



Lions Clubs International
FOUNDATION

LIONS CLUBS INTERNATIONAL FOUNDATION HUNGER GRANT PROGRAM



For decades, the global demand for food has increased steadily along with the world's population. While food production has become more efficient, the ever-increasing demand for food along with extreme weather events and conflict have exacerbated the hunger problem. There are nearly one billion people across the world who experience food insecurity. Without action, the United Nations estimates nearly two billion people will be malnourished by the year 2050.

The LCIF Hunger Grant Program is designed to support the infrastructure development and equipment acquisition of Lions' projects focused on alleviating hunger. Grants are available to Lions districts in amounts of US\$10,000 to US \$150,000. Funds can be used for a project's capital needs and select project operational expenses during the start-up period.



As members of the world's largest service organization, Lions have a unique opportunity to lead in the fight against hunger. Lions can help alleviate hunger by supporting school feeding programs. A school feeding program is any program that provides food to children who regularly attend school. School feeding programs provide both educational and health benefits by increasing school enrollment and attendance, while reducing hunger at the household level. In addition to school feeding programs, Lions can support food banks, food pantries, and feeding sites. These organizations play a vital role in distributing food to families when they need it most.

Project examples include but are not limited to:

- Initiating or expanding of school-based feeding programs
- Supporting the infrastructure needs of food banks, feeding centers, and similar facilities that provide food to communities on a charitable basis

Typical project expenses may include:

- Construction or expansion of food banks, feeding centers, and food storage facilities
- Construction or expansion of kitchen or dining facilities as part of a school-based feeding program
- Refrigerators and freezers to store perishable food items
- Kitchen equipment such as stoves and ovens
- Furniture such as chairs and tables for dining rooms and feeding centers
- Vehicles to transport, collect, and deliver food

GUIDELINES

Hunger Grants are awarded from US\$10,000 up to US\$150,000 per project. All districts can apply for up to 75 percent of the total project budget (up to the maximum request amount of US\$150,000).

Applications are accepted on a rolling basis, but must be received at least 90 days before a scheduled LCIF Board of Trustees meeting. These meetings occur annually in August, January, and May. Deadlines to apply are February 1, May 1, and October 1. The LCIF Board of Trustees and LCIF Global Grants staff reserve the right to request additional pertinent information as needed.

Please review the Hunger grant criteria and regulations before completing this application. All information requested below must be provided to LCIF to determine eligibility for funding consideration. Questions regarding the Hunger Grant Program should be directed to the Global Grants Division at LCIFGlobalGrants@lionsclubs.org.

Eligible projects should:

- ✓ Have a strong Lions identity and involvement
- ✓ Provide long-term benefits
- ✓ Support efforts too large for one club to undertake alone
- ✓ Mobilize significant matching funds
- ✓ Highlight the presence of Lions in the community or region

Non-eligible projects:

- ✗ Projects focused on agriculture or farming
- ✗ Projects focused on nutrition and gardening education
- ✗ Equipment to use during disaster relief situations
- ✗ Requests under US\$10,000 or over US\$150,000
- ✗ Single club projects
- ✗ Purchase of food
- ✗ Purchase of land
- ✗ Individual assistance (projects should serve the broader community)
- ✗ Projects lacking Lions identity and involvement



FREQUENTLY ASKED QUESTIONS

1. Who can apply for LCIF Hunger Grants?

Lions districts can apply for Hunger Grants. Multiple districts are not eligible to apply.

2. Would a project that has started or is completed qualify for funding consideration?

Hunger Grants are only available for projects in the planning stages that have not begun in any way. Grants are not provided on a reimbursement basis. Significant project expense payments should not be made prior to the Board of Trustees rendering a decision. When submitting grant applications, it is important to consider the project start and completion dates, as well as the timing of the three annual LCIF Board of Trustees meetings where decisions are made on Hunger Grant applications.

