



LEADERSHIP DEVELOPMENT INSTITUTE GRANT PROGRAM

LEADERSHIP DEVELOPMENT INSTITUTE GRANT PROGRAM APPLICATION AND DISBURSEMENT AGREEMENT

What is the Leadership Development Institute Grant Program?

The *Leadership Development Institute Grant Program* offers funds towards conducting either an **Emerging Lions Leadership Institute (ELLI)** or **Regional Lions Leadership Institute (RLLI)**.

Eligible expenses (refer to the *Leadership Development Institute Grant Program Reimbursement Packet*) 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.

*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.

What is the application process?

All Global Action Team (GAT) area leaders and Global Leadership Team (GLT) 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 *2023-2024 Leadership Development Institute Grant Program Application*.

Grant applications will be accepted between May 15, 2023, and October 15, 2023. **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.

Applications must be submitted a minimum of **3-4 months prior** to the proposed institute start date. This will guarantee that all materials are provided to the institute coordinator with enough time to properly prepare for the selected institute.

Applications with partial information and/or missing signatures will not be considered.

Where can the designated curriculum for these training programs be found?

- **Emerging Lions Leadership Institute (ELLI):** Curriculum will be available to download after approval of application. (Please refer to the *Emerging Lions Leadership Institute Supplement* for a list of all topics covered.)
- **Regional Lions Leadership Institute (RLLI):** Curriculum will be available to download after approval of application. (Please refer to the *Regional Lions Leadership Institute Supplement* for a list of all topics covered.)



May an application be submitted for a grant towards both an *ELLI* and a *RLLI*?

Currently, a multiple district, single district or undistricted provisional district/region/zone area is only eligible to apply for and receive one (1) *Leadership Development Institute Grant* for either an *ELLI* or *RLLI*. Please research each institute to understand the differences and select the institute that is best suited for the Lions and Leos in your area.

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

Qualified Candidates: Lions and Leos in good standing who have successfully served on a club committee and have not yet obtained the level of Lions Club President. Club Vice Presidents are strongly encouraged to attend *ELLI*.

- ***Regional Lions Leadership Institute (RLLI)***: Training to prepare Lions and Leos for leadership positions throughout the organization.

Qualified Candidates: Lions ready to pursue leadership roles within their Lions' communities. Club leaders would benefit from attending. The *RLLI* program may be customized to best accommodate the needs of the area.

Please review the *Institute Planning Guide* and the institute specific *Institute Supplement* for additional information and details on each institute.

ELLI Leo Grant

Leadership Development Institute Grant Program recipients who organize an *ELLI* are eligible to receive additional funds when Leo members are included as participants. Learn more about the [ELLI Leo Grant](#).

Is there an option to organize a virtual institute?

The Leadership Development Committee has provided approval for a virtual *Regional Lions Leadership Institute (RLLI)*. In addition, a virtual *RLLI* can be used in conjunction with *Leadership Development Institute Grant*. (see the [Leadership Development Institute Grant Program Regional Lions Leadership Institute \(RLLI\) Virtual Request](#) document on the webpage for additional information.)

Currently, we are unable to approve and support a virtual *Emerging Lions Leadership Institute (ELLI)*. The current *ELLI* is not designed to be run as a virtual session and therefore, a virtual *ELLI* will not be approved.

Virtual RLLI Approval Process

Submit this application to organize a virtual *RLLI* a minimum of twelve (12) weeks from the date of institute. This will allow time for the Leadership Development staff to review the virtual modifications of the standard *RLLI* curriculum and provide feedback if the submitted plan requires additional adjustments. In addition, time will be needed to allow the institute coordinator and faculty to review the plan, materials, and activities for the virtual *RLLI*.

Using the guidelines provided in this document, please provide additional information about how the *RLLI* curriculum will be locally adapted for virtual delivery. Include the following items in the request to implement a virtual *RLLI*:

- *Leadership Development Institute Grant Program Application*
- Virtual training agenda
- A detailed plan for making each session interactive for virtual delivery.

