

Supporting Documentation: LCIF Standard Grant Application

Disability Playground for Special Needs Children's Project

**Texas Lions - District 2X-3
Killeen Evening & Killeen Noon Lions Clubs**

Summary

Killeen Evening and Killeen Noon Lions Clubs hereby make application for a Lions Clubs International Foundation Standard Grant in support of a disabled/handicapped playground servicing Bell County children with disabilities and special needs in the amount of \$40,000 USD. This application is dated June 30, 2016 for earliest action.

The City of Killeen Parks and Recreation, Killeen Evening Lions Club, and Killeen Noon Lions Club have partnered together to build a special needs playground that will service the children of Bell County who have a variety of disabilities. This playground will serve not only those with physical handicaps but also other disabilities such as autism. It will be the first playground of its kind in the community. A copy of plans for the disability and special needs playground will be attached.

Killeen Evening and Killeen Noon Lions Clubs have been leading supporters of Killeen Parks and Recreation for decades. Both clubs have long and effective relationships with Killeen Parks and Recreation and look forward to continuing this relationship for many more years. We have agreed to partner for this application in the best tradition of Lions working together to accomplish more.

Cash donations secured to date total \$40,000 --- Killeen Evening Lions Club \$20,000 and Killeen Noon Lions Club \$20,000. The Clubs currently hold all funds in cash, and will guarantee this amount to the District Treasury to satisfy grant award requirements.

The City of Killeen currently has \$80,000 of the funds needed to complete construction of the special needs playground. All future operating, maintenance and administrative expense will be the responsibility of the City of Killeen. We have high confidence that the City of Killeen will maintain this playground to Lions' standards.

Respondent to *Standard Grant Criteria* LCIF 27-11 P. 2

- 1: The City of Killeen Parks and Recreation's Disability Playground for Special Needs Children \$160,000 expense is beyond our Lions Clubs' capacities. Killeen Evening Lions Club and Killeen Noon Lions Club of Texas District 2X-3 are applicants.
- 2: The City of Killeen does not currently have a playground that is hospitable to children with disabilities of any kind. This playground is specifically for those children with the needs of them in mind when planning the designs. There is play equipment for a variety of different needs that will be located in this playground.
- 3: This application is compliant with stated criteria.
- 4: Both clubs are long-time supporters of Killeen's Parks and Recreation. The City of Killeen held a focus group to identify the biggest need in our community and a playground for children with disabilities and special needs was identified. Both Clubs have members with children that have special needs and disabilities. The City of Killeen then asked us to partner with them on this much needed project.
- 5: The Killeen Evening and Killeen Noon Lions Clubs have raised \$40,000 to satisfy our half of a Standard Grant match. These funds are available for deposit to the District 2X-3 Treasury at such a time as may be required for the grant administrator, project chair, and cabinet treasurer to act.
- 6: All funds are in cash.
- 7: This is a one-time grant to the City of Killeen Parks and Recreation towards the cost of the construction of the disability playground for special needs children. No additional funds will be requested by our clubs from LCIF in the future for this project.
- 8: Operating expenses will be borne solely by the City of Killeen Parks and Recreation, who has shown sufficient reserves to maintain and operate the new playground.
- 9: Not applicable. Not a clinic or hospital grant.
- 10: Standard grant criteria best fit this request from options available.

- 11: The City of Killeen is committed to full recognition for our parts for funding the Special Needs Playground, offering naming rights for our clubs in certain venues, and its full appreciation and good offices.

Respondent to *Standard Grant Regulations, LCIF Form 27-11 p.3*

- 1: District Governor signatures and copies of District 2X-3 Cabinet meeting minutes will be provided to verify compliance and grant administrator endorsement. All funds will be paid out to the City of Killeen Parks and Recreation on receipt. Form LCIF 27 is enclosed.
- 2: This application is submitted by the Killeen Evening and Killeen Noon Lions Clubs of District 2X-3 Texas. It will be endorsed by resolution of the 2X-3 District Cabinet. MD2X-3 Council Chair will be notified of said action per minutes of the Cabinet meeting.
- 3: The Disability Playground for Special Needs Children's Project is contained entirely in the USA.
- 4: Our \$40,000 match request is within the \$100,000 maximum and all funds are collected and ready for disbursement.
- 5: Our combined total of \$80,000 meets the limit of 50% of the total project expense allowed for developed countries.
- 6: This is the only active Standard Grant request from District 2X-3 at this time.
- 7: The Disability Playground for Special Needs Children's Project is not under construction now. Construction will commence once all funding has been received. All funds will be used to complete construction and not be used to retire debt or other prohibited uses under section 7.
- 8: No member of the Killeen Evening or Killeen Noon Lions Clubs will accrue a financial, personal, or business benefit from this application, in compliance with section 8 and Lions Ethics.
- 9: Our District 2X-3 Treasurer and District Governor are prepared to accept their respective responsibilities.
- 10: Closeout letters will be prepared on receipt of a donor acknowledgement letter from the City of Killeen Parks and Recreation, and forwarded to LCIF Grant Administration for clearance.

