



2023-2024 Leadership Development District Grant Program Application

What is the Leadership Development District Grant Program?

The *Leadership Development District Grant Program* offers funds to support the expenses related to the **training of zone chairpersons** within the district.

Eligible expenses (refer to the *Leadership Development District Grant Program Reimbursement Packet*) will be reimbursed in an amount up to **USD \$500.00**.

All districts are eligible to participate in this grant program; however, funding is limited and not all applicants will be awarded a grant.

Applications are due by September 30, 2023. Incomplete applications and applications submitted after this date may not be accepted.

What is the application process?

All Global Leadership Team (GLT) district coordinators on record with Lions Clubs International (1 per district) are eligible to apply for grant funds by submitting a completed *Leadership Development District Grant Program Application*.

Applications will be awarded in the order they are received. Once all the district grants have been awarded, additional applicants will be placed on a waitlist. **Applications are due by September 30, 2023.**

Confirmation of acceptance and/or additional instructions will be emailed to the GLT Coordinator listed on the application approximately three (3) weeks after receipt of initial application. **Pre-training approval by the Leadership Development Division of Lions Clubs International is required to reserve funds. Confirmation of approved applications will be provided.**

Can I use this grant for a Zone Chairperson Workshop that was completed at the end of last year for this year's officers?

The training must occur during the current Lion year (July 1, 2023 – June 30, 2024). For example, a district may choose to train current zone chairpersons or wait and use the grant to train 2024-2025 incoming zone chairpersons who are identified later in this fiscal year.

Where can the designated curriculum for the Zone Chairperson Workshop be found?

The Leadership Development Division will provide guidance regarding specific curriculum topics to be included in each training program. Additional and/or elective topics are determined by those responsible for training in the district, including the GLT Coordinator, and must be designed to suit the distinct needs of the district.

The required zone chairperson workshop curriculum is available on the [Lions Clubs International website](https://www.lionsclubs.org).

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 District Grant)
300 W. 22nd Street
Oak Brook, IL 60523-8842 USA



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What is required to obtain reimbursement from the grant program?

To receive the *Leadership Development District Grant Program* reimbursement the following steps must be completed:

1. A completed **2023-2024 Leadership Development District Grant Program Application Form** must be on file with the Leadership Development Division.
2. After the conclusion of the training, **submit the following documents:**
 - ☐ A completed [Leadership Development District Grant Program Reimbursement Form](#)
 - ☐ Copies of receipts for eligible expenses (see the reimbursement form for additional information)
 - ☐ Completed [Training Attendance & Consent Form](#)
 - ☐ Completed [Leadership Development Training Final Summary](#)
3. **Report the completed training in Learn.**
 - ☐ **GLT Coordinators must report** the completed training, including faculty and participant names, using the Manage Training feature of the “Learn” application using their Lion Account.

Failure to submit the required documents to the Leadership Development Division within **60 days** of completion of the training, will prevent the training from receiving official recognition by Lions Clubs International and will prevent faculty and participants from receiving acknowledgement of attendance. **Claims received after 60 days may not be eligible for reimbursement.**

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

IN ACCORDANCE WITH LIONS CLUBS INTERNATIONAL POLICY, REIMBURSEMENT CLAIMS RECEIVED MORE THAN SIXTY (60) DAYS AFTER THE CONCLUSION OF THE TRAINING PROGRAM MAY NOT BE ELIGIBLE FOR REIMBURSEMENT.



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Training Information – Zone Chairperson Workshop: Training of zone chairpersons at the district level.

For which district(s) is this training intended? _____ Dates of training _____

Location of training _____

Language(s) of instruction _____ Anticipated number of participants _____

District Contact Information

Training Coordinator Information: (Due to unique responsibilities, this Lion should **not** be a member of the faculty team):

Name _____ Membership Number _____

Title _____ Email _____

Multiple District Number / District Number / Undistricted Country _____

Preferred Language of Correspondence _____

*If the *GLT Coordinator* is not the Training Coordinator, please provide the contact information of the GLT Coordinator:

Name _____ Membership Number _____

Email _____

Acknowledgements

By signing this *Leadership Development District Grant Program Application*,

- ☐ I understand that funds are not reserved until the Leadership Development Division approval email is received by the GLT coordinator.
- ☐ I agree to complete the required documents, including all itemized eligible expense receipts, as listed in the *Leadership Development District Grant Program Reimbursement Packet* and submit to the Leadership Development Division within sixty (60) days post training. **Claims received after 60 days may not be eligible for reimbursement.**
- ☐ I agree that the GLT Coordinator will report the approved training using the Manage Training feature of the “Learn” application using their Lion Account.
- ☐ I agree to inform Lions Clubs International of any changes to training information, including changes to training dates, faculty, and/or curriculum no less than fourteen (14) days prior to the start of the training to allow for proper review and approval. **Failure to submit training changes to the Leadership Development Division could result in loss of the grant.**
- ☐ I understand that if the training is presented in a non-official language of Lions Clubs International, translation of all materials is the responsibility of the organizing multiple district, single district or undistricted country.

Signatures

Name of Training Coordinator Signature Date

Name of GLT District Coordinator Signature Date

Name of District Governor Signature Date