



# LIONS OF VIRGINIA FOUNDATION, Inc

## REQUEST FOR ASSISTANCE PROCEDURES



**A. Administration of requests for assistance.** The Foundation shall focus its major areas of involvement on disaster relief, sight and hearing conservation and other areas of Lions Clubs International emphasis.

### **I. Major Disaster and Emergency Relief request.**

- a. Requests for Major Disaster and Emergency Relief assistance for amounts up to \$10,000 may be approved by the Executive Committee, if the following criteria are met:
  - (1) The Major Disaster and Emergency Relief fund contains sufficient monies to cover the request.
  - (2) The District Governor, or the District Elected representative in the absence of the District Governor, of the Sub-District within which the disaster or emergency occurs, requests the Foundation's assistance.
  - (3) The cognizant District Governor or his designee agrees to coordinate the use of the Foundation's money.
  - (4) The disaster or emergency occurs within the geographical boundaries of the Commonwealth of Virginia and affects human life, and the ability to survive, of a relatively broad segment of the population within the immediate geographical area of the disaster or emergency.
  - (5) The disaster or emergency is such that the money needed is beyond the financial capability of the Lions and Lioness clubs acting individually or collectively as Zone, Region, or Sub-district.
  - (6) The Executive committee attempts to coordinate its efforts with other agencies in the area (local Chapter of the American Red Cross, State and Federal programs, etc.).
- b. Requests for Major Disaster and Emergency Relief assistance, in excess of \$10,000, must meet the criteria established in paragraph A I. a., above, and must be approved by a majority of a quorum of the Board of Directors at a regular or special meeting of the Board of Directors.
- c. As soon as possible, but not later than 30 days after the emergency is over, the recipient organization is requested to provide a summary report of the use of the funds with photographs if available. The report will be made to the chair person of the Humanitarian Committee for filing by the Treasurer to be used in the LOVF for tax reporting.

### **2. Service to Humanity Requests.**

- a. Service to Humanity requests may be approved by the Board if the following criteria are met.
  - (1) Assistance to individuals or organizational entities shall be considered on a case-by-case (or application -by-application) basis, but only when received from a Lions or Lioness Club from within Multiple District 24 or from a cabinet member of one of the sub-districts.
  - (2) The requests are presented to the Humanitarian Committee on the LOVF Form, "Application for Assistancess", as displayed on pages 3-5. Application for Assistancess completed form should be in the hands of the LOVF Humanitarian Committee no less than thirty (30) days prior to the LOVF Board meeting.

# REQUEST FOR ASSISTANCE



## REQUEST FOR ASSISTANCE PROCEDURES (CONT)



- (3) Sufficient, appropriately budgeted, funds are available to meet the request.
  - (4) The cognizant District Governor has approved the request, after reviewing it with the District Representative.
  - (5) The Humanitarian Committee has approved the request.
- b. Service to Humanity request for \$3000 or less may be approved solely by the Humanitarian Committee and the President if the criteria under Section A.1.a are met.

### 3. Administrative processing of requests.

- a. Request for assistance, in proper form must pass through the following sequence of events.
- (1) The request will be submitted through a District Representative who will review it for accuracy and completeness. It will be returned to applicant if not properly completed.
  - (2) The District Governor must review the request, make comments, and forward it to the Foundation Secretary and advise the Vice District Governor as Information Only.
  - (3) The Foundation Secretary will record on the application the date it was received and then forward it to the Chairperson of the Humanitarian Committee with an information copy to the LOVF President. Further, the Secretary will advise the cognizant District Governor the date the application was forwarded to the Chairperson of the Humanitarian Committee
  - (4) The Humanitarian Committee will act on all requests prior to the next Foundation meeting and take one of the following actions:
    - (a) In those cases where local sources have not been exhausted, the application is incomplete or does not warrant future consideration, the Humanitarian Committee will return it to the cognizant District Representative for resubmission, or return to the applicant.
    - (b) If the request is approved, the Chairperson of the Humanitarian Committee will present it at the next Foundation Board meeting for approval or disapproval. In the event that a Board Meeting is not scheduled soon enough for appropriate action the President may seek approval by the Executive Committee by telephone or other suitable medium, the decision to be approved by the Board at its next meeting.
  - (5) After the LOVF Foundation Board or Executive Committee action, the LOVF foundation Secretary will advise the cognizant District Governor of the LOVF foundation's action.
  - (6) If a request is disapproved due to lack of LOVF funds, it would be reconsidered in the future, but only if it is resubmitted. Requests will not be held in abeyance.



# LIONS OF VIRGINIA FOUNDATION, Inc

## APPLICATION FOR ASSISTANCE



**INSTRUCTIONS:** This application form is designed to satisfy the information needs by which a decision may be made regarding a request for assistance. If the application is an individual, complete parts **A** and **C**. If the applicant is an organization, then complete parts **B** and **C**. **Part D** is required for LOVF to track the application process and will be completed by the cognizant individual.

