



TASMANIAN LIONS FOUNDATION INC.

GRANT APPLICATION

Grant No:	
Date Rec:	
Date Dist:	
Action Taken:	
Amount:	

INSTRUCTIONS AND CONDITIONS

1. Any Project for which the TLF grant application is submitted should meet an important, well defined need within a specific timeframe. The project location should be within Tasmania.
2. The goal of the TLF is to make things possible, and not to provide complete funding of any project of any size. **Lions clubs are required to indicate their degree and type of participation, which must be the greater part of the project.**
3. Grant applications must originate from a Lions Club, and in all instances the endorsement of the club must accompany each proposal.
4. Please provide **all** information listed on this application. Mark attachments as directed in the application.
5. An application is required for all proposals to the TLF.
6. Application for grants must be received by the TLF prior to the commencement of the project. **(Exceptions may be made if the project has some urgency, such as health reasons etc.)**
7. All grants are required to be taken up, and used, within 12 months of approval, otherwise the grant will lapse.
8. The completed application form, with all relevant information, is to be forwarded to:-

The Secretary, Tasmanian Lions Foundation

At the address listed in your MD Directory.

GRANT APPLICATION

NOTE: This application must be completed and endorsed by the club president and club before forwarding to the Tasmanian Lions Foundation.

1. Name of Lions Club.....
Name and purpose of project
2. Attach separate documents giving detailed reasons for this project. To assist the TLF to make fair assessment of this grant application, it is important that a comprehensive budget covering all aspects of the project be provided.
3. Attach a description of this project (and detailed plans if necessary). Include a timeframe for completion of the project.
4. Approximate number of people to be served
5. Has funding been requested from other sources? Specify source and amount received or promised, if any
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.....
6. Total cost: -..... Amount of Grant Requested:-.....
7. Attach an itemised budget showing the makeup of the project.
8. Time of project: - Commencement Finish
- (In some cases a grant may not be made available until the conclusion of the project.)
9. Give the name of the Lion responsible for administering this grant, and responsible for the prompt and detailed accountability to the Tasmanian Lions Foundation.
Name Position.....
Lions Club of
- Address..... Post Code.
Phone..... Fax.....
Date Signature of Responsible Lion.....

Note: An up to date financial statement showing all the clubs financial interests, including all investments etc. must accompany this application, for without these details the application will not be considered. Attach also a copy of the relevant club minutes pertaining to this application.

Statement by Club President:

I hereby certify that our club is aware and approves of this grant application, and to the best of my knowledge, the information submitted is accurate. I endorse this proposal and will do every thing in my power to ensure proper and efficient administration of any funds granted, and proper accounting procedures will be undertaken.

Signed: (President) Date

Address:..... Post Code.....

Attachment checklist

Make sure you have included the following:

- Detailed reasons for the project
- A comprehensive itemised budget for the project
- A description & detailed plans of the project including timeframe and location
- An up to date financial statement showing all the clubs financial interests, including all investments etc
- A copy of the relevant club minutes pertaining to this application