



Lions Clubs International
FOUNDATION

LIONS CLUBS INTERNATIONAL FOUNDATION
**CHILDHOOD CANCER
PILOT GRANT PROGRAM**



Cancer is a leading cause of death for children and adolescents around the world. Approximately 300,000 children up to 19 years old are diagnosed with cancer annually. While childhood cancer generally cannot be detected early or prevented, in high-income countries more than 80% of children with cancer are cured. For a variety of reasons, in many low- and middle-income countries only about 20% of children are cured. The most common categories of childhood cancers include leukemia, brain cancer, lymphoma and solid tumors.

Improving childhood cancer survival outcomes requires supporting children as they receive treatment and families while they experience the unimaginable social, economic, and emotional burdens of having a child with cancer. For example, medical bills can be very expensive, and appointments often affect parents' ability to work. Many families travel long distances to access cancer treatment and may experience difficulties finding transportation or a comfortable place to stay overnight so that they can be close to their child. Schooling may be interrupted for children who are undergoing treatment. Each of these factors influence a family's ability to access medical care and complete the recommended course of cancer treatment for their child.

The LCIF Childhood Cancer Pilot Grant Program is designed to help enable Lions projects that address the social and economic factors children and their families encounter during cancer treatment. The goal of the LCIF Childhood Cancer grant program is to improve the quality of life for children receiving treatment and their families.



Grants are available in amounts from US\$10,000 to US\$150,000 to support projects that are implemented in coordination or collaboration with existing government or charitable childhood cancer medical facilities. Funds can be used for a project's capital needs and select project operational expenses during the start-up period. The Childhood Cancer grant program will not fund medical care directly. If an applicant wishes to implement a project involving medical equipment or infrastructure, they may be eligible to apply for support through the LCIF Matching grant program.

Project examples include but are not limited to:

- Construction, expansion, or renovation of child, teenager, and family-friendly waiting rooms in healthcare facilities
- Construction, expansion, or renovation of rooms or houses where families can rest, sleep, or cook meals while their child is receiving treatment
- Projects that strengthen access to or improve transportation to and from medical appointments
- Projects that address the educational and recreational needs of childhood cancer patients while receiving treatment at a healthcare facility
- Infrastructure to support palliative care

Childhood Cancer grants are awarded in amounts between US\$10,000 to US\$150,000 per project. Applicants from developed countries can apply for up to 50 percent of the total project budget and applicants from developing countries can apply for up to 75 percent of the total project budget (up to the maximum request amount of US\$150,000 for all applicants).

Applications are accepted on a rolling basis, but must be received at least 90 days before a scheduled LCIF Board of Trustees meeting. These meetings occur annually in August, January, and May. Please visit www.lcif.org or contact LCIF for specific application deadline dates. The LCIF Board of Trustees and LCIF New and Emerging Initiatives staff reserve the right to request additional pertinent information as needed.

Please review the Childhood Cancer grant criteria and regulations before completing this application. All information requested below must be provided to LCIF to determine eligibility for funding consideration. Questions regarding the Childhood Cancer grant program should be directed to the New and Emerging Initiatives Department at new.emerging@lionsclubs.org.

Eligible projects should:

- ✓ Have a strong Lions identity and involvement
- ✓ Coordinate or collaborate with existing government or charitable childhood cancer medical facilities
- ✓ Improve the quality of life for children with cancer and their families
- ✓ Provide long-term benefits
- ✓ Support efforts too large for one club to undertake alone
- ✓ Mobilize significant local matching funds
- ✓ Highlight the presence of Lions in the community or region
- ✓ Serve a large population or region

Non-eligible projects:

- ✗ Requests under US\$10,000 or over US\$150,000
- ✗ Single-club projects (grants require a minimum involvement of two clubs)
- ✗ Scientific research
- ✗ Medical equipment or infrastructure for diagnoses or treatment
- ✗ Individual assistance



1. Who can apply for LCIF Childhood Cancer grants?

Lions districts and multiple districts can apply for Childhood Cancer grants.