3. What is a pro-forma invoice?

A pro-forma invoice is a documented cost estimate or quotation that must be acquired from the manufacturer or vendor from whom the equipment will be purchased or from the construction company that will perform the work. This documentation is required in the submission of the application.

4. How many clubs must financially support a Hunger Grant project with local matching funds?

At a minimum, two clubs must make a significant financial contribution to the project by securing and/or raising local matching funding. Ideally, many more clubs are involved in the development and execution of the grant project.

5. Are local matching funds in the form of cash required by a grant applicant?

Yes. While other types of donations such as in-kind donations are appreciated, they are not admissible toward the local Lions match. Additionally, Lions' volunteer time with the project may not be converted to a cash value. The local match must be new funds specifically raised for the project that LCIF is being asked to fund.

6. Is there a grant award minimum and/or maximum?

The grant minimum is US\$10,000 and the maximum is US\$150,000. Any country may request 75 percent of the overall project cost (not to exceed US\$150,000).

7. Can the Hunger Grant fund operating expenses?

A small portion of the overall project costs can be used for start-up costs and operational expenses. However, there must be a detailed plan for sustainability explaining how the operational expenses will be maintained once the grant has concluded.

8. How many Hunger Grants can a district apply for at one time?

A district may not have more than one Hunger Grant in process at any time. This means approved or in the review process. Once an approved grant is closed through the submission of a satisfactory final report, a new application can be submitted.

9. What are the application deadlines?

Applications may be considered at the LCIF Board of Trustees meetings in August, January, and May. Applications must be received by LCIF no less than 90 days before the board meeting date. Deadlines to apply are February 1, May 1, and October 1. It is recommended that applications be submitted well in advance of the application deadline. Applications that are incomplete or require additional time for clarification of details may be held over for review at a later board meeting.

10. What is the process once the application is submitted to LCIF?

LCIF will acknowledge receipt by email or letter. This communication from LCIF will confirm the receipt date, identify the LCIF regional program specialist who will provide the preliminary review (to determine eligibility) and provide a tracking number for the application. The specialist will follow up with the district with any questions to clarify the goals and objectives of the project. There could be a few questions or several as the specialist works to determine the eligibility of the application and project.

In some cases, Lions may be asked to revise the proposal to more closely meet the grant criteria. Lions may be given a deadline by which to respond. Only applications that are complete and eligible will have an opportunity to move forward for review by the LCIF Board of Trustees.

11. What are the possible outcomes of the board's decisions?

The board may approve a grant (at the full request or a reduced amount), table a grant (pending the need for more information or revision), or deny a grant request. A grant that is tabled is neither approved nor denied, as additional information is required before a decision can be made.

12. If the grant is approved, how long will it take to get the grant funds?

Grant approvals often come with grant conditions. The primary conditions for Hunger Grants include: 1) verifying collection of the required local matching funds and 2) signing and returning the grant agreement. Other conditions may be placed on grants as the board deems appropriate. LCIF will not release the grant funds until all grant conditions are fully met. Lions have six months from the approval date to collect their required local matching funds.

13. Who is responsible for managing the grant funds for approved grants?

The grantee district is responsible for the grant and the district governor in office at the time a grant is approved is considered the grant administrator. The grant administrator is responsible for ensuring that the grant funds are properly utilized for the purpose approved by the board. The grant administrator is also responsible for ensuring that LCIF receives a timely final report upon the completion of the grant project.

HUNGER GRANT CRITERIA

1. Projects should serve many people, and ideally entire communities, to maximize the charitable impact of LCIF funding. Additionally, priority is given to projects serving the under resourced sectors of society and demonstrating financial need.
2. Grants are considered for projects exceeding the financial resources and fundraising capabilities of the applicant Lions district or multiple district and participating clubs. Single club projects are not eligible. There must be at least two clubs involved in the financial support of the project. Financial involvement from a district or multiple district is considered representative of all its respective clubs.
3. Grant proposals may be submitted by any Lions district (single, sub-district). Applications submitted by single or sub-districts must be signed by the current district governor and be certified via resolution by the district cabinet. The appropriate district cabinet minutes at which the application was certified must be submitted with the application.
4. The maximum grant amount that may be requested is US\$150,000 and the minimum grant amount that may be requested is US\$10,000. If approved, the grant funds shall not be disbursed until the required matching funds are collected locally, per the approved project budget.

