (30) days prior to the selected institute start date.

The multiple district, single district, or undistricted provisional district/region/zone applicant is expected to provide additional funds for institute expenses as needed.

1. **Emerging Lions Leadership Institute (ELLI):** Training to prepare Lions for leadership positions at the club level.

Refer to the [Emerging Lions Leadership Institute Planning Guide](#) for more information.

2. Contact information of the institute coordinator:

Name & Title	
Membership Number	
Club ID Number	
Email Address	
Preferred Telephone Number	
Multiple District Number Single District Number Undistricted Country	

3. Dates of institute: _____

4. Name and address of the venue where the institute will be held:

5. Language(s) of instruction: _____

6. Anticipated number of participants: _____

7. Number of classrooms (each classroom should be no larger than 25 participants): _____



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8. Objective/Purpose of institute: _____

9. Faculty Team: At least half of the faculty team must be a Faculty Development Institute (FDI) graduate or Lions Certified Instructor Program (LCIP) certified. All faculty members should have prior facilitation or training experience. Each classroom should have a minimum of two (2) faculty. (You may copy this sheet if you have more than four (4) faculty members.)

Faculty #1:

Name: _____ Member #: _____ Title: _____

Email: _____ FDI attended (location, date and year): _____

LCIP Certification (location, date and year): _____

Previous training experience: _____

Faculty #2:

Name: _____ Member #: _____ Title: _____

Email: _____ FDI attended (location, date and year): _____

LCIP Certification (location, date and year): _____

Previous training experience: _____

Faculty #3:

Name: _____ Member #: _____ Title: _____

Email: _____ FDI attended (location, date and year): _____

LCIP Certification (location, date and year): _____

Previous training experience: _____

Faculty #4:

Name: _____ Member #: _____ Title: _____

Email: _____ FDI attended (location, date and year): _____

LCIP Certification (location, date and year): _____

Previous training experience: _____



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10. Signatures:

Lions Clubs International knows that the faculty members’ personal experiences and presentation styles may offer some opportunities to expand on the topics and enhance the learning environment. Lions Clubs International welcomes their suggestions and requires that any changes to be implemented within the board-approved curriculum be reviewed and approved in advance by the Leadership Development Division (leadershipdevelopment@lionsclubs.org).

By signing this form, I hereby agree to deliver the ELLI institute curriculum per the instructor manual as provided by Lions Clubs International.

I furthermore agree to provide a final report including a verified list of faculty and participants to the Leadership Development Division along with the Leadership Development Institute Grant Program Reimbursement Form complete with all itemized eligible expense receipts.

Please be advised that changes to information, including changing institute dates, on the approved application must be submitted to the Leadership Development Division in writing for review and approval, prior to the institute. Failure to submit institute changes to the Leadership Development Division could result in loss of the grant.

Global Action Team GLT Multiple District/District Coordinator Acknowledgement:

_____	_____	_____
Print Name	Signature	Date

Council Chairperson/District Governor/Coordinating Lion Acknowledgement:

_____	_____	_____
Print Name	Signature	Date

Global Action Team GLT Area Leader Acknowledgement:

_____	_____	_____
Print Name	Signature	Date

Application Submission

By email to the Leadership Development Division at leadershipdevelopment@lionsclubs.org

By mail to:

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