2. Would a project that has started or is completed qualify for funding consideration?

Childhood Cancer grants are only available for projects in the planning stages that have not begun in any way. Grants are not provided on a reimbursement basis. Significant project expense payments should not be made prior to the Board of Trustees rendering a decision. When submitting grant applications, it is important to consider the project start and completion dates, as well as the timing of the three annual LCIF Board of Trustees meetings where decisions are made on Childhood Cancer grant applications.

3. What is a pro-forma invoice?

A pro-forma invoice is a documented cost estimate or quotation that must be acquired from the manufacturer or vendor from whom the equipment will be purchased or from the construction company that will perform the work. This documentation is required in the submission of the application.

4. How many clubs must financially support a Childhood Cancer grant project with local matching funds?

At a minimum, two clubs must make a significant financial contribution to the project by securing and/or raising local matching funds. Ideally, many more clubs are involved in the development and execution of the grant project.

5. Are local matching funds in the form of cash required by a grant applicant?

Yes. While other types of donations, such as in-kind donations are appreciated, they are not admissible toward the local Lions match. Additionally, Lions' volunteer time with the project may not be converted to a cash value. The local match must be new funds specifically raised for the project that LCIF is being asked to fund.

6. Is there a grant award minimum and/or maximum?

The grant minimum is US\$10,000 and the maximum is US\$150,000. A developing country may request 75 percent of the overall project cost (not to exceed US\$150,000) and developed countries may request 50 percent of the overall project cost (not to exceed US\$150,000).

7. What are examples of eligible grant projects that provide familial support for families that experience childhood cancer?

Some examples of familial support could include renovation or construction of waiting rooms, renovation or construction of houses/hostels where families can stay for multiple days while their child receives treatment, implementation or improvement of transportation programs to and from medical appointments. The Childhood Cancer grant program will not fund medical care directly. If an applicant wishes to implement a project involving medical equipment or infrastructure, they may be eligible to apply for support through the LCIF Matching grant program. Please contact LCIF with any questions about which specific project types qualify for the Childhood Cancer grant program.

8. Are applicants required to partner with a pediatric oncology medical facility?

Yes, all projects should be implemented in coordination or collaboration with existing government or charitable childhood cancer medical facilities.

9. Can the Childhood Cancer grant fund operating expenses?

A small portion of the overall project budget can be start-up costs and initial operating expenses. However, there must be a detailed plan for sustainability explaining how the operational expenses will be maintained once the grant has concluded.

10. Can the Childhood Cancer grant fund individual assistance projects, such as an individual's treatment?

No. The Childhood Cancer grant should be used to serve a large population or region. No individual assistance is allowed.

11. How many Childhood Cancer grants can a district or multiple district apply for at one time?

A district or multiple district may not have more than one Childhood Cancer grant in process at any time. This means approved or in the review process. Once an approved grant is closed through the submission of a satisfactory final report, a new application can be submitted.

12. What are the application deadlines?

Applications may be considered at the LCIF Board of Trustees meetings in August, January, and May. Applications must be received by LCIF no less than 90 days before the board meeting date. Please refer to the LCIF website for specific deadline dates. It is recommended that applications be submitted well in advance of the application deadline. Applications that are incomplete or require additional time for clarification of details may be held over for review at a later board meeting.

13. What is the process once the application is submitted to LCIF?

LCIF will acknowledge receipt by email or letter. This communication from LCIF will confirm the receipt date, identify the LCIF staff person who will provide the preliminary review (to determine eligibility) and provide a tracking number for the application. LCIF staff will contact the district or multiple district with any questions to clarify the goals and objectives of the project. There could be a few questions or many, as LCIF works to determine the eligibility of the application and project.