5. Grants may only be requested for up to 75 percent of the project budget for all countries. (NOTE: Maximum grant request is limited to US\$150,000.)
 6. In addition to Lions' involvement and identity with the project, the applicant Lions district or multiple district and participating clubs must make a significant financial commitment to the project. While the clubs involved may not contribute equal amounts in local matching funding, the amounts should be comparable to demonstrate that the project is not primarily funded by a single club. At least half of the local matching funds must be secured and/or raised by the Lions submitting the grant application. (Note: Projects with the financial support of only one Lions club are not eligible.)
 7. Only one Hunger Grant can be open and active per district at any given time. For districts that include several countries, the limit is one grant per country.
 8. Grants shall not be made on a continuing basis to any single project.* Projects or institutions receiving a Hunger Grant must wait one year after submission of the final grant report before applying for a new grant, provided that the previous grant for the same project has met its objectives.
- *An exception to this requirement is a large-scale project that involves several districts. In these cases, each participating district may submit a grant application for separate and distinct elements of the overall project. These multiple requests will be considered on a case-by-case basis where a maximum of three Hunger Grant applications may be considered for a single beneficiary project at any one time. Each applicant should demonstrate a significant and historical relationship with the beneficiary project.
9. Grant applications should include signed letters of support from all project collaborating partners. The letter(s) shall explain the role of the collaborating partner in relation to the proposed project and clearly state the nature of their support (resources, personnel, cash, in-kind, etc.).
 10. Hunger Grants are not available for projects more appropriately addressed through other LCIF grant programs. Information on other foundation programs is available at www.lcif.org or by contacting LCIF.
 11. Grants requesting funding to support routine maintenance are considered on a case-by-case basis. Grants are typically not available for upgrades resulting from new government regulations.
 12. Funding for operating expenses may be included as a part of the project budget and grant request, but only when such funds would be used to initiate or significantly expand services. The applicant must demonstrate how such operating expenses will be sustained once LCIF grant funds are expended. Any proposed operating expenses should be a modest portion of the overall grant project budget.
 13. The LCIF Board of Trustees meets three times annually. These meetings are held in August, January and May. The deadlines to apply are February 1, May 1, and October 1. Grant applications must be received at LCIF in completed form at least 90 days before an LCIF Board of Trustees meeting in order for possible consideration at that meeting. Since additional information is frequently requested, it is recommended that applications be submitted well in advance of the application deadline. NOTE: Applications that are incomplete or require additional time for clarification of details may be held over for review at a later board meeting.

