##### lionslogo

##### Downtown San Diego Lions Club 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. Please send the Grant Application Packet by e-mail to sdlionsclub@gmail.com. Incomplete applications will be denied.

##### 2. If your Organization is requesting funding to be used by an Educational Organization, please be sure to clearly define your relationship with the educational organization and how grant funds will be utilized.

3. The Downtown San Diego Lions Club 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 Downtown San Diego Lions Club Welfare Foundation will review only one grant application per organization per fiscal year, which is 1 July to 30 June. 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 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 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.

 🞎 A copy of your impact summary/report for the last program/project funded by the

Downtown San Diego Lions Club Welfare Foundation (if applicable).

6. Completed 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 awarded, your grant check will be mailed, along with “donated by the SD Downtown Lions Club stickers if we fund equipment, and you will be invited to attend a Lions Club meeting to accept a “big check”, take pictures and to do a brief presentation about your organization and the funded grant.

8. The Downtown San Diego Lions Club Welfare Foundation reserves the right to make exceptions to our grant making process.

**Application Cover Sheet:**

##### Please provide the following information about your organization and request.

##### 1. Organization Name:

2. Organization 501(c)3 Tax ID #: 3. Year Established:

**4. If approved, to whom should the check be made out to?**

**5. What service population are you requesting funds for?**

##### □ At-risk youth

##### 🗆 Military

##### 🗆 Seniors

##### 🗆 People with a disability

##### 🗆 Other (specify)

6. What category does this request fall under? (Check one)

**** Capital Improvements

**** Equipment *(Provide two quotes for the equipment you are requesting to be purchased.)*

**** Program *(Provide a copy of the program/project operating budget highlighting the specific budget items in which you are requesting funding)*

 Other (specify)

**7. In one sentence, state the amount and purpose of your request:**

**8. What zip codes does the grant serve?** □ Downtown (92101, 92102, 92103) □ Countywide

 □ Central (92115, 92105, 92106) □ Other \_\_\_\_\_

9. Number of people to be served by this grant request:

**10. How will funding from the Downtown San Diego Lions Welfare Foundation impact those you serve?**

**11. If you have received previous funding from the Downtown San Diego Lions Welfare Foundation, please respond to the following questions:**

 **a. When were you last funded?**

 **b. What was the dollar amount of your last funding?**

 **c. What was the specific purpose of your grant request?**

 **d. How did the funding impact those served by the grant funding?**

12. Is a Downtown San Diego Lion Sponsoring this request? If yes, provide name:

##### Grant Application:

Please provide the following information about your organization and request.

##### 1. Organization Name:

##### 2. Date of request: 3. Date funds required:

4. How much funding are you seeking?

**5.** **How many people will be served by this request?**

**6. Organization Contact Person (Must be in a leadership role at the Organization):**

Name: Title:

Phone Number: Fax:

Email: Website:

**Mailing Address:**

7. Number of paid employees:

8. Number of volunteers:

9. Organization Mission/Purpose:

**Please respond to the following questions in a brief but concise manner.**

**10. In one sentence, state the purpose of your request:**

11. What is your Organization’s current annual budget? What is your fiscal year?

Include a copy of the annual budget in your Application Packet.

**12. What is this Project's Budget? What specific line item are you requesting funding for? Include the project budget that clearly describes and delineates the requested funds in your Application Packet.**

**13. Describe how the funding will be used and include an overview of the program/project and specifically how funds will support it or (if applicable) how equipment will be utilized.**

**14. Please tell us, if we are unable to fully fund your request, what will be the impact to the program/services you are proposing to provide?**

**Please provide the following additional information:**

**15. The Downtown San Diego Lions Club Welfare Foundation provides funding to organizations with religious affiliations only when their services are non-discriminatory. If your organization has a religious affiliation, please confirm that you meet this requirement:**

🗆 YES 🗆 NO 🗆 NOT APPLICABLE

**16. 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

**17. Does your organization have a Foundation:** 🗆 YES 🗆 NO

If yes, has your Foundation been approached for funding: 🗆 YES 🗆 NO If no, please tell us why you did not approach your own Foundation.

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

**19. List any funding your organization has received from the Downtown San Diego Lions Club Welfare Foundation in the last five years:**

|  |  |  |
| --- | --- | --- |
| **Funding Year** | **Amount of Funding Received** | **How were the funds used?** |
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**20. Briefly describe how the Downtown San Diego Lions Welfare Foundation’s past funding has impacted the community and the people you serve:**

**21. If previously funded, please include a copy of your newsletter, promotional materials or a printout of your website page that recognizes the Downtown San Diego Lions Club for the grant you received. Is a copy of your promotional materials included in your Grant Application Packet:** 🗆 YES 🗆 NO🗆 NOT APPLICABLE

**22. An impact summary/report for the last program/project funded by the Downtown San Diego Lions Club Welfare Foundation must be included with your grant application.** Impact reports are typically one page in length and tell us how the funds were spent plus specific information about the number of people actually served by our grant funds and some stories of how our funds made a difference. **Is your organization’s Impact Report included in your Grant Application Packet?**

 🗆 YES 🗆 NO🗆 NOT APPLICABLE

**23. If funded, will your organization recognize the Downtown San Diego Lions Club in your newsletter or other promotional materials:** 🗆 YES 🗆 NO

**If yes, please describe how:**

24. If funded, will your organization recognize the Downtown San Diego Lions Club on your website and include a link to our website? 🗆 YES 🗆 NO

**25. If funded, would you like the Downtown San Diego Lions Club 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 Downtown San Diego Lions Club Welfare Foundation grant 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. If our request is funded, our organization will submit an Impact Report within one year of funding. Impact Reports are typically one page in length and tell us how the funds were spent plus specific information about the number of people served by our grant funds and some stories of how our funds made a difference. If equipment is funded, pictures of the equipment with our “donated by the San Diego Downtown Lions Club” shall be included in the Impact Report. If program services are funded, we encourage you to obtain photo releases and include pictures in your Impact Report, so we see how the funds were utilized. 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 Downtown San Diego Lions Club Welfare Foundation.*

**Signature:** **Date:**

**Print Name/Title:**

**Downtown San Diego Lions Club Welfare Foundation**

**310 Market Street, San Diego, CA 92101**

**(619) 239-7264**

**sdlionsclub@gmail.com**

**www.sandiegolions.org**

Submit Grant Application Packet to **sdlionsclub@gmail.com**

with all documents bundled together as one attachment.

The subject line is to read:

 **“Your Organization Name” Grant Application Packet**