



Lions Clubs International  
**FOUNDATION**

# 10 Tips

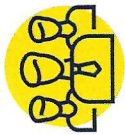
## How to Effectively Manage Your LCIF Grant

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Now that your LCIF grant application is approved, follow these tips to achieve your goals.



### Tip 1 // Understand Roles & Responsibilities

- » **The grantee** – usually a club, district, or multiple district – is responsible for managing the funds of the LCIF grant.
- » **The grantee** should develop and sign memorandums of understanding with any relevant project partners, clearly detailing the roles and responsibilities of all project stakeholders (if applicable).
- » **The grant administrator** is responsible for ensuring that the LCIF grant funds are properly utilized.
- » **The grant administrator** is responsible for ensuring that LCIF and the grantee club, district, or multiple district receive timely reports on the project.
- » **The project chairperson** is responsible for the day-to-day operations of the project.

**Special Tip!** Establish a steering committee to oversee the project activities and financial management. This committee may be comprised of Lions, non-Lions, and relevant project partners.



### Tip 2 // Review Grant Agreement

- » Review the grant agreement with any implementing partner involved in the grant project.
- » Sign the grant agreement and return to your Regional Program Specialist at LCIF within 30 days of receipt.

**Don't Forget!** Be sure to note any conditions of the LCIF grant award.



### Tip 3 // Conduct Financial Management

- » Open a project-specific bank account to receive the LCIF grant funds for all grants over US\$20,000. Ensure that the account has three signatories: (1) Grant Administrator, (2) Project Chairperson, and (3) the District's current Secretary or Treasurer (or other local equivalent).
- » Keep copies of all invoices, receipts, and bank statements. A complete record of the funds received and expenses incurred under this grant must be submitted regularly to LCIF.
- » Checks, demand drafts/cashier's checks, or wire transfers from the project bank account may only be issued to a certified project supplier or contractor. Payments cannot be made out to "cash" or to "bearer." No project payments should be made in cash without the prior approval of LCIF.
- » Consult multiple suppliers for the best value before purchasing good or services.

**Special Tip!** Depending on the grantee country, LCIF may have specific financial procedures in place or documentation requirements. In these cases, LCIF will advise the grantee.

### Did You Know?

Through the District & Club Community Impact Grant program, 15 percent of unrestricted donations to LCIF are transformed into grants that fund local projects on a club and/or district level. Visit [lionsclubs.org/DCG](https://lionsclubs.org/DCG) to learn more!



## Tip 4 // Collect Matching Funds (if applicable)

- » Required matching funds must be cash donations.
- » Submit a bank statement to verify local matching funds.

**Special Tip!** The timeline to collect all local matching funds is outlined in the conditions section of the grant agreement.



## Tip 5 // Submit Grant Reports

- » LCIF may request interim reporting at any point during implementation; however, periodic reporting is highly encouraged. Interim reporting may be required to initiate grant disbursements or other administrative actions.
- » All grantees must submit a final report within 45 days after the completion of the project.
- » Include a thorough narrative reporting component:
  - Submit reports regularly using the LCIF reporting form.
  - Report specifically on progress towards approved project objectives.
- » Provide photographs:
  - Submit clear high-quality images of Lions in action with beneficiaries or at project activities and events.
  - Photos of the grant funded materials/building, if applicable.
  - Evidence of LCIF recognition i.e. plaque in the case of physical projects.

» Include a financial reporting component:

- Organize your receipts and invoices before submitting. Number each receipt and include a reference list.
- Submit a copy of a recent bank statement that shows all deposits and withdrawals from the project-specific account.
- Report any interest earned on LCIF grant funds.
- Request permission from LCIF for significant changes to the grant project budget.

**Special Tip!** Keep a copy of the entire report being sent to LCIF for your files.



## Tip 6 // Recognize LCIF – Your Foundation

- » For physical projects, a plaque or signage should be prominently displayed with the inscription: “This project made possible through the cooperation of Lions Clubs International Foundation.”
- » Promotional materials must acknowledge LCIF’s involvement with the project.
- » Publicity received from the grant should be submitted to LCIF.

**Special Tip!** Many countries require a photo release form for pictures to be used on public facing forums. Be sure to follow local regulations.

## Share Your Story

Sharing stories of impact is a great way to build participation with LCIF. Be sure to encourage your Lions to share how their service – backed by funding from LCIF – has made an impact. Visit [lionsclubs.org/ShareYourStory](https://lionsclubs.org/ShareYourStory) to submit your story.



## Tip 7 // Maintain Compliance

- » All local laws must be followed.
- » Any real or perceived conflict of interest must be disclosed to LCIF immediately.
- » Failure to comply with rules and regulations may result in termination of the LCIF grant and funds returned.

**Please Remember!** LCIF reserves the right to intervene in the implementation if necessary, including, but not limited to, changing grant administrators or withholding grant disbursements.



## Tip 8 // Stay in Contact

- » Meet regularly with the project management committee.
- » Keep your club, district, and multiple district informed of project process or issues.
- » Keep your Regional Program Specialist at LCIF informed of project progress or issues.

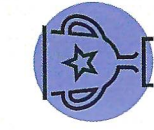
**Special Tip!** Any budget deviations must receive LCIF's prior approval.



## Tip 9 // Make your Project a Success

- » Start preparing your narrative and financial reports prior to their due date.
- » Track project outputs and outcomes consistently.
- » Regularly assess project risks and challenges.

**Don't Forget!** Be ready to answer any questions LCIF may have.



## Tip 10 // Celebrate

- » LCIF — your Foundation — is only as strong as those who support it. Celebrate the help and hope that we bring together, to serve communities near and far for causes we all care about.

**For more information on LCIF grants,**  
please call +1.630.468.6769 or  
email [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org).