In some cases, Lions may be asked to revise the proposal to more closely meet the grant criteria. Lions may be given a deadline by which to respond. Only applications that are complete and eligible will have an opportunity to move forward for review by the LCIF Board of Trustees.

14. What are the possible outcomes of the board's decisions?

The board may approve a grant (at the full request or a reduced amount), table a grant (pending the need for more information or revision), or deny a grant request. A grant that is tabled is neither approved nor denied, as additional information is required before a decision can be made.

15. If the grant is approved, how long will it take to get the grant funds?

Grant approvals often come with conditions. The primary conditions for Childhood Cancer grants include: 1) verifying collection of the required local matching funds and 2) signing and returning the grant agreement. Other conditions may be placed on grants as the board deems appropriate. LCIF will not release the grant funds until all grant conditions are fully met. Lions have six months from the approval date to collect their required local matching funds.

16. Who is responsible for managing the grant funds for approved grants?

The grantee district or multiple district is responsible for the grant and the district governor (for a district level grant) or council chairperson (for a multiple district level grant) in office at the time a grant is approved is considered the grant administrator. The grant administrator is responsible for ensuring that the grant funds are properly utilized for the purpose approved by the board. The grant administrator is also responsible for ensuring that LCIF receives a timely final report upon the completion of the grant project.

1. Grants are considered for projects exceeding the financial resources and fundraising capabilities of the applicant Lions multiple district, district, and participating clubs. There must be at least two clubs involved in the financial support and implementation of the project.
2. Projects should serve many people, and ideally entire communities, to maximize the charitable impact of LCIF funding. Additionally, priority is given to projects serving the under resourced sectors of society and demonstrating financial need.
3. Projects that seek LCIF funding shall have a strong Lions identity and ongoing involvement of local Lions. Priority is given to projects in which Lions provide volunteer services, have a track record of previous support, and a clearly identifiable role in helping administer the project and/or institution involved.
4. In addition to Lions' involvement and identity with the project, the applicant Lions district and participating clubs must make a significant financial commitment to the project. While the clubs involved may not contribute equal amounts in local matching funds, the amounts should be comparable to demonstrate that the project is not primarily funded by a single club. At least half of the local matching funds must be secured and/or raised by the Lions submitting the grant application. (Note: Projects with the financial support of only one Lions club are not eligible.)
5. The local matching funds may only be in the form of cash contributions. In-kind donations, whether land, labor or materials, from Lions and/or partners will strengthen the proposal and should be highlighted in the project write up, but such in-kind support may not be included in the budget as part of the matching funds toward the LCIF grant. Additionally, local matching funds must represent cash available or pledged for the current project being proposed.
6. Grants will not be approved on a continuing basis to any single project. Projects or institutions receiving a Childhood Cancer grant must wait one year after submission of the final grant report before applying for a new grant if the previous grant for the same project has met its objectives.
7. Funding for operating expenses may be included as a part of the project budget and grant request, but only when such funds would be used to initiate or significantly expand services. The applicant must demonstrate how such operating expenses will be sustained once LCIF grant funds are expended. Any proposed operating expenses should be a modest portion of the overall grant project budget.
8. Childhood Cancer grant projects should to be implemented in partnership with a healthcare facility with dedicated resources and expertise in treating childhood cancers. Priority will be given to projects aiming to upgrade and expand the familial support components of existing healthcare facilities with a proven track record and expertise in treating childhood cancers. Partnership with a healthcare facility with no track record specific to childhood cancer is not recommended. Partner health care facilities should be non-profit or public institutions with a demonstrated commitment to serving the poor and uninsured.
9. Grant applications should include signed letters of support from all project collaborating partners. The letter(s) shall explain the role of the collaborating partner in relation to the proposed project and clearly state the nature of their support (resources, personnel, cash, in-kind, etc.).
10. Childhood Cancer grants are not available for projects more appropriately addressed through other LCIF grant programs. Information on other foundation programs is available at www.lcif.org or by contacting LCIF.
11. Projects receiving grant funding shall be clearly identified as being made possible by LCIF through appropriate recognition, signage, and public relations activities. LCIF will provide specifications on such recognition at the time of approval. In the event that LCIF partners are funding specific projects and initiatives, the grantee may be asked to provide additional recognition. Final grant reports must include confirmation of recognition.

