



2023-2024 Leadership Development Multiple District Grant Program Application

What is the Leadership Development Multiple District Grant Program?

The Leadership Development Multiple District Grant Program offers funds to support the training of confirmed first and second vice district governors at the multiple district level. Eligible expenses (refer to the Leadership Development Multiple District Grant Program Reimbursement Packet) will be reimbursed in an amount not to exceed:

- USD \$100.00 per confirmed first vice district governor participant (not to exceed actual expenses incurred).
- USD \$75.00 per confirmed second vice district governor participant (not to exceed actual expenses incurred).

All multiple districts and single districts are eligible to participate in this grant program. All completed applications will be awarded a grant.

What is the application process?

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

Applications are due by September 30, 2023, and all completed applications received before the application deadline will be accepted.

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.**

Can I use this grant for training 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 multiple district may choose to train current second vice district governors or wait and use the grant to train the incoming second vice district governors who are identified later in this fiscal year.

Where can the designated curriculum for the First and Second Vice District Governor training 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 multiple district, including the Global Leadership Team (GLT) coordinator, and must be designed to suit the distinct needs of the multiple district.

First vice district governors: the multiple district level first vice district governor training curriculum is a key component of the board-approved training program for first vice district governor/district governors-elect and must be incorporated. The mandated curriculum will be provided by the Leadership Development Division of Lions Clubs International in July 2023.

Second vice district governors: the training program effectively combines online training (Phase 1) and an instructor-led training workshop (Phase 2) to maximize learning and meet the needs of second vice district governors. While it is recommended that second vice district governors be trained using both components, Phase 2 must be presented in order to be eligible to receive funds from this grant program. The training curriculum is available on the Lions Clubs International website.



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What is required to obtain reimbursement from the grant program?

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

1. A completed **2023-2024 Leadership Development Multiple District Grant Program Application Form** must be on file with the Leadership Development Division.
2. After the conclusion of the training, **submit of the following documents:**
 - ☐ A completed [Leadership Development Multiple 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.

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



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Training Information

- ☐ **First Vice District Governor Training:** Training of first vice district governors at the multiple district level.

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

Location of training _____

Language(s) of instruction _____ Anticipated number of 1VDG _____

- ☐ **Second Vice District Governor Training:** Training of second vice district governors at the multiple district level.

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

Location of training _____

Language(s) of instruction _____ Anticipated number of 2VDG _____

Multiple 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 Multiple 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 Multiple 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.



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Acknowledgements continued

- ☐ 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 Multiple District Coordinator	_____ Signature	_____ Date
_____ Name of Council Chairperson	_____ Signature	_____ Date