Before planning and promoting a virtual *RLLI*, Leadership Development staff must review and approve the agenda and plan for adapting the curriculum for virtual delivery. Send your virtual training agenda and plan to institutes@lionsclubs.org. Please allow fifteen (15) business days for review and approval.

For additional guidelines and details, please see the [Regional Lions Leadership Institute \(RLLI\) Virtual Request Process](#) document found on the [Lions Clubs International website](#).

What is required to obtain reimbursement from the grant program?

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

1. A completed **2023-2024 Leadership Development Institute Grant Program Application Form** must be on file with the Leadership Development Division.
2. After the conclusion of the institute **submit the following documents:**
 - ☐ A completed [Leadership Development Institute Grant Program Reimbursement Form](#)
 - ☐ Copies of receipts for eligible expenses (see the reimbursement form for additional information)
 - ☐ Completed [Institute Attendance & Consent Form](#) with faculty and participant signatures as verification of attendance. Include Member and Club ID numbers for all faculty and participants. **Did Leos attend your ELLI? Highlight the names of the Leo participants on your attendance form to be reimbursed for their attendance. [Learn more about the ELLI Leo grant.](#)**
 - ☐ Completed [Leadership Development Institute Final Summary](#)

Failure to submit the required documents to the Leadership Development Division within **60 days** of completion of the institute, will prevent the institute 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 institutes@lionsclubs.org

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



2023-2024 Leadership Development Institute Grant Program Application and Disbursement Agreement

Type of Institute

Please review the [Leadership Development Institute Planning Guide](#) and the specific *Institute Supplement* for additional information and details on each institute. (select one)

- ☐ **Emerging Lions Leadership Institute (ELLI)**: Training to prepare Lions and Leos for leadership positions at the club level.
Qualified Candidates: Lions and Leos in good standing who have successfully served on a club committee and have not yet obtained the level of Lions Club President. Club Vice Presidents are strongly encouraged to attend ELLI.
- ☐ **Regional Lions Leadership Institute (RLLI)**: Training to prepare Lions and Leos for leadership positions throughout the organization.
Qualified Candidates: Lions and Leos ready to pursue leadership roles within their communities. Club leaders would benefit from attending. The RLLI program may be customized to best accommodate the needs of the area. (Not available in CA 5)
- ☐ **Virtual Regional Lions Leadership Institute (RLLI)**: Additional information including a virtual training agenda and a detailed plan for making each session interactive for virtual delivery is required. For additional guidelines and details, please see the [Regional Lions Leadership Institute \(RLLI\) Virtual Request Process](#) document.

Institute Information

List multiple district(s), single district(s), sub-district(s) or undistricted country(s) that are participating in this institute:

Location of institute (city, name and venue address if available): _____

Dates of institute (3 days required for ELLI): _____

Language(s) of instruction: _____

*Anticipated number of participants: _____

*Number of classrooms: _____

*Note minimum and maximum number of participants per classroom in the table below

	Maximum Participants	Minimum Participants (per classroom)	Maximum Participants (per classroom)	Maximum Classrooms	Maximum Faculty (per classroom)
ELLI	75	20	25	3	3
RLLI	100	20	25	4	3

**Curriculum is designed to accommodate the maximum participants per classroom as stated above. Any requests outside of these guidelines will be evaluated on a case-by-case basis.



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Local Institute Coordinator

Local Institute 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 Local Institute Coordinator, please provide the contact information of the GLT Coordinator:

Name: _____ Membership Number: _____

Email: _____

Name and street address of the Lion (typically the local institute coordinator) where certificates (ELLI and RLLI) and pins (ELLI only) should be mailed (no P.O. boxes accepted). Items will be shipped approximately forty-five (45) days prior to confirmed institute start date.