12. Each grant application is judged solely on its own merit and the degree to which it meets the criteria and the humanitarian funding priorities of LCIF as established by the Board of Trustees.
13. Projects must possess a high degree of sustainability and reasonably ensure continued operation upon conclusion of LCIF funding.

GRANT REGULATIONS

1. Grant applicants must submit their project proposals on a LCIF Childhood Cancer application form. The application form will need to be completed in its entirety to be reviewed by LCIF staff. The project budget must clearly itemize all project income sources and expense items and project income must equal expenses. Incomplete applications or proposals submitted in other formats are ineligible.
2. Grant proposals may be submitted by any Lions district (single, sub or multiple). Priority will be given to higher-impact projects at the regional, state or province level. Applications submitted by single or sub-districts must be signed by the current district governor and be certified via resolution by the district cabinet and thereafter with notification to the council chairperson. Multiple district applications shall be signed by the council chairperson and certified via resolution by the council of governors. Appropriate cabinet or council meeting minutes at which the application was certified must be submitted. These minutes must be from the Lions fiscal year in which the application will be reviewed by the LCIF Board of Trustees.
3. If the grant project is to take place in a country outside the applicant's district, the project shall have the endorsement, and preferably, the active involvement of the local Lions district. In countries where there are clubs but no district structure, the local clubs closest to the project need to endorse the project. In all cases, detailed information on the role of local Lions in the project should be provided to LCIF. In countries where no clubs exist at present, the applicant Lions district must be able to demonstrate the ability to properly oversee, evaluate and report on the project.
4. The maximum grant amount that may be requested is US\$150,000 and the minimum grant amount that may be requested is US\$10,000. If approved, the grant funds shall not be disbursed until the required matching funds are collected locally, per the approved project budget.
5. Grants may only be requested for up to 50 percent of the project budget for developed countries. Developing countries, as defined by the United Nations, shall be eligible to apply for up to 75 percent funding. The minimum contribution regulation is determined for the district or multiple district submitting the application. **(NOTE: Maximum grant request is limited at US\$150,000).**
6. Only one Childhood Cancer grant can be open and active per district at any given time. For districts that include several countries, the limit is one grant per country. At the multiple district level, only one Childhood Cancer grant can be open and active at a time.
7. Childhood Cancer grants are intended for projects in early developmental (planning) stages. The project that LCIF is being asked to fund should not have commenced. Significant project expense payments or deposits should not be made prior to the Board of Trustees rendering a decision. Additionally, completed projects are not eligible for funding, nor shall grants be used to repay loans, establish financial reserves, or reimburse project expenditures made prior to grant approval. Projects requesting funding as a reimbursement are not eligible.
8. Lions and/or their families should not receive direct or professional benefit or have proprietary interest in projects receiving LCIF assistance.

