

## LIONS OF PENNSYLVANIA GRANT APPLICATION

### Applying For A Grant:

**Please read Grant Criteria before completing application.** Send completed grant application and all supporting documentation to the Lions of Pennsylvania Foundation. A detailed acknowledgement will be sent after the proposal has been reviewed. If additional information is required, a letter of clarification requesting this information will be sent to the corresponding District Governor or multiple district Council Chairperson (see #8 under Regulations For Grants).

### GRANT APPLICATION

Each of the following items must be completed (in full) before the Board of Directors considers this application. The Board reserves the right to request other pertinent information. Use separate page(s) for detailed explanations, referencing the paragraph number.

1. Date submitted: \_\_\_\_\_
2. Project name: \_\_\_\_\_
3. Amount of funds requested from LOPF: \_\_\_\_\_
4. Estimate of number of people to be served on a monthly or yearly basis:  
\_\_\_\_\_
5. Problem identification and project objective. Please provide detailed reasons and justifications for the project. Include a statement of the project's objective and a description of the particular problems to be addressed.
6. Project strategy and plans of action –
  - a. Project description: Give a detailed plan of this project indicating how the project's objective(s) will be reached. If plans are to build a permanent structure, give a physical description of the facility and its contents, including blueprints and photographs, construction cost estimates, and price quotations for equipment.
  - b. Project schedule: Give a timetable for project implementation and completion. If project has already commenced, please list progress to date and include photographs.
7. Describe geographical area and communities that will be served.

8. Provide background information on other organizations participating in the project.
9. Lions involvement: Describe how Lions will be involved in the proposed project and plans for Lions continuing participation after support from LOPF is concluded. Also, indicate how the project will be identified and promoted as a Lions supported project. For example, will Lions name be used in conjunction with the facility or equipment?
10. Describe plans for identifying the project as having been made possible by Lions Of Pennsylvania Foundation (see item #5 of Grant Criteria)
11. Budget documentation: Please remember to include appropriate documentation for the expense items listed in the budget. This would include cost estimates for construction work, price quotations, product brochures for major equipment purchases (see item #1 under Grant Regulations).
12. Application must bear certification (see item #2 under Grant Regulations).