

SECTION 8: GRANTS

CLUB/ORGANIZATIONS FUNDING REQUESTS

Lion/Lioness Clubs or other organizations can make requests to the Lions of Wyoming Foundation for a grant. Unless there are extenuating circumstances, all grants released by the Foundation under this category to Lion/Lioness clubs or other organizations shall be for projects that are clearly sight related, the blind, or the sight impaired. The Foundation Board of Trustees will determine the credibility of the grant request, the amount of any disbursed grant, and the worthiness of any request considered an extenuating circumstance. Any funds disbursed will be to the applying Lion/Lioness Club for release to an appropriate agency or individual.

PATIENT EYE CARE MATCHING GRANTS

The Patient Eye Care Matching Grant Program provides Lion/Lioness Clubs with matching 50/50 funds to meet special eye care needs in the club's community. Any medical treatment of the person's eyes or need of special visual aids will qualify. Standard or regular eyeglasses do not qualify. Any Lion/Lioness Club can apply to the Lions of Wyoming Foundation for a Patient Eye Care Matching Grant for a person in that club's community and in extenuating circumstances where a neighboring community does not have a Lion/ Lioness Club.

The Patient Eye Care Matching Grant process involves two application forms. Both application forms and any supporting documents must be submitted to the Foundation office.

PRIOR GRANT APPROVAL MUST BE GIVEN BEFORE TREATMENT. Emergencies are the only exception

Policies and Guidelines:

Before applying for a grant under this program, the interested club and patient should review the policies and guidelines. Each part of the guidelines must be followed in order for a grant request to receive favorable consideration. The Foundation reserves the right to ask for additional documentation or interview appropriate individuals if in the opinion of the Foundation those needs exist.

Application Forms:

In seeking a grant from the Rocky Mountain Eye Bank Surgery Fund, two applications forms must be completed by the requesting club. The patient interview form should be completed in its entirety prior to completing the club's application form. If the club wishes to proceed with requesting a grant both forms will be forwarded to the Foundation. The Foundation will work with the club to help them with the forms.

Policies, guidelines, and application forms are enclosed in this manual for information. Clubs that wish to take part in this program should request all materials directly from the Foundation office.

PATIENT EYE CARE POLICIES AND GUIDELINES FOR LION/LIONESSE CLUBS

Each part of the guidelines must be adhered to and the application should be filled in completely and carefully. Incomplete applications cause undue delays. The Foundation must make decisions for approval or disapproval based upon the information made available to them via the application. The Lions of Wyoming Foundation prior to any procedure must receive applications. Applications for emergencies received after-the-fact will be evaluated in a case by case basis.

An additional, supplemental application is provided for the club to use for the authenticity and sincerity of the patient's need. The Foundation can further determine the specific need of the patient by the use of the patient application.

1. Participation by the Lions of Wyoming Foundation will be considered if the request meets the following requirements:

- A. The nature of the request must be pertaining to or for the benefit of, a person or persons having a visual impairment.
- B. A local Lion/Lioness Club shall thoroughly investigate the authenticity and specific needs of the persons involved.
- C. The patient is a resident of the State of Wyoming.
- D. Patient eye care costs may include (but not necessarily limited to) diagnostic or therapeutic services; medical and surgical services; hospital care (outpatient treatment); transportation costs and housing.
- E. The request shall not include Foundation participation for supplying routine eyeglasses and/or contact lenses.
- F. Low vision aids and special glasses will be considered and will not be classified as "routine glasses".

2. Lions/Lioness Club Participation and Requirements:

- A. Local clubs wishing to participate in a joint venture with the Lions of Wyoming Foundation may do so by arranging either a partnership agreement, applying for an interest free loan, or a combination of the two.
- B. Contact providers of medical services to inquire if they will provide discounts when Lions/Lionesses guarantee payment.
- C. Any publicity releases must include the Foundation's name as well as the name of the local Lion Club.

