

TIPS ON COMPLETING A GRANT APPLICATION SUBMISSION

- The Grant Application Form is available upon request from Foundation Directors whose contact details can be found in the Lions Australia MD 201 Directory under the five “N” District listings.
 - As a rule of thumb, Foundation grants are confined to funding assistance relating to projects of a sight, medical and/or health nature.
 - The potential beneficiaries of grants are many and varied and the types of equipment that a grant can go towards funding are equally diverse. The Foundations do not maintain a list of eligible grant recipients or a list of sight, medical and/or health related equipment or research projects that may attract a grant. Grant applicants must put their case and the application will be considered by the Directors on its merits in line with the Board’s policies and guidelines.
 - Use only the current Grant Application Form which can be identified by the notation *Form Revised March 2012* printed at the bottom left of page 1.
 - Read and fully comply with the Grant Application Guidelines printed on page 2 of the grant application form and the notes printed throughout.
 - Advise at least one of the four Foundation Directors from your District of your club’s intention to apply for a grant and seek their advice and assistance when completing the form.
 - Seek further advice if there is a problem complying with any guideline and if still unable to comply provide a full written explanation.
 - The information asked for in the application form should be viewed as a summary of the detailed supporting documentation accompanying the application form. This is particularly so in the case of information of a medical or technical nature which must be verified in writing by an impartial and appropriately qualified professional.
 - Where a grant application is for funding assistance towards the provision of equipment for the use of a needy individual or group of individuals, a written assessment of the needs of the individual(s) and a recommendation as to the suitability of items of equipment to cater for their needs must be provided from an impartial and appropriately qualified professional.
 - Assessments and recommendations from manufacturers or suppliers of equipment alone are neither independent nor impartial and are therefore unacceptable.
 - Two detailed quotes are required from separate suppliers for each item of equipment. The only exception to this requirement is where the assessment and recommendation report from the impartial and appropriately qualified professional specifies a particular item of equipment as being the only one that is suitable for the intended purpose or certifies that despite all reasonable efforts no other suppliers could be found.
 - Tax law dictates that Foundation grants can only be made to a charitable entity with Deductible Gift Recipient endorsement from the Australian Taxation Office. This effectively disqualifies service clubs from being the direct recipient of a Foundation grant. An acceptable third-party Grantee that comes under one of the listed classifications must therefore be nominated on page 3 of the form and their agreement obtained in writing to act as such. The Grantee must be prepared to order the equipment from the supplier, obtain the supplier’s itemised tax invoice for forwarding to the Foundation, receive the Foundation grant cheque, pay the supplier, take custody of the equipment, and make the equipment available to the intended beneficiary for as long as the need remains.
 - It is not nearly as difficult or complicated as it may sound. All it takes is some time and attention to detail. The reward is in knowing that a successful grant application will help persons less fortunate than ourselves.
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