



Lions Clubs International  
**FOUNDATION**

# 10 Tips

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## Applying for LCIF Grants

# LCIF offers numerous grant opportunities to empower Lions service.

These tips will help you develop successful grant applications.



## **Tip 1 // Identify a project that addresses an unmet humanitarian need for an underserved population.**

- » Conduct a community needs assessment.
- » Assess Lions' capacity to facilitate and fundraise for the project.
- » Identify potential project partners.

**Remember!** Lion involvement is essential for grant approval and leads to more successful projects.



## **Tip 2 // Discuss your project idea with others who can provide guidance and serve as resources.**

- » Local Lions leaders
- » Club LCIF coordinators
- » Local partners and experts
- » LCIF technical advisors
- » LCIF staff

**Remember!** LCIF staff are available to guide your project idea through the submission process.



### **Tip 3 // Determine which LCIF grant program could fund your project.**

- » Research LCIF's grant programs at [lionsclubs.org/grants](https://lionsclubs.org/grants).
- » Specific grant criteria determine which projects LCIF is able to support.

**Tip!** The District and Club Community Impact Grant program supports a broad range of service projects and activities. Learn more at [lionsclubs.org/DCG](https://lionsclubs.org/DCG).



### **Tip 4 // Partner with LCIF to ensure a successful application.**

- » Read through the entire grant application to learn specific grant criteria.
- » Connect with knowledgeable LCIF staff to ensure a smoother application process.

**Don't Forget!** Before submitting a new application, check the status of any current applications and open grants. Limits on the number of applications or active grants for your club, district, or multiple district in process at once may apply.

### **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 5 // Before applying, learn which LCIF grant programs have a matching funds requirement.**

- » Local matching funds must be monetary. Non-monetary donations, such as time or materials, cannot be counted toward the local matching funds requirement.
- » Matching funds may be available from a variety of sources. Connect with LCIF staff for ideas!
- » Prepare for success by knowing the timeframe by which matching funds must be collected.

**Special Tip!** A strong financial commitment from Lions can make your project even more successful.



## **Tip 6 // Answer all application questions thoroughly and provide supporting documentation, including a detailed budget.**

- » Provide detailed answers and documentation to streamline the application process.
- » Include a detailed budget and a narrative explaining each expense. Budget templates are located in each grant application.

**Remember!** A detailed and thorough application will ensure a smoother review process.



## Tip 7 // Include required application approvals.

- » Remember to include all required signature endorsements.
- » Submit club/district/multiple district approval as indicated in the application, if required.

**Did You Know?** To be considered by LCIF, an application must be approved and/or endorsed.



## Tip 8 // Understand how to submit an application.

- » Email an electronic copy to the address indicated on the application.
- » If electronic submission is not possible, mail a paper copy to the address indicated on the application.

## Share Your Story

Encourage fellow Lions to share how their service – backed by grant funding from LCIF – has made an impact. Visit [lionsclubs.org/ShareYourStory](https://lionsclubs.org/ShareYourStory) to submit your story.

## We're here to help

Each program has specific requirements and processes. For information on LCIF grants visit: [lionsclubs.org/grants](https://lionsclubs.org/grants).

Or consult a LCIF program specialist:  
email [LCIFGlobalGrants@lionsclubs.org](mailto:LCIFGlobalGrants@lionsclubs.org).



## **Tip 9 // Don't miss your chance! Be sure to meet grant application submission deadlines.**

- » The deadline for applications requiring LCIF Board of Trustees' approval is 90 days prior to the board meeting at which application review is desired.
- » Applications for some grant programs are reviewed on an ongoing basis.
- » Each LCIF grant application form provides specific deadline information.

**Don't Forget! Submitting applications well in advance gives time to review and make any changes necessary prior to the submission deadline.**



## **Tip 10 // Be patient after submitting your grant application.**

- » Upon receipt, your application is assigned a tracking number used throughout the grant life cycle – from application to final report.
- » LCIF staff carefully review your application and may ask questions or request additional information to make your application successful.
- » Once your application is deemed complete, it is presented to the appropriate approval entity.

**Be Optimistic! Many applications are approved fully! Although some applications may be approved conditionally and/or at reduced amounts, tabled for later review, or denied – prepare for a positive outcome.**

# Life cycle of a grant

A grant from LCIF empowers Lions to take their impact further. Curious about how grants work? Take a look at our grant life cycle — from project conception to completion.





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