REGULATIONS

1. Projects that seek LCIF funding shall have a strong Lions identity and ongoing involvement of local Lions. Priority is given to projects in which Lions provide volunteer services, have a track record of previous support, and a clearly identifiable role in helping administer the project and/or institution involved.
2. Each grant application is judged solely on its own merit and the degree to which it meets the criteria and the humanitarian funding priorities of LCIF as established by the Board of Trustees.
3. LCIF grants are intended for projects in early developmental (planning) stages. The project that LCIF is being asked to fund should not have commenced. This applies to equipment that is either partially secured or otherwise acquired on loan, through financing, or by deposits made prior to the LCIF rendering a decision. Additionally, completed projects are not eligible for funding, nor shall grants be used to repay loans, establish financial reserves, or reimburse project expenditures made prior to grant approval. Projects requesting funding as a reimbursement are not eligible.
4. Grant applications submitted to LCIF must identify a single organization, entity, program, or group as the beneficiary of the grant project. Applications for projects that propose support for multiple beneficiary organizations are not eligible.
5. Applications from a district or multiple district seeking to implement a project outside of the applicant district/country will be considered on a case-by-case basis. If a grant project is to take place in a country outside the applicant's district, the project shall have the endorsement, and preferably, the active involvement of the local Lions district. In countries where there are clubs but no district structure, the local clubs closest to the project need to endorse the project. In all cases, detailed information on the role of local Lions in the project should be provided to LCIF. In countries where no clubs exist at present, the applicant Lions district must be able to demonstrate the ability to properly oversee, evaluate and report on the project. Grant applications from undistricted areas will be considered on a case-by-case basis and in accordance with LCI structures.
6. Grant applicants must submit their project proposals using the applicable grant application form, completing the application form in its entirety. The project budget must clearly itemize all project income sources and expense items; project income must equal expense. Incomplete applications or proposals submitted in other formats will be ineligible.
7. Applicants failing to answer correspondence from LCIF on their application within 120 days will result in their application being subject to withdrawal. Resubmission may be required.
8. Applications previously withdrawn or rejected may be resubmitted only if they have been revised to address the reasons for denial/withdrawal.
9. The local matching funds may only be in the form of cash contributions. In-kind donations, whether land, labor or materials, will strengthen the proposal and should be highlighted in the project write-up, but such in-kind support may not be included in the budget as part of the matching funds toward the LCIF grant. Additionally, local matching funds must represent cash available or pledged for the current project being proposed.
10. If applicable, a minimum of one-half of the required local matching funds for a grant application shall be confirmed as collected prior to the application moving forward for consideration by the LCIF Board of Trustees or other approving body. A recent bank statement must be provided to confirm the status of the funds as collected. Grant programs which have their own specific guidelines for the collection of local matching funds prior to consideration of approval will follow those guidelines.
11. Applicants have six months from the date of approval to collect and secure their local matching funding. Note: LCIF does not release grant funds until the local matching funding is collected and readily available for the implementation of the project. Approved grant-funded projects shall be implemented in a reasonable timeframe and completed within two years from the date of the grant approval. Extensions may be considered on a case-by-case basis. After sufficient consultation with the applicant, LCIF retains the authority to rescind grants that are either not initiated or not making sufficient progress within this two-year timeframe. Any disbursed funds that are not adequately documented shall be returned to LCIF if the grant is rescinded.

