



HUMANITARIAN ASSISTANCE GRANT

Administrative processing of grant requests

- a. Grant requests of \$5,000 or less may be approved solely by the Grants Committee and Executive Committee. The Chair of the Grants Committee will provide a report on any grants of \$5,000 or less approved during the quarter at the next Foundation Board meeting.
- b. Grant requests are due not later than two weeks prior to the scheduled quarterly meeting of the Foundation Board. If the grant request is not received within this time, it will be presented at the following Foundation Board meeting.
- c. Requests for grant assistance shall be considered on a case-by-case basis, when received from a District 241 Lions Club in good standing.
- d. The Grants Committee Chair shall forward the grant request to the Committee Members with a copy to the President and Secretary.
- e. The Grants Committee will conduct a thorough evaluation of the grant request. They may obtain additional documentation from the submitting Club as necessary. After conducting their evaluation, the Grants Committee will make a recommendation to the Foundation Board for approval/disapproval of the request.
- f. The Chair of the Grants Committee will present any requests of \$5,000 or more with the Committee's recommendation, at the next Foundation Board meeting for approval or disapproval.
- g. After Foundation Board action, the Secretary will notify the Club of the results of that action.
- h. If the grant is approved, the Secretary will electronically send the Grant to the Treasurer for disbursement. All grant funds will be held by the Foundation until receipt of the Club's written directions for distribution. All grant funds will only be utilized to support 501(c)3 organizations or purchase supplies to benefit these organizations.
- i. The exception is the assistance to individuals. If the Club desires the proceeds of the grant to aid a needy individual, the check from the Foundation must be payable to the entity providing services to that individual. Under no circumstances shall the proceeds of the Grant go directly to the needy individual.
- j. Once the grant request has been approved by the Foundation Board, or Grants Committee if \$5,000 or less, action by the Club to make distribution must be taken within one year following notification of grant approval. If distribution is not received, the remaining proceeds of the grant shall be deemed as unspent funds returned to the Foundation.
- k. A grant time extension may be considered only once for reasonable cause. Extension requests must be submitted in writing to the Grants Committee Chair no later than 90 days prior to the expiration date of the approved Grant. All grant extensions must be approved by the Foundation Board.
- l. District 241 Lions Clubs in good standing are not restricted in the number of grant requests they can submit in any Lion Year. However, District 241 Lions Clubs are limited to a total of all approved grants of \$20,000 or less in each Lions Year.
- m. The goal of the charity foundation is to support Lions Clubs in their service to the community. Therefore, the foundation looks favorably on grant applications that include the requesting Club's prioritized financial participation (or investment) in the requested project.