9. Approved grants are made payable to the appropriate Lions district (single, sub or multiple). The district governor or multiple district council chairperson in office at the time the grant is approved shall serve as grant administrator for the life of the project. It shall be his/her responsibility to disburse funds to the project and account for the LCIF grant funding. If a project carried over into a new fiscal year, the grant administrator must provide copies of progress and final project reports submitted to LCIF to the current district cabinet or multiple council. LCIF reserves the rights to replace grant administrators as necessary.
10. Grant recipients are responsible for submission of a thorough report detailing project results and the exact use of LCIF funds upon completion of the project (report forms are issued with grant award letters). Districts or multiple districts failing to submit such a report for a completed project will not be eligible to receive any additional grants.
11. Grant applications must be received in the LCIF office, in completed form, at least 90 days before an LCIF Board of Trustees meeting to be considered at that meeting. The meetings are held in August, January and May; deadline dates may be found on the LCIF web page or by contacting LCIF directly. Since additional information is frequently requested, submitting an application well before a deadline is advised. Please note that submitting an application prior to the application deadline does not guarantee that the grant will be presented at the next Board of Trustees meeting. Applications may need to undergo significant revisions prior to being presented to the Board of Trustees.
12. Applications previously withdrawn or rejected may be resubmitted only if they have been revised to address the reasons for being tabled, denied or withdrawn.
13. Applicants failing to answer correspondence from LCIF on their application within 120 days will result in their application being ineligible for consideration and withdrawn.
14. Applicants have six months from the date of approval to collect and secure their local matching funding. Note: LCIF does not release grant funds until the local matching funds are collected and readily available for the implementation of the project.
15. Approved grant-funded projects shall be implemented in a reasonable timeframe and completed within two years from the date of the grant approval. Extensions may be considered on a case-by-case basis.
16. After sufficient consultation with the applicant, LCIF retains the authority to rescind grants that are either not initiated or not making sufficient progress within this two-year timeframe. Any disbursed funds that are not adequately documented shall be returned to LCIF if the grant is rescinded.
17. LCIF claims no ownership of and disclaims any liability for any property or equipment that may be funded by an LCIF grant. In the event there is a desire to transfer or sell any property or equipment funded by an LCIF grant, the grantee shall inform LCIF and consult with LCIF staff regarding the intended beneficiaries of such transfer or sale. Unless otherwise specifically approved in writing by LCIF, any property or equipment funded by an LCIF grant shall be transferred or sold only to an appropriate charitable entity that will continue to utilize such property or equipment only for charitable purposes in the respective community in accordance with the intent and provisions of the original grant agreement and policies of LCIF.

Additionally, any funds derived from transfer or sale of such property or equipment shall be utilized only for charitable purposes in the respective community and shall not result in any private inurement or personal benefit to any individual or non-charitable entity.

CHILDHOOD CANCER GRANT APPLICATION QUESTIONS

GENERAL INFORMATION

Date: _____

Project title: _____

Project location: _____

Amount of funds requested from LCIF in US\$: _____

Lions district, sub-district, or multiple district submitting the project proposal: _____

PROJECT DESCRIPTION, GOALS AND OBJECTIVES

1. Problem identification and justifications for the project. Explain the following:

- a. Explain the social and economic challenges that children with cancer and their families experience in your area. What is the particular problem to be addressed?
- b. What are the detailed reasons and justifications for the project? What will the project accomplish/change?
- c. What geographical area and communities will be served? If available, please include socio-economic data.
- d. Provide the estimated number of people who will directly benefit from this project on an annual basis. How was this number calculated?
- e. Please describe how childhood cancer is treated in your area. What is the current availability and quality of treatment for childhood cancer patients?

2. Project strategy and plan of action. Provide the following information:

- a. Provide a detailed plan for this project, indicating how the objectives will be reached.
- b. Include a project timetable for implementation and completion including key milestones.
- c. Please provide architectural designs for any proposed facility renovations or expansions. Include a narrative justification for the proposed facility construction or enhancements.

3. Projects should be implemented in coordination or collaboration with existing government or charitable childhood cancer medical facilities. Please provide additional information about project partners and stakeholders.

- a. Provide a brief history of each partner, including the number of childhood cancer patients treated on an annual basis.
- b. Please describe the childhood cancer services that are currently available at the partner medical facility.
- c. Describe each partner's roles and responsibilities in implementing and sustaining the project.
- d. Include letters from each partner organization endorsing the project and noting their roles and involvement.

4. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance, and administrative expenses. Provide a detailed five-year financial plan outlining income and expenses.

