



TASMANIAN LIONS FOUNDATION INC.

STANDARD 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 must 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, and must be received by the TLF prior to the project commencement. **Exceptions may be made if the project has some urgency, such as health reasons etc.**
6. All grants are required to be taken up, and used within 12 months of approval, otherwise the grant will lapse.
7. The completed application form, with all relevant information (as detailed on the Attachment checklist), is to be forwarded to:-
The Secretary
Tasmanian Lions Foundation Inc
at the address listed in your MD Directory.
8. Should your Grant request be successful, and you have completed your project, you will receive a copy of the TLF Acquittal Form which will require full details of the Grant expenditure, together with photo(s) and publicity acknowledging the TLF support. This will need to be completed with six (6) weeks of the project completion.



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NOTE: This application must be completed and endorsed by the Club President before forwarding to the Tasmanian Lions Foundation

1. Name of Lions Club:-.....
2. Name and purpose of project:-.....
3. Attach separate documents giving detailed reasons for this project. To assist the TLF to make a fair assessment of this grant application, it is important that a comprehensive budget covering all aspects of the project be provided.
4. Attach a description of this project (and detailed plans if necessary), and include a timeframe for completion of the project.
5. Approximate number of people to be served:-.....
6. Has funding been requested from other sources? If so, specify source and amount received or promised, if any
.....
.....
7. Total cost:- \$ Amount of Grant requested:- \$
8. Attach an itemised budget showing the makeup of the project.
9. Time of project: - Proposed Commencement:-..... Finish:.....
(In some cases a grant may not be made available until the conclusion of the project.)
10. 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..... Email:-

Signature of Responsible Lion..... Date

NOTE – A copy of the relevant Club Minutes pursuing this application/project must be attached

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 everything 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
- A copy of the relevant Club Minutes referring to this application