##### lionslogo

##### San Diego Lions Welfare Foundation

##### Individual 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 Name” Individual Grant Application Packet. Email Grant Application Packet to sdlionsclub@gmail.com. Incomplete applications will not be reviewed.

2. Individual requests are typically for specialized equipment, camperships for youth who are at-risk or disabled, or assistance with surgeries. Other types of requests may be considered on a limited basis and as funding is available.

3. The San Diego Lions Welfare Foundation typically will not consider requests for school sponsored youth field trips (in or out of state), funding for pageants, or funding to pay regular monthly living expenses (rent, phone, other bills, etc.).

4. 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; fall requests must be received by the 15th of October.

4. The San Diego Lions Welfare Foundation will review only one grant application per individual per our fiscal year, July 1 to June 30. Additional grant requests for a given fiscal year will be denied.

5. Only complete Application Packets will be reviewed. If your Application Packet is incomplete, you will be notified via email and invited to re-submit a complete application in the future.

A complete Application Packet will include the following:

* Application Cover Sheet

(Please DO NOT include this instruction page in your Grant Packet)

* Individual Grant Application

🞎 Any third-party documentation such as Medical or Special Education Letter, Document of Diagnosis, or Requirement for Therapy or Equipment (if applicable)

6. Complete Grant Application Packets are due on the 15th of every month, to be considered in 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 how your funded grant has impacted you.

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

**Application Cover Sheet:**

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

##### 1. Name of Individual submitting the request:

2. Date of your Individual Grant Application request:

3. Amount of request: $

**4.** **For whom are you requesting this funding?**

##### □ Myself 🗆 Other(s) Please tell us why you are submitting this application for them

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**5.** If you are requesting funds for another person, please provide the following information:

Name of Recipient(s)

Your relationship to this person(s)

Recipient phone number

Recipient email

Recipient mailing address

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

**** Specialized equipment

**** Assistance with surgeries/medical expenses

 Other (specify)

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

**8. What is your zip code?** (please check and circle)

□ Downtown (92101, 92102, 92103) □ Central (92115, 92105, 92106) □ Other \_\_\_\_\_

9. How will funding from the San Diego Lions Welfare Foundation impact you?

**10. If you have received previous funding from the 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 were you impacted by the grant funding?**

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

##### Grant Application:

Please provide the following information.

##### 1. Name:

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

4. How much funding are you seeking?

5. If approved, to whom should the check be made?

**6. Mailing Address:**

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

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

8. Please tell us specifcally how the money will be used and the name or business that would appear on your grant check.

9. If you do not receive funding from the San Diego Lions Welfare Foundation, how will you pay for this expense? Please also explain any financial circumstances you would like us to consider:

**10. Have you requested or received funding from any other source(s), such as family, community members, grants or scholarships? If yes, please list the names and amount of funding promised or received:**

**11. Please include in your Application Packet any third-party documentation such as an invoice or quote (if applicable). ** Letter is attached **** Not applicable

**12. List any funding you have received from the San Diego Lions Welfare Foundation in the last five years and include year, amount, and specifically how the funds were used.**

**13. Briefly describe how the San Diego Lions Welfare Foundation’s past funding has impacted you.**

**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 my requirements. I also certify that these funds will be utilized for the purpose specified and will not be deposited into a bank account or be used for any other purpose. If my grant request is funded, I agree to 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. If funding is not used for the intended purposes and/or is not spent within three months of funding and/or I do not secure the additional funds identified in my application, the funds will be returned to the Downtown San Diego Lions Welfare Foundation.*

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

**Print Name:**

**San Diego Lions Welfare Foundation**

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

**(619) 239-7264**

**sdlionsclub@gmail.com**

**www.sandiegolions.org**

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

with all documents bundled together as one attachment.

The subject line is to read:

 **“Your Last Name” Individual Grant Application Packet**