

LCIF Leo Service Grant Report Form



Lions Clubs International
FOUNDATION



This form should be used in reporting on **LCIF Leo Service Grants**. Your report helps LCIF evaluate the grant and measure benefits achieved. In addition to publicity purposes, LCIF requires a full accounting and complete financial report on the utilization of all grant funds.

The grant administrator is responsible for ensuring that LCIF receives a timely and complete final report. The final report is due no later than 30 days after the completion of the project. Leo Service grants should be completed within 6 months of receiving grant funds. Failure to submit a timely final report may impact the grantee's ability to have future grant requests considered by LCIF.

The information and guidelines provided in this form are to assist Lions in the preparation of the Leo Service grant final report. The report with all required documentation should be submitted to the LCIF New and Emerging Initiatives Department. The format below is a guide. Please provide the information requested and the answers in a separate document that follows the same order.



General Grant Information

1. LCIF grant tracking number.
2. Approved grant amount (US\$).
3. Date the project started and date of completion.
4. Community or region where project was implemented.
5. Participating Leo Club(s).

Narrative Details

6. Describe the local situation that encouraged the Leos to pursue this project.
7. Provide a detailed description of the grant project activities and the benefit to the community.
8. Did the project achieve its goal? If not, explain.
9. Detail any challenges faced in implementing the project.
10. Number of Leos directly involved in project implementation.
Number of Lions directly involved in the implementation of the project.

Impact on Grant Beneficiaries

11. Number of direct beneficiaries from the grant funded project. Explain how this total was calculated.
12. Number of in-direct beneficiaries from the grant funded project. Explain how this total was calculated.
13. Include testimonials from and action photographs of the project beneficiaries.

Financial Details

A completed and accurate record of funds received and expenses incurred must be reported. Follow the budget format below in reporting this information. The report must include:

- Original paid invoices, receipts and supporting documentation for all equipment purchased, costs incurred, and construction work paid for with grant funds, per the approved budget.
- If applicable, serial numbers for major expense items.
- Copies of bank statements for the project bank account, showing interest earned, if any.
- Any unused LCIF grant funds and interest accrued on those funds should be returned to LCIF.
- Each receipt should be numbered so that it can be matched with the corresponding expense in the budget.

Income Sources	Amount	Expenses	Amount	Vendor Name	Receipt Number
Lions		Equipment/Supplies X			1
		Equipment/Supplies Y			2
Other		Equipment/Supplies Z			3
LCIF Grant					
TOTAL:		TOTAL:			

LCIF Identification and Project Publicity

Provide photographs of the project during the implementation phase and upon completion. In the case of projects that have a physical component, provide photos showing all major grant-funded expense items such as any equipment and/or the construction (interior and exterior views). All projects must recognize the involvement of LCIF.

- Include photographs of the actual LCIF recognition (i.e. plaque, permanent signage, etc.).
- Include copies of any media publicity Lions received promoting this project in the community.

Report Endorsement

- All reports must be reviewed and approved by the District Cabinet (District-level grants) or the Multiple District Council (Multiple District-level grants) before being submitted to LCIF.
- Please include evidence in the form of meeting minutes to document that the cabinet or council has reviewed the final report and approves the submission to LCIF. The grantee should retain a copy of the entire report and all documents sent to LCIF.

Grant Administrator Signature

Email

Date

District Governor's Signature (district-level projects)

Email

Date

Council Chairperson's Signature (multiple district-level projects)

Email

Date