



Lions Clubs International
FOUNDATION

10 Tips

How to Effectively
Manage Your LCIF Grant

Now that your LCIF grant application is approved, follow these tips to achieve your goals.



Tip 1 // Understand Roles & Responsibilities

- » **The grantee** – usually a club, district, or multiple district – is responsible for managing the funds of the LCIF grant.
- » **The grantee** should develop and sign memorandums of understanding with any relevant project partners, clearly detailing the roles and responsibilities of all project stakeholders (if applicable).
- » **The grant administrator** is responsible for ensuring that the LCIF grant funds are properly utilized.
- » **The grant administrator** is responsible for ensuring that LCIF and the grantee club, district, or multiple district receive timely reports on the project.
- » **The project chairperson** is responsible for the day-to-day operations of the project.

Special Tip! Establish a steering committee to oversee the project activities and financial management. This committee may be comprised of Lions, non-Lions, and relevant project partners.



Tip 2 // Review Grant Agreement

- » Review the grant agreement with any implementing partner involved in the grant project.
- » Sign the grant agreement and return to your Regional Program Specialist at LCIF within 30 days of receipt.

Don't Forget! Be sure to note any conditions of the LCIF grant award.



Tip 3 // Conduct Financial Management

- » Open a project-specific bank account to receive the LCIF grant funds for all grants over US\$20,000. Ensure that the account has three signatories: (1) Grant Administrator, (2) Project Chairperson, and (3) the District's current Secretary or Treasurer (or other local equivalent).
- » Keep copies of all invoices, receipts, and bank statements. A complete record of the funds received and expenses incurred under this grant must be submitted regularly to LCIF.
- » Checks, demand drafts/cashier's checks, or wire transfers from the project bank account may only be issued to a certified project supplier or contractor. Payments cannot be made out to "cash" or to "bearer." No project payments should be made in cash without the prior approval of LCIF.
- » Consult multiple suppliers for the best value before purchasing good or services.

Special Tip! Depending on the grantee country, LCIF may have specific financial procedures in place or documentation requirements. In these cases, LCIF will advise the grantee.

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 to learn more!



Tip 4 // Collect Matching Funds (if applicable)

- » Required matching funds must be cash donations.
- » Submit a bank statement to verify local matching funds.

Special Tip! The timeline to collect all local matching funds is outlined in the conditions section of the grant agreement.



Tip 5 // Submit Grant Reports

- » LCIF may request interim reporting at any point during implementation; however, periodic reporting is highly encouraged. Interim reporting may be required to initiate grant disbursements or other administrative actions.
- » All grantees must submit a final report within 45 days after the completion of the project.
- » Include a thorough narrative reporting component:
 - Submit reports regularly using the LCIF reporting form.
 - Report specifically on progress towards approved project objectives.
- » Include a financial reporting component:
 - Organize your receipts and invoices before submitting. Number each receipt and include a reference list.
 - Submit a copy of a recent bank statement that shows all deposits and withdrawals from the project-specific account.
 - Report any interest earned on LCIF grant funds.
 - Request permission from LCIF for significant changes to the grant project budget.
- » Provide photographs:
 - Submit clear high-quality images of Lions in action with beneficiaries or at project activities and events.
 - Photos of the grant funded materials/building, if applicable.
 - Evidence of LCIF recognition i.e. plaque in the case of physical projects.

Special Tip! Keep a copy of the entire report being sent to LCIF for your files.



Tip 6 // Recognize LCIF – *your Foundation*

- » For physical projects, a plaque or signage should be prominently displayed with the inscription: “This project made possible through the cooperation of Lions Clubs International Foundation.”
- » Promotional materials must acknowledge LCIF’s involvement with the project.
- » Publicity received from the grant should be submitted to LCIF.

Special Tip! Many countries require a photo release form for pictures to be used on public facing forums. Be sure to follow local regulations.

Share Your Story

Sharing stories of impact is a great way to build participation with LCIF. Be sure to encourage your Lions to share how their service – backed by funding from LCIF – has made an impact. Visit lionsclubs.org/ShareYourStory to submit your story.



Tip 7 // Maintain Compliance

- » All local laws must be followed.
- » Any real or perceived conflict of interest must be disclosed to LCIF immediately.
- » Failure to comply with rules and regulations may result in termination of the LCIF grant and funds returned.

Please Remember! LCIF reserves the right to intervene in the implementation if necessary, including, but not limited to, changing grant administrators or withholding grant disbursements.



Tip 8 // Stay in Contact

- » Meet regularly with the project management committee.
- » Keep your club, district, and multiple district informed of project process or issues.
- » Keep your Regional Program Specialist at LCIF informed of project progress or issues.

Special Tip! Any budget deviations must receive LCIF's prior approval.



Tip 9 // Make your Project a Success

- » Start preparing your narrative and financial reports prior to their due date.
- » Track project outputs and outcomes consistently.
- » Regularly assess project risks and challenges.

Don't Forget! Be ready to answer any questions LCIF may have.



Tip 10 // Celebrate

- » LCIF — *your* Foundation — is only as strong as those who support it. Celebrate the help and hope that we bring together, to serve communities near and far for causes we all care about.

For more information on LCIF grants,
please call +1.630.468.6769 or email lcif@lionsclubs.org.



Lions Clubs International
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