### PART "A" APPLICANT INFORMATION

1. Name—First, Middle, Last: \_\_\_\_\_
2. Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code+4 \_\_\_\_\_
3. Telephone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_
4. Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
5. If applicant is a minor:
  - A. Parent's Name—First, Middle, Last: \_\_\_\_\_
  - B. Address, if different from Item 2, above \_\_\_\_\_
  - C. City: \_\_\_\_\_ Zip code+4 \_\_\_\_\_
  - D. Telephone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_
  - E. Email: \_\_\_\_\_
6. Sponsoring Lions Club: \_\_\_\_\_ District 24- \_\_\_\_ Phone Number: \_\_\_\_\_

### PART "B" ORGANIZATION APPLICANT INFORMATION

1. Formal Name of Organization If non Lions Club: \_\_\_\_\_
2. Sponsored by \_\_\_\_\_ Lions Club
3. Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code+4 \_\_\_\_\_
4. Contact Person's Name: First, Last: \_\_\_\_\_
  - A. Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code+4 \_\_\_\_\_
  - B. Telephone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_
  - C. Email: \_\_\_\_\_
5. Date of Organization's Incorporation: (5, 6, & 7 to be completed by non-Lions Club applicant).
6. If organization is a chapter or affiliate of a national organization, give the date of local chapter or affiliate's inception:  
Date: \_\_\_\_\_
7. If affiliated with a national organization, is the local organization required to contribute a portion of its receipts to the national organization? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what (percentage)? \_\_\_\_\_ % Explain how the amount is determined.

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8. What geographical area will be served by or through receipt of the requested assistance?

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9. Approximate number, if any, of persons who will be served by/or through receipt of requested assistance?

10. What is the period of time during which the requested assistance will be expended?

11. Attach to this application the following documents: (a thru d is not required if applicant is a Lions Club)

- a. Copy of the organization's Article of Incorporation, Charter, By-Laws or other governing instruments.
- b. Names and titles of the Officers, Directors and members of the governing board.
- c. Most recent annual financial statement.
- d. Current year's operating budget including sources of income.
- e. If organization has an endowment, give the current market value.
- f. Statement that a written report on the use of the funds will be rendered to LOVF if grant is approved.

**PART "C" REQUESTED ASSISTANCE INFORMATION**

1. Type of assistance requested (check one)

a. Grant-full \_\_\_\_\_ Loan \_\_\_\_\_ Interest \_\_\_\_\_ Non-Interest \_\_\_\_\_

b. Grant-matching \* \_\_\_\_\_ Other. If other, explain: \_\_\_\_\_

\* Although not a requirement, matching grants will be looked upon with greater favor by LOVF

c. Grant-partial \_\_\_\_\_

Amount of financial assistance or estimated cost of other assistance requested: \$ \_\_\_\_\_ Give details of total funding of projects/activity including amount requested from LOVF

3. Purpose of assistance and how does it relate to the objectives of the Lions of Virginia Foundation?

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4. Is applicant sponsored by a (check one): (Note: By sponsoring hereof, the sponsor affirms that reasonable efforts have been made, within the sub-district to obtain funds necessary to provide the assistance requested)

\_\_\_\_\_ Cabinet Member \_\_\_\_\_ Lions Club

a. Cabinet Member's Name or Name of Lions Club contact. \_\_\_\_\_

b. Address: \_\_\_\_\_

c. City: \_\_\_\_\_ Zip code+4 \_\_\_\_\_

d. Telephone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

e. email: \_\_\_\_\_

f. Name of Sponsoring Lions Club: \_\_\_\_\_

g. Sponsor Signature: \_\_\_\_\_

h. Sub-District: 24- \_\_\_\_\_

**PART "D" APPLICATION PROCESSING**

All applications must be submitted to the respective District Representative for processing as follows:

- 1. Action by District Representative: Review for accuracy and completeness and reaffirm that reasonable efforts have been made within the District to obtain funds necessary to provide the assistance requested. Return the application if not properly completed.

District Representative Signature: \_\_\_\_\_ Sub-District 24- \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

\_\_\_\_\_

- 2. Action by District Governor: Signature \_\_\_\_\_ Sub-District 24- \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

\_\_\_\_\_

- 3. LOVF Secretary to advise Vice District Governor of Application and Action. Date: \_\_\_\_\_
- 4. Date Received by LOVF Secretary: \_\_\_\_\_
- 5. Date Forwarded to LOVF Chairperson of Humanitarian Committee: \_\_\_\_\_
- 6. Date Information copy send to LOVF President: Date: \_\_\_\_\_
- 7. Date Received by LOVF Chairperson of Humanitarian Committee: \_\_\_\_\_

Action by LOVF Humanitarian Committee. (Check one)

\_\_\_\_\_ Approved (to be presented to Board of Directors) \_\_\_\_\_

\_\_\_\_\_ Disapproved and returned to applicant through District Representative. Give reasons for disapproval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incomplete and returned to cognizant applicant through District Representative for additional information and re-submission. Notification of this action to respective District Governor and Vice District Governor.

- 8. Action by LOVF Board of Directors: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date: \_\_\_\_\_

If disapproved state reasons for disapproval \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 9. \_\_\_\_\_ Date cognizant LOVF District Representative, District Governor and Vice District Governor informed of LOVF Board action.

- 10. \_\_\_\_\_ Date approved request and application forwarded to LOVF Treasurer.

- 11. Check number: \_\_\_\_\_ Date: \_\_\_\_\_ Countersigned by LOVF President and forwarded with cover letter to the recipient.

Note: LOVF Secretary and Treasurer to maintain files of all applications after LOVF Board action.

Revised 10/22/2014