12. Approved grants are made payable to the appropriate Lions grantee entity as indicated in the grant agreement (club, district, multiple district). The district governor or multiple district council chairperson in office at the time the grant is approved shall serve as grant administrator for the life of the project. In the case of club level grants, the club president in office at the time the grant is approved shall serve as grant administrator for the life of the project. It shall be his/her responsibility to disburse funds to the project and account for the LCIF grant funding. If a project is carried over into a new fiscal year, the grant administrator must provide copies of progress and final project reports submitted to LCIF to the current district cabinet or multiple council. LCIF reserves the rights to replace grant administrators and project chairperson as necessary. The selection of grant administrators and project chairpersons from districts comprising more than one country and undistricted areas will be on a case-by-case basis.
13. Neither Lions clubs members nor their families shall receive individual or professional benefit as a result of an LCIF grant, or have proprietary interest in projects receiving LCIF assistance. Considering LCIF's accountability to its donors and the public, the grantee must take all reasonable steps to ensure that the grant administrator, project chairperson, and any other individuals with signing authority to allow for disbursement of the grant do not have personal, financial, or professional interests that could conflict with, or appear to conflict with, the application or implementation of this grant. If there is or appears to be a conflict of interest, it must be disclosed to LCIF immediately.
14. The grantee shall recognize Lions International with support from its foundation, Lions Clubs International Foundation (LCIF), for its role in this project. For physical projects, a plaque or signage bearing the inscription, "This project made possible through the cooperation of Lions International and its foundation, Lions Clubs International Foundation" should be prominently displayed. All promotional materials must likewise acknowledge Lions International and LCIF's involvement with this project. Confirmation acknowledging Lions International and LCIF's involvement with the project must be included with your final report. Copies of any publicity received as a result of this grant should be submitted to LCIF as part of the record of grant activities.
15. grantees are responsible for submission of a thorough report detailing project results and the exact use of LCIF funds upon completion of the project (report forms are issued with grant award letters). grantees failing to submit such a report for a completed project will not be eligible to receive any additional grants.
16. Fluctuations in exchange rates or changes in project expenses that impact a grantee are beyond LCIF's control. LCIF assumes no obligation to provide other or additional support to a grantee.
17. LCIF claims no ownership of and disclaims any liability for any property or equipment that may be funded by an LCIF grant. In the event there is a desire to transfer or sell any property or equipment funded by an LCIF grant, the grantee shall inform LCIF and consult with LCIF staff regarding the intended beneficiaries of such transfer or sale. Unless otherwise specifically approved in writing by LCIF, any property or equipment funded by an LCIF grant shall be transferred or sold only to an appropriate charitable entity that will continue to utilize such property or equipment only for charitable purposes in the respective community in accordance with the intent and provisions of the original grant agreement and policies of LCIF. Additionally, any funds derived from transfer or sale of such property or equipment shall be utilized only for charitable purposes in the respective community and shall not result in any private inurement or personal benefit to any individual or non-charitable entity.
18. Grant applications requesting support for health care facilities shall only be considered for non-profit or public institutions with a demonstrated commitment to serving the poor and uninsured.
19. For grant programs that fund vehicle purchases, grant applicants should request assistance with no more than one vehicle per grant application. Grant applications asking assistance for the purchase of more than one vehicle will undergo additional scrutiny in the review process and justification of multiple vehicles will need to be provided. Furthermore, LCIF prefers applications where the vehicle purchase is not the sole major project expense, while acknowledging that in some well-designed projects, it will be the sole major project expense.

HUNGER GRANT APPLICATION

GENERAL INFORMATION

Date: _____

Project title: _____

Project location: _____

Amount of funds requested from LCIF in US\$: _____

Lions district or sub-district submitting the project proposal: _____

PROJECT DESCRIPTION, GOALS AND OBJECTIVES

1. Problem identification and justification for the project. Explain the following:

- a. What is the particular problem to be addressed?
- b. What will the project accomplish/change? What are the detailed reasons and justifications for the project?
- c. Describe the goals and objectives to be achieved. List specific quantitative project outputs.
- d. What geographical area and communities will be served? If available, please include socio-economic data separating the statistics by gender and age group.
- e. Provide the estimated number of people who will directly benefit from this project on an annual basis.
How was this calculated?

2. Project strategy and plan of action. Provide the following information:

- a. Include a detailed plan for this project, indicating how the objectives will be reached.
- b. Include a project timetable for implementation and completion including key milestones.
- c. Please provide architectural designs for any proposed facility renovations/expansions. Include a narrative justification for the proposed facility construction or enhancements.
- d. If plans are to purchase capital equipment, please provide a description of usage; include product brochures and pro-forma invoices for items to be purchased.
- e. If plans are to expand services to reach more people in need, indicate how many people have benefitted to date.

3. Please provide additional information about project partners and stakeholders.

- a. Provide a brief history of each project partner, including the services they provide to alleviate hunger.
- b. Describe each partner's roles and responsibilities.
- c. Include letters from each partner organization endorsing the project and noting their roles and involvement.

4. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance and administrative expenses. Provide a detailed five-year financial plan outlining income and expenses.

LIONS IDENTIFICATION AND INVOLVEMENT

1. What will the role of Lions be in project management, fundraising, promotion, advocacy, and project implementation? Include relevant history relating to Lions involvement.
2. How many Lions clubs will be involved in the project? Please list the specific roles/responsibilities of these clubs.
3. Please describe plans for identifying the project as having been made possible by LCIF. Please note that any publicity materials and media regarding the project should acknowledge the support and involvement of both LCIF and the Lions.

