

REGULATIONS FOR LOPF GRANTS

1. The need for LOPF assistance must be documented by the submission, on a LOPF Grant Application form, of specific project plans and benefits, a project budget, and all other pertinent factors that may be requested by the Board of Directors. The project budget should clearly detail all project income and expenses, including allocations by item and detail. It should show all sources of income and expense, both received and projected. Project expense should equal project income.
2. Grant proposals may originate from any District or non-Lion organization. An application received must bear the District Governor's, and sitting board members of said District, signatures certifying the significance of the need addressed, the social value and operational feasibility of the proposed project, and the validity and reasonableness of the Grant Request. The certification of the Cabinet, or the Council of Governors in the case of a multiple district application, is also required. Cabinet or Council certification is to be evidenced by the submission of the minutes of the meeting at which the application was certified.
3. Any club project must have the full support, including financial support, of the District, before its application may be eligible for consideration by the Directors. The amount of District financial support must be indicated in the sources of income of the itemized budget. Districts must make a significant financial commitment in behalf of the project consistent with their respective funding capacity.
4. LOPF grant funds are intended for projects in the developmental stages, or for projects in progress. LOPF grant funds are not intended to repay loans or to establish reserve funds.
5. Grants issued to Lions Districts will be made payable to the appropriate Lions District (single, sub, or multiple). Such grants are to be administered by the District Governor or multiple district Council Chairperson who is in office at the time the grant is approved by the Board of Directors. It shall be his/her responsibility to disburse and account for LOPF grant funds in his/her possession. If a project is carried over into a new fiscal year, the grant administrator may, upon approval of the Directors, delegate his/her authority to the current Governor or Council Chairperson.
6. Lions and/or their families should not receive direct or professional benefit, or have proprietary interest in projects receiving LOPF assistance.

7. Grant applications must be received in the LOPF office, or by the Executive Director, or Secretary in completed form with documentation, at least 60 days before a scheduled meeting of the Board of Directors, in order to be placed on the agenda for consideration by the Directors. In case of emergency an exception to this regulation an exemption may be made by the President or Executive Director.
8. Applicants failing to answer correspondence concerning their pending application shall be notified 120 days from the date of the last correspondence that their application will be automatically withdrawn, unless a response is received within 60 days starting with the date on the notice.
9. New applications for previously withdrawn or rejected projects may be submitted if there is reason to believe the project or the existing conditions are now such that the application is likely to be approved.
10. Applications will not be considered that request LOPF assistance in excess of 50% of the total project budget.
11. Grant recipients are responsible for submission of a thorough report upon completion of their project. An appropriate form will be provided to the designated administrator at the time a grant is made. The report form will request details concerning the results of the project, and in particular, information concerning the exact use of funds made available through LOPF. Where feasible, the report should include photographs, newspaper clippings, and other documentation of work completed. An applicant failing to submit such a report will not be eligible to receive additional grants if there is a final report due in that District. This report should be sent to the Executive Director or the Secretary of the Foundation.
12. No more than one application per District will be received for consideration for approval at any given Directors meeting.
13. LOPF grants may be approved only for projects benefiting Pennsylvanians.