

DISTRICT MEMBERSHIP DEVELOPMENT GRANT APPLICATION INSTRUCTIONS

A fund generated from voluntary contributions made by Clubs within the District can be used by Lions Clubs, Zones or Regions within the District (in the form of a small grant) to assist the funding of appropriate events to promote the awareness of Lions and their activities for the general public with the ultimate aim to attract new members to the organisation. This designated fund is held by the District Treasurer.

Applications should be made to the District Governor in the form of a District Membership Development Grant Application to apply to use a share of the funds available. A detailed written proposal of the event to be organised, with the event to take place within 12 calendar months of the application, should be submitted.

Following approval by the District Cabinet, funds (if available) from the District PR Fund will be used to support the appropriate events. Contributions made by Clubs should be known by August each year, so applications received will be referred to the November Cabinet Meeting therefore applications should be submitted by October 1st.

The Clubs, Zone, Region and District Cabinet applying for the grant are to take appropriate action to obtain match funding monies from within the Lions International organisation, Lions Multiple District organisation, Lions Clubs, local authorities, business organisations or grant funders to support the activity as appropriate to maximise our promotional activities.

On completion of the event a final report will require to be submitted by the applicant to demonstrate the use of the funds allocated.

Notes to Complete Form

- a) You should submit the form to the District Governor with a copy sent to the District Treasurer
- PLEASE ensure that you provide as much information as possible. It is not acceptable to say "we want to have a presence at a County show, expected footfall more than 10000 send £750!!"
- Be realistic in your estimates, a favourable decision may be influenced but is not dependent on "x" new members.
- If you are proposing that the event / activity is supported by Club(s) then you should confirm that they are a) in agreement and b) can supply the required logistical support.
- Ensure that you include what financial support you are requesting to be matched by District.
- Ensure that you provide copies of any quotations provided by a third party.
- Provide realistic timings and if you are relying on the support of non-Lion support from individuals and / or other associations this should be noted.
- Supply details of a Lion who will oversee expenditure and report on the same. This might be a Club President, Region or Zone Chair, or District Officer.

- Avoid phrases such as “we hope the local TV will cover...” If you are expecting Press coverage then you should provide a written commitment of the same or simply say “we will be sending out a press release”.
- Supply details of the way in which you would require the funds. i.e. £100 “now” and the additional funds on October 1st.

These are guidelines. We are only too aware that we need to spend these funds wisely BUT the money is there to invest and we would not wish the process to be too onerous but yet the people involved in the project have to be accountable for the prudent spending of the grant.

You will be required to provide a Final Feedback Report following the project execution which should be used to demonstrate if the project was a success and provide learning opportunities for future projects. This should be completed within one month after the end date of the project.