PROJECT BUDGET

1. Please provide a brief narrative for the project budget expenses.
2. Include an itemized budget, using the template below, which covers anticipated income and expenses for the entire project.
 - In the income section, list all funding sources separately and specify the amount that each is contributing. **Please note that a minimum financial involvement of two clubs should be demonstrated.**
 - Indicate the status of each income source as collected, pledged and/or anticipated. Collected funds should be documented with a bank statement(s) and pledged funds should be documented with letters from respective donors.
 - In the expense section, list and itemize all expense items. Please provide pro-forma invoices for items to be purchased.
 - Indicate which currency is being used and the exchange rate to US dollars. Income must equal expenses.

Currency Type: _____

Exchange rate to US dollars: _____

Income				Expenses		
Source	Amount	Status	Notes	Expense Description	Amount	Explanation of Expense
Lions				1		
				2		
Partners				3		
				4		
LCIF		Anticipated		5		
				6		
Total	\$0.00			Total	\$0.00	

KEY CONTACTS

Provide contact information for all Lions and non-Lions who are involved in this project including their name, title, and email address.

APPLICATION ENDORSEMENT

- Cabinet certification must be included with every grant application. Please submit a copy of the cabinet (single or sub-district) meeting minutes at which the application was certified.
- The district governor must sign the application.

DISTRICT GOVERNOR'S ENDORSEMENT (SINGLE AND SUB-DISTRICT LEVEL GRANT APPLICATIONS)

This is to certify that I have reviewed the LCIF Hunger Grant criteria and grant application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation.

District Governor Name	District Number
Address	
Telephone	Fax
Email	
Signature	Date

APPLICATION CHECKLIST

Before submitting your Hunger Grant application, please take a moment to review this checklist to ensure that your application is complete and ready to be sent to LCIF.

- ✓ All questions have been answered in detail.
- ✓ Meeting minutes of the district cabinet (for district-level applications) or multiple district council meeting (for multiple district level applications) are included.
- ✓ Signature endorsement of the current district governor (for district level applications) or the current multiple district council chairperson (for multiple district level applications) is included.
- ✓ Required supporting documentation is included:
 - Architectural drawings, cost estimates and land ownership verification for construction projects
 - Equipment brochures, pro-forma invoices, and supplier price quotations for all items to be purchased for equipment projects
 - Five-year financial plan outlining future project income and operating expenses
 - Memorandum of Understanding or letter from partner organizations outlining roles in the project
- ✓ You have maintained a copy of the entire application for your records, prior to submission to LCIF.

APPLICATION SUBMISSION

Applications must be submitted directly to the LCIF Global Grants Division. Applications submitted through other departments may cause the application to be received after the application deadline date and will delay the review process. If you do not receive response in two weeks, please follow-up to ensure the application was received.

The completed application and required supporting documentation may be submitted to LCIF in hard copy or electronic copy. However, electronic submissions are preferred. Please only send one copy. If sending by regular mail, please send via a reliable courier service (i.e. DHL, FedEx, other). This ensures that the document can be traced if lost in transit.

Lions Clubs International Foundation | Global Grants Division | 300 W. 22nd Street | Oak Brook, IL 60532-8842

Constitutional Area I (United States) – **USAGlobalGrants@lionsclubs.org**

Constitutional Area II (Canada) – **CANADAGlobalGrants@lionsclubs.org**

Constitutional Area III (Latin America and the Caribbean) – **LATAMGlobalGrants@lionsclubs.org**

Constitutional Area IV (Europe) – **EUROPEGlobalGrants@lionsclubs.org**

Constitutional Area V (Orient and Southeast Asia) – **OSEALGlobalGrants@lionsclubs.org**

Constitutional Area VI (India, South Asia, and the Middle East) – **ISAMEGlobalGrants@lionsclubs.org**

Constitutional Area VII (Australia, New Zealand, and Indonesia) – **ANZIGlobalGrants@lionsclubs.org**

Constitutional Area VIII (Africa) – **AFRICAGlobalGrants@lionsclubs.org**