3. Interest Free Loans:

- A. Monies requested must be for aiding a local patient.
- B. The local club must verify patient needs.
- C. Request must give all of the pertinent facts of the case.
- D. A plan for repayment to the Foundation must be detailed.
- E. The Foundation will originate the agreement (note) for the club to sign.
- F. Ability to repay the loan and the commitment of the club's future Boards of Directors to accept the responsibility of repayment must be established.
- G. Only one loan per club at a time will be allowed.
- H. Minimum monthly repayments of \$50 or more to repay a loan.
- I. A loan may be denied when previous loans to a club required the Foundation to continuously remind the club of indebtedness.

PROJECT GRANT POLICIES & PROCEDURES

A. Grants will be considered if they are within the following general categories:

1. Visual Research
2. Visual rehabilitation Programs and/or Centers
3. Establishment and operation of Eye Banks
4. Personnel or equipment to establish or operate facilities whose main function would be that of improving the visual welfare of the general public.
5. Public relations programs that could result in awareness of the importance of visual care and treatment available to the public.
6. Eye care equipment grant requests on matching basis.

B. All grants must fulfill the following criteria:

1. The results created from a grant must be beneficial to the general public living within Wyoming.
2. Benefits or services resulting from the grant must be made available to any resident of Wyoming.
3. Matching funds must be provided from a local Lions Club when the scope of the proposal is of a local nature.

C. Rules for submission of a grant request:

1. The application shall be a letter that will include:
 - a. Complete nature of the request.
 - b. Total dollar amount of the request.
 - c. Itemized statement or budget listing dollar amount of all proposed projects, facilities, stipends, etc...
 - d. An explanation relating how the request will benefit the general public of Wyoming.
 - e. A letter from at least one Lion/Lioness Club endorsing the request.
2. The application must have clarity, directness, and a complete description of the project.
3. Grant requests will be directed to the Foundation Office.

D. Grant Period and Reporting Requirements:

1. Grants will be approved for one year only. Unused funds will be returned to the Foundation within 30 days of the expiration date.
2. A complete written reports describing how the funds were utilized and a complete description of the accomplishments during the year the grant was in effect. This report will be due within 30 days after the expiration date of the grant approval.

E. In the event a grant request is being re-submitted for an additional year, the above report along with a new grant request must be received by the Foundation at least 60 days prior to the Foundations Annual Meeting.

F. Any publication produced as a direct result of a grant or facilities and equipment bought and paid for by the Foundation must give proper credit to the Foundation.

G. The Foundation will not approve grants that:

1. In any way tend to promote only the personal financial gain of an individual or a group.
2. Enter into any financial agreement with a state or federal public service or welfare agencies that would tend to transfer financial responsibilities from said agency to the Foundation.
3. Ask for financial assistance dealing with general administrative or clerical duties unless these duties deal directly with the operations of the Foundation.
4. Ask for sums of money to be used for non-specifically designated items. Grants will not be approved that establish a fund to be used at the sole discretion of person or organization requesting the funds.

H. The Foundation Board of Trustees will screen all grant requests. It is the duty of the trustees to:

1. Screen all applicants and certify that they fulfill the entire aforementioned requirements.
2. Review the source of the application, its motives, the reliability, and the credentials of the applicant.
3. Report the recommendations and findings to the entire Foundation membership.

LCIF GRANTS

Lions Clubs and/or District 15 that contemplate submitting a grant request to Lions Clubs International Foundation should be aware of the fact that as part of the grant application the submitting entity must show District financial support for the project. The Lions of Wyoming Foundation is willing to provide this support on loan basis. The Lions of Wyoming Foundation Trustees reserve the right to determine the worthiness of the project and further determine the conditions of the loan prior to granting the request.

GRANT SOLICITATIONS

Every effort will be made by the Lions of Wyoming Foundation to pursue grants that will benefit the programs and objectives of the Foundation. Entities such as (but not limited to) other Foundations, corporations, government agencies, individuals, and private business will be considered. Before accepting any grant, the Foundation will evaluate the conditions associated with the grant to determine whether the Foundation can or should obligate itself to said conditions.

PROJECT GRANTS

Special matching grants are available to a Lion/Lioness Club to help meet an existing need for a visual disability program in the club's community.

The established Project Grant Policies and Procedures will be followed in submitting a request for matching funds.

Project Grant Policies and Procedures are enclosed in this manual for information. Clubs that wish to take part in this program should request all materials directly from the Foundation office.