Name:		Attention:	
Address:			
Address 2:			
City:		State/Province:	
Postal Code:		Country:	
Phone:		Email:	

Faculty Information

Each classroom should have two – three (2-3) faculty members and meet the following criteria:

- **At least half of the faculty in each classroom 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.**

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 Learning and Development Programs Department by email submission to institutes@lionsclubs.org **no later than 21 days prior to the start of the institute.**

- If there are any changes to the faculty list, notification must be provided to Lions Clubs International **prior** to the institute occurring. Failure to notify Lions Clubs International of faculty changes may result in losing the Leadership Development Institute Grant and receiving acknowledgment of the institute.

Email faculty changes to the Leadership Development Division at institutes@lionsclubs.org. (You may copy the faculty sheet if you have more than eight (8) faculty members.)



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	Faculty #1	Faculty #2
Name & Title		
Membership Number		
FDI attended (location / year)		
LCIP Certification (location / year)		
Previous training experience		
Faculty invited and accepted (date)		

	Faculty #3	Faculty #4
Name & Title		
Membership Number		
FDI attended (location / year)		
LCIP Certification (location / year)		
Previous training experience		
Faculty invited and accepted (date)		

	Faculty #5	Faculty #6
Name & Title		
Membership Number		
FDI attended (location / year)		
LCIP Certification (location / year)		
Previous training experience		
Faculty invited and accepted (date)		

	Faculty #7	Faculty #8
Name & Title		
Membership Number		
FDI attended (location / year)		
LCIP Certification (location / year)		
Previous training experience		
Faculty invited and accepted (date)		



2023-2024 Leadership Development Institute Grant Program Application and Disbursement Agreement

Reserved Grant Disbursement Conditions

The *2023-2024 Leadership Development Institute Grant Program Application and Disbursement Agreement* 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* or *RLLI* 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 *Leadership Development Institute Grant Program Application and Disbursement Agreement*. 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* or *RLLI* 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* or *RLLI*. 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* or *RLLI*.
- 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.



2023-2024 Leadership Development Institute Grant Program Application and Disbursement Agreement

Acknowledgements

By signing this *Leadership Development Institute Grant Program Application and Disbursement Agreement*,

- ☐ I understand that if the institute 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.
- ☐ I agree to deliver the ELLI or RLLI institute curriculum per the instructor manual as provided by Lions Clubs International.
- ☐ I understand the faculty requirements and agree to invite faculty members who meet the criteria.
- ☐ I agree to above listed Reserved Grant Disbursement Conditions and assures Lions Clubs International that the institute will be conducted according to board policy.
- ☐ I agree to complete the required documents, including all itemized eligible expense receipts, as listed in the Leadership Development Institute Grant Program Reimbursement Packet and submit to the Leadership Development Division within sixty (60) days post institute. Claims received after 60 days may not be eligible for reimbursement.
- ☐ I agree to inform Lions Clubs International of any changes to institute information, including changes to institute dates, faculty, and/or curriculum no less than fourteen (14) days prior to the start of the institute to allow for proper review and approval. Failure to submit institute changes to the Leadership Development Division could result in loss of the grant.

Signatures

- ☐ By signing this form, I hereby agree to coordinate the [ELLI](#), [RLLI](#) per the guidelines as provided by Lions Clubs International in the [Institute Planning Guide](#). Furthermore, I agree to provide all required pre- and post- institute documentation to Lions Clubs International in the appropriate timeframe.

Name of Local Institute Coordinator

Signature

Date

Multiple District

Name of GLT Multiple District Coordinator

Signature

Date

Name of Council Chairperson

Signature

Date

Name of Global Action Team Area Leader

Signature

Date



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Single District

_____ Name of GLT District Coordinator	_____ Signature	_____ Date
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_____ Name of District Governor	_____ Signature	_____ Date
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_____ Name of Global Action Team Area Leader	_____ Signature	_____ Date
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Undistricted Provisional District/Region/Zone

_____ Name of Coordinating Lion	_____ Signature	_____ Date
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_____ Name of Global Action Team Area Leader	_____ Signature	_____ Date
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