

Grant Guidelines 2011

Timeline to process a NYS&B Lions grant request

1. Club or District using the application form generates a grant requests.
2. The club or District submits this to their next cabinet meeting where it needs a resolution approving the grant and having the cabinet's support of the request.
3. The cabinet secretary sends (by US mail) 10 copies including, 10 copies of the Cabinet minutes, to our Corporate Secretary Donna Peck, PO Box 383, Horseheads, New York 14845.
4. The grant is then date stamped and sent to the members of the Grant Committee.
5. The Foundation requires a lead time of 45 days before their next meeting to distribute and study each grant request.
6. The Foundation reviews grants at its regular meetings. They are scheduled for the second Saturday in August, November, January and April.
7. If the Grant Request meets the 45 day lead time, it will be reviewed.
8. Most grants are approved and the checks are given to the senior Trustee to deliver to the club or District.
9. The Grant Committee may request clarification. The Club or District contact person will be notified and the grant placed on hold until the issues are resolved. Hopefully this will be done before the next Foundation Meeting
10. Guidelines:
 - a. Only one grant per district, per Foundation meeting will be reviewed.
 - b. Maximum Grants given at this time are \$5000
 - c. All Grants are matching funds
11. The average time to get a grant approved is 9 months to a year.