11/12/13/14 Not Applicable

Respondent to Project Description, application page 4

- 1: Submission Date is June 30, 2016
2. Disability Playground for Special Needs Children's Project
- 3: Amount Requested: \$40,000.



**Lions Clubs International
FOUNDATION**

January 28, 2017

Glenn Brandt
District Governor, 2-X3
Lions Clubs International

Dear Governor Brandt,

I am pleased to inform you that at their recent board meeting, the LCIF Trustees approved LCIF Standard Grant STD15460/2-X3 in the amount of US\$40,000 to equip a handicapped accessible playground. I take this opportunity to congratulate you and your fellow Lions for your efforts on behalf of those in need in your community.

LCIF is prepared to release this grant in its entirety once all of the following conditions have been met:

- Read, sign and return the enclosed grant agreement. Keep a copy for your files.
- Verify the collection of the required local matching funding. This can be documented with a current bank statement.
- Provide LCIF with the district's Taxpayer Identification Number (EIN). Clarify the district's IRS Code Classification (501c3 or 501c4).

Grantees have six months from the date of approval to collect all local matching funds and the grant funded project must be completed within two years from the date of approval. Extensions may be given on a case by case basis.

As District Governor in office at the time this grant was approved, you have been designated the grant administrator. You are responsible for ensuring that grant funds are properly accounted for, that all the grant objectives are met and that LCIF receives the appropriate project reports. Reports must include a complete and accurate record of the funds received and expenses incurred under this grant, including receipts. The format of the financial section of this report should show a comparison between anticipated and actual expenditures. This accounting should also detail exactly how the LCIF grant funds were used.

Additionally, project reports must include a narrative section on the project activities and the benefits achieved, as well as newspaper clippings and photographs of the equipment and facilities. These will help us to publicize and promote the purposes and works of LCIF. Action photographs of publishable

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quality of the project and of individuals benefiting from its use are especially helpful.

LCIF grant funds are disbursed in the name of Lions districts. If you prefer that funds are sent electronically to your district account, please provide LCIF with the following information: name and number of the account, address, fax and telephone numbers of the bank, name of contact person at bank, and routing code (known as ABA or SWIFT code) of the bank. Should local conditions necessitate special arrangements concerning the transfer of funds, please advise LCIF. For countries where LCI maintains active bank accounts, grant funds will be disbursed from those accounts in the local currency. In the event that the local accounts have an insufficient balance, United States dollars may be ~~disbursed~~. This will be done at the discretion of LCI and LCIF.

This grant has been approved to support the efforts of your district to equip a handicapped accessible playground and shall only be used for that purpose. Any portion of the grant unexpended at the completion of the project shall be immediately returned to LCIF. Similarly, the grant was based upon a detailed expense budget provided in the grant application. No significant changes may be made to the approved budgetary allocation without LCIF's prior written approval. By making this grant, LCIF assumes no obligation to provide other or additional support to the grantee.

Your district must also assure LCIF of proper recognition for its role in this project, as required per grant criteria item 11. A plaque bearing the inscription, "This project made possible through the cooperation of Lions Clubs International Foundation" should be prominently displayed. The plaque can be ordered from Lions Clubs International Club Supplies. All promotional materials must likewise acknowledge LCIF's involvement with this project. Confirmation acknowledging LCIF's involvement with the project must be included with your final report.

You will find a grant agreement at the end of this letter. Please sign the agreement and return it to the LCIF Humanitarian Programs Department within 30 days to confirm your willingness to accept the responsibility of serving as grant administrator as outlined in this letter. Should you have any questions concerning these requirements, feel free to contact Mr. Wesley Gathings of the LCIF Humanitarian Programs Department at Wesley.gathings@lionsclubs.org or (630) 468-6887. All correspondence to LCIF regarding this grant should make reference to the grant number STD15460/2-X3.