LIONS IDENTIFICATION AND INVOLVEMENT

1. What will the role of Lions be in project management, fundraising, promotion, advocacy, and project implementation? Include relevant history relating to Lions involvement.
2. How many Lions clubs will be involved in the project? Please list the specific roles/responsibilities of these clubs.
3. Please describe plans for identifying the project as having been made possible by LCIF. Please note that any publicity materials and media regarding the project should acknowledge the support and involvement of both LCIF and the Lions.

PROJECT BUDGET

1. Please provide a brief narrative for the project budget expenses.
2. Include an itemized budget, using the template below, which covers anticipated income and expenses for the entire project.
 - In the income section, list all funding sources separately and specify the amount that each is contributing. ***Please note that a minimum financial involvement of two clubs should be demonstrated.***
 - Indicate the status of each income source as collected, pledged and/or anticipated. Collected funds should be documented with a bank statement(s) and pledged funds should be documented with letters from respective donors.
 - In the expense section, list and itemize all expense items. Please provide pro-forma invoices for items to be purchased.
 - Indicate which currency is being used and the exchange rate to US dollars. Income must equal expenses.

Currency Type: _____

Exchange rate to US dollars: _____

Income				Expenses			
Source	Amount	Status	Notes	Expense Description	Amount	Explanation of Expense	
Lions				1			
				2			
Partners				3			
				4			
LCIF		Anticipated		5			
				6			
Total	\$0.00				Total	\$0.00	

KEY CONTACTS

Provide contact information for all Lions and non-Lions who are involved in this project including their name, title, and email address.

APPLICATION ENDORSEMENT

- Cabinet or council certification must be included with every grant application. Please submit a copy of the cabinet (single or sub-district) or council (multiple district) meeting minutes at which the application was certified.
- For single and sub-districts, only the district governor must sign the application.
- For multiple districts, only the council chairperson must sign the application.

DISTRICT GOVERNOR'S ENDORSEMENT (SINGLE AND SUB-DISTRICT LEVEL GRANT APPLICATIONS)

This is to certify that I have reviewed the LCIF Childhood Cancer grant criteria and grant application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation.

District Governor Name

District Number

Address

Telephone

Fax

Email

Signature

Date

COUNCIL CHAIRPERSON ENDORSEMENT (MULTIPLE DISTRICT LEVEL GRANT APPLICATIONS)

This is to certify that I have reviewed the LCIF Childhood Cancer grant criteria and grant application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation.

Council Chairperson Name

Multiple District Number

Address

Telephone

Fax

Email

Signature

Date

APPLICATION CHECKLIST

Before submitting your Childhood Cancer grant application, please take a moment to review this checklist to ensure that your application is complete and ready to be sent to LCIF.

- ✓ All questions have been answered in detail.
- ✓ Meeting minutes of the district cabinet (for district-level applications) or multiple district council meeting (for multiple district level applications) are included.
- ✓ Signature endorsement of the current district governor (for district level applications) or the current multiple district council chairperson (for multiple district level applications) is included.
- ✓ Required supporting documentation is included:
 - Architectural drawings, cost estimates and land ownership verification for construction projects
 - Equipment brochures, pro-forma invoices, and supplier price quotations for all items to be purchased for equipment projects
 - Five-year financial plan outlining future project income and operating expenses for the project
- ✓ You have maintained a copy of the entire application for your records, prior to submission to LCIF.

APPLICATION SUBMISSION

Applications must be submitted directly to the LCIF New and Emerging Initiatives Department. Applications submitted through other departments may cause the application to be received after the application deadline date and will delay the review process.

The completed application and required supporting documentation may be submitted to LCIF in hard copy or electronic copy. However, electronic submissions are preferred. Please only send one copy. If sending by regular mail, please send via a reliable courier service (i.e. DHL, FedEx, other). This ensures that the document can be traced if lost in transit.

Lions Clubs International Foundation
New and Emerging Initiatives Department
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Website: www.lcif.org



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