

# LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) STANDARD GRANT REPORT FORM



## WE ENABLE LIONS TO IMPROVE LIVES

in their own communities and, collectively, to have  
a remarkable global impact.



Lions Clubs International  
**FOUNDATION**

# LIONS CLUBS INTERNATIONAL FOUNDATION (LCIF) STANDARD GRANT REPORT FORM

The information and guidelines provided in this form are to assist you in the preparation of the progress and final reports for the LCIF standard grant awarded to your district/multiple district. Your report to LCIF helps provide a means of evaluating the grant and measures benefits achieved. In addition to publicity purposes, LCIF must complete its files on all standard grants to comply with U.S. government regulations, which require a full accounting and complete financial report on the use of donated funds.

## **GUIDELINES**

- A progress report should be submitted every three months, depending on the level of activity. A final report is due no later than 45 days after completion of the project.
- Your report should be in a narrative format and must include all information requested in this report form. Please do not feel constrained by the form; all additional information regarding the project is of great interest.
- Please be aware that your district/multiple district may have only two standard grants in process at any one time. (Please refer to Standard Grant Regulations item 6).
- LCIF selects projects for publicity based on the information sent with this report. LCIF is specifically looking for project action pictures and pictures of individuals benefiting from the project. Pictures should be sent in high resolution digital format.

## **A. GENERAL GRANT INFORMATION**

1. LCIF grant number (Specify if progress or final report)
2. Project title
3. Sponsoring district/multiple district
4. Grant award amount (US\$)
5. Date project completed
6. Number of direct beneficiaries

## **B. NARRATIVE REPORT**

7. Provide detailed description on how the LCIF grant funds were utilized.
8. What was the situation in the community before the project started?
9. How did the LCIF grant help in completing your project?
10. How has this project affected the people in your community?
11. How has the project helped the community to become more aware of your district/multiple district's work?
12. Please send action photographs of the project and those individuals benefiting from the project.

## **C. FINANCIAL REPORT**

13. Must include:
  - a. Complete an accurate record of the funds received and expenses incurred. Please list each source of income and expense item individually, following the format below.
  - b. Comparison between the anticipated and actual expenditures. Any portion of the grant unspent at the completion of the project shall be immediately returned to LCIF.
  - c. Receipts and supporting documentation for items purchased, or costs incurred, consistent with the approved budget.
  - d. Copies of bank statements by month, showing interest. Any unused LCIF grant funds and interest accrued on those funds should be returned to LCIF.

**D. BUDGET**

INCOME		EXPENSE	
SOURCES	AMOUNT	ITEMS /EQUIPMENT	AMOUNT
LCIF grant			
<b>TOTAL:</b>		<b>TOTAL:</b>	

**E. LCIF IDENTIFICATION**

According to item 12 of the grant criteria, all projects must carry a definite identification as having been made possible through LCIF. When the grant check was sent, information on ordering an acknowledgement plaque through the Purchasing Department of Lions Clubs International was included. Your district/multiple district may also use a local vendor to provide an acknowledgement plaque.

- 14. How has LCIF’s involvement with the project been publicized? (Please include copies of newspaper stories, etc.)
- 15. This section must include photographs/documentation of the actual LCIF acknowledgement confirming that LCIF’s involvement with the project was acknowledged.

**F. REPORT ENDORSEMENT SIGNATURES**

Signatures are required for all progress and final reports submitted to LCIF.

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Grant administrator signature Date

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District governor’s signature (required for projects at the sub-district level) Date

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Council chairperson’s signature (required for projects at the multiple district level) Date

**DID YOU REMEMBER TO INCLUDE . . .**

- Original receipts for **all** items and supplies purchased with LCIF grant funds?
- Photos showing the Lions involvement in project activities?
- Keep a copy of the **entire** report being sent to LCIF for district or multiple district files?
- Send report to LCIF via a traceable mail service (i.e., DHL, FedEx, UPS, Courier, etc.), to reduce the chance that the report will be lost in the mail?
- Evidence that the district or multiple district cabinet has reviewed and approved the report?**



# EACH DONATION IS IMPORTANT

to fulfilling our mission.



## Lions Clubs International **FOUNDATION**

Lions Clubs International Foundation  
Humanitarian Programs Department  
300 West 22nd Street  
Oak Brook, IL 60523-8842 USA  
Telephone: (630) 203-3819  
Fax: (630) 571-5735  
E-mail: [lcif@lionsclubs.org](mailto:lcif@lionsclubs.org)  
Web site: [www.lcif.org](http://www.lcif.org)