



San Diego Lions Welfare Foundation Non-Profit Organization Grant Application

Instructions:

1. Funding requests are only accepted via email with all documents bundled together as one attachment with the following in the subject line: “Your Organization Name” Grant Application Packet. Email Grant Application Packet to sdionsclub@gmail.com. Incomplete applications will be denied.
2. If your Organization is requesting funding to be used by an Educational Organization, both this Form and the Educational Organization request Forms must be completed and submitted.
3. The San Diego Lions Welfare Foundation funding process involves three separate reviews and can take five to twelve weeks to process. The Club does not process funding requests in December; holiday requests must be received by the 15th of October.
4. The San Diego Lions Welfare Foundation will review only one grant application per organization per our funding fiscal year, July 1 through June 30. Additional grant requests for a given funding year will be denied.
5. Only complete Application Packets will be reviewed. If your Application Packet is incomplete, your organization will be notified via email and invited to re-submit an application in the future .

A complete Application Packet includes the following:

- Application Cover Sheet (please DO NOT include the instruction page in your Grant Packet)
- Grant Application
- A copy of your Organization’s non-profit 501(c)3 IRS Determination Letter
- A copy of your Organization’s annual operating budget. Please do not submit your organization's financial statements.
- A copy of your Program/project budget that clearly and specifically describes and delineates how the requested funding will be utilized. Program/project budgets shall include a column for the entire program/project budget and a second column designating exactly what budget line item(s) you are requesting funding. Only specific requests will be considered.
- A copy of your impact summary/report for the last program/project funded by the San Diego Lions Welfare Foundation.

6. Complete Grant Application Packets are due on the 15th of every month, to be considered the following month. The Club does not process funding requests in December.
7. Please note, if your proposal is funded, Lions Club grant checks are awarded during Lions Club meetings. Your CEO/Executive Director/Board Officer will be invited to a Lions Club meeting to accept the check.
8. The San Diego Lions Welfare Foundation reserves the right to make exceptions to our grant making practices.

Please provide the following additional information:

18. The San Diego Lions Welfare Foundation funds organizations with religious affiliations only when their services are non-discriminatory and open to everyone in the community. If your organization has a religious affiliation, please confirm that you meet this requirement.

Yes No Not applicable

19. Is your Organization's IRS Form 990 available online? YES NO

If yes, please provide the address:

If requested, will you provide a copy of your Organization's Form 990? YES NO

20. Does your organization have a Foundation? YES NO

If yes, has your Foundation been approached for funding? YES NO

21. List the other organizations/foundations that your organization has requested funding from for this program/project.

22. List any funding your organization has received from the San Diego Lions Welfare Foundation in the last five years and include year, amount, and purpose (specifically how the grant funds were utilized).

23. Briefly describe how the San Diego Lions Welfare Foundation's past funding has impacted the community and the people you serve.

24. An impact summary/report for the last program/project funded by the San Diego Lions Welfare Foundation must be included with your grant application. My Impact Report is included within my Grant Application Packet YES NO NOT APPLICABLE

25. If funded, will your organization recognize the San Diego Lions Welfare Foundation in your newsletter or other promotional materials? YES NO

If yes, please describe how.

26. If funded, will your organization recognize San Diego Lions Welfare Foundation on your website and include a link to our website? YES NO

27. If funded, would you like the San Diego Lions Welfare Foundation website to include a link to your website? YES NO

Before submitting your grant, please read and agree to the following:

I certify that, when putting a cost value on items to be purchased through a San Diego Lions Welfare Foundation funding request, the submitted amount is the most cost-effective amount to suit our requirements. I also certify that these funds will be utilized for the purpose specified and will not be deposited into a General Operating Fund unless funding is for operations/administrative costs. If our request is funded, our organization will provide a full accounting of how/where the funds were expended within one year of receipt of the funds. If funding is not used for the intended purposes and/or is not spent within one year of funding and/or we do not secure the additional funds identified in our application to complete the Program/Project, our organization will return the funds to the San Diego Lions Welfare Foundation.

Signature: _____ **Date:** _____

Print Name/Title: _____

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San Diego Lions Welfare Foundation
310 Market Street, San Diego, CA 92101 (619) 239-7264
sdlionsclub@gmail.com / www.sandiegolions.org

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with all documents bundled together as one attachment. The subject line is to read:
“Your Organization Name” Grant Application Packet