



2020-2021 LEADERSHIP DEVELOPMENT INSTITUTE GRANT PROGRAM APPLICATION AND DISBURSEMENT AGREEMENT

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 \$1,800.00**
- **Undistricted Provisional District/Region/Zone: USD \$750.00**

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 2020-2021 Leadership Development Institute Grant Program application.

***NOTE:** A single district is a district that is not connected to a multiple district. For example, District 50 – Hawaii, USA is a single district, while District 1A is a sub-district of Multiple District 1 – Illinois, USA.

Grant applications will be accepted between May 2020 and August 31, 2020. **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.

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 [2020-2021 Leadership Development Institute Grant Program Application](#) must be on file with the Leadership Development Division
2. A completed [Leadership Development Institute Grant Program Reimbursement Form](#)
3. Copies of receipts for eligible expenses (see [Leadership Development Institute Grant Program Reimbursement Policy](#) for additional information)
4. [Leadership Development Institute Grant Program Daily Attendance Sheet](#) (with faculty and participant signatures as verification of attendance). Include Member and Club ID numbers for all faculty and participants.
5. Completed [Institute Evaluations](#) from the participants and a [Final Institute Evaluation Report](#)

GLT Coordinators must report the completed training, including faculty and participants, in the Local Training Reporting Tool via “Learn” using their Lion Account.

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



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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\$1,800.00 (not to exceed actual expenses)

Undistricted Provisional District/Region/Zone: USD\$750.00 (not to exceed actual expenses)

***NOTE:** A single district is a district that is not connected to a multiple district. For example, District 50 – Hawaii, USA is a single district, while District 1A is a sub-district of Multiple District 1.

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.
- ☐ **Regional Lions Leadership Institute (RLI) – Virtual Session**

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): _____
8. Objective/Purpose of institute: _____



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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. Reserved Grant Disbursement:

This Application and Disbursement Agreement Document must be signed and received by the Lions Clubs International Leadership Development Division to be eligible to secure a grant.

The Lions Clubs International banking form or account payee name must be submitted to the Leadership Development Division prior to the disbursement of the grant. Contact your treasurer to ensure the required information is provided to the Leadership Development Division. Approximately thirty (30) days prior to the start of the institute, approved applicants will receive a disbursement of 50% of the total grant amount.

The final reimbursement will be paid upon review of the Leadership Development Institute Grant Program Reimbursement Form and required documentation.

Incomplete reimbursement claims will not be processed. The Leadership Development Division must receive all documentation within 60 days of completion of the institute. Claims received more than 60 days after the completion of the institute, may not be eligible for reimbursement

Should the maximum allowable reimbursement be less than the initial 50% disbursement provided by Lions Clubs International, the institute coordinator will be responsible to refund any overpayment to Lions Clubs International within sixty (60) days after being notified. The Leadership Development Division will provide the institute coordinator with notification and an explanation of how the overpayment was calculated.

GENERAL CONDITIONS

A. Purpose:

The institute grant shall be used solely for the above-described purpose, to conduct an ELLI in your multiple district, single district or undistricted provisional district/region/zone.

B. Program and Budget:

Reserved institute grants are contingent upon review and approval of a completed ELLI Leadership Development Institute Grant Program Application. No significant changes may be made to the program as proposed in the approved application without prior written approval from the Leadership Development Division.

C. Funding:

The multiple district, single district or undistricted provisional district/region/zone is expected to provide funding in addition to the Leadership Development Institute Grant Program if needed.

D. Reversion of Grants:

If the ELLI is not conducted during the dates agreed upon, deposit must be returned to Lions Clubs International, within thirty (30) days after the agreed upon dates, unless written approval is secured from the Leadership Division for a date change.

The grant is intended to support the specific institute for which the approved application was submitted. Any portion of the grant unexpended upon completion of the institute shall be immediately returned to Lions Clubs International. We reserve the right to deny any payments for expenses not deemed to be reimbursable.

E. Liability:

The multiple district, single district or undistricted provisional district/region/zone is responsible for its ELLI. While Lions Clubs International provides grant support, it is not liable for multiple district, single district or undistricted provisional district/region/zone operations and/or any expenses associated with the ELLI.

F. Insurance:

The institute host will ensure that adequate insurance coverage for the institute is in effect and will provide a valid certificate of insurance as proof of coverage. Please note the general liability insurance program of Lions Clubs International may not provide coverage for all operations of this activity.



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11. 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 Application and Disbursement Agreement, I hereby agree to deliver the ELLI institute curriculum per the instructor manual as provided by Lions Clubs International.

By signing this Application and Disbursement Agreement, I hereby agree to above listed Reserved Grant Disbursement Conditions and assures Lions Clubs International that the institute will be conducted according to board policy.

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 and Disbursement Agreement 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.

In order to secure a grant, this Application and Disbursement Agreement Document must be completed, signed, and received by the Leadership Development Division.

Multiple District			
	Print Name	Signature	Date
Global Action Team GLT Multiple District Coordinator:			
Council Chairperson:			
Global Action Team Area Leader:			

Single District			
	Print Name	Signature	Date
Global Action Team GLT District Coordinator:			
District Governor:			
Global Action Team Area Leader:			

Undistricted Provisional District/Region/Zone			
	Print Name	Signature	Date
Coordinating Lion:			
Global Action Team Area Leader:			

Application Submission

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

By mail to:

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