The Trustees hope that this grant will stimulate interest in ~~the~~ work of LCIF and the Lions of your area. Please make the most of this opportunity to inform the public of the fine work being done by Lions and the assistance of LCIF in this project. Stress to your district that this grant was made possible through the generous contributions of Lions worldwide and that, in the spirit of serving better

together, their own unrestricted contributions are needed to help fund similar worthy projects elsewhere.

Once again, we would like to express our respect and gratitude to you and the Lions of District 2-X3 for their interest, concern and efforts on behalf of those in need. We believe your action effectively demonstrates the true purpose and meaning of Lionism-- We Serve. We send our best wishes and look forward to hearing from you soon.



Dr. Jitsuhiko Yamada
Chairperson, LCIF Board of Trustees

STD15460/2-X3
Enclosures

cc: Rebecca Teel Daou, LCIF Division Manager
KaSondra Byrd, Manager, LCIF Humanitarian Programs
Wesley Gathings, Regional Programs Specialist

**LCIF GRANT AGREEMENT
Standard Grant Program**

Grantee:	District 2-X3
Grant administrator:	Glenn Brandt District Governor, 2016-17
Grant number:	STD15460/2-X3
Amount of grant:	US\$40,000
Purpose of grant:	Equip handicapped accessible playground
Approval date:	January 10, 2017
Reporting schedule:	A progress report should be submitted every three months. A final report is due no more than 45 days after the completion of the project. Such reports should include a narrative overview of project activity, photographs, budget/expense information and should highlight the Lions volunteer involvement. All reports should be reviewed and approved by the district cabinet before submission to LCIF
Disbursement schedule:	Please note that this agreement must be signed and returned to LCIF before any disbursements can be made. Disbursements are made dependent upon the status of project activity, receipt of a report detailing the use of previous grant installments, and submission of appropriate expense documentation (see condition #2).

GENERAL CONDITIONS

1. **Purpose:** The grant shall be used solely for the described purpose or purposes as approved by the Board of Trustees of Lions Clubs International Foundation and confirmed in correspondence dated January 28, 2017.
2. **Accounting and financial review:** LCIF grant funds must be deposited in the district bank account and then disbursed to the project, following the guidelines outlined below. There must be at least three signatories on the

project account, including the grant administrator, project chairperson, and current cabinet secretary or treasurer. A complete and accurate record of the funds received and expenses incurred under this grant must be maintained by the grantee, and submitted regularly to LCIF. The format of the financial section of this report should show a comparison between the anticipated and actual expenditures. Banking and financial controls include:

Checks, demand drafts/cashiers checks, or wires from a project account may only be issued to a certified project supplier or contractor. Such payments or checks may never be made out to "cash" or to "bearer." No project payments should be made in cash without the prior approval of LCIF.

Bank accounts for LCIF projects shall only be established in commercial or national banks that are properly accredited and which have deposit insurance if required in that country. Use of 'cooperative banks' or community banks are prohibited. Additionally, fixed-length deposit accounts (e.g., certificates of deposit) shall not be used unless approved by LCIF.

Control of accounts/signature authority: The project bank account must have three signatories: project chairperson, grant administrator, and the district cabinet treasurer or secretary currently in office. Of these three signatories, two signatories shall be required to affect any withdraw or issue payments, and of those two required signatories, one shall always be the district cabinet treasurer or secretary.

For LCIF projects where checks are made payable to the district, the district is prohibited from disbursing the funds to any individual, including the project chairperson or grant administrator, or otherwise release said funds to any bank account controlled solely by an individual. Unless otherwise approved by LCIF, such project disbursements received by a district should be re-issued to the implementing partner (e.g., university or hospital, home for the blind) or to project suppliers and vendors, per the approved project and budget.

In terms of financial accounting at the district level, the LCIF grant should be noted in the district accounts, so that the income and expenditures can be included when the accounts are audited at the end of the year.

In situations where there is determined to be improper use or misappropriation of LCIF grant monies by a grant administrator or any person involved in an LCIF-funded project, the foundation shall pursue all necessary legal actions to retrieve said funds and to hold parties liable for any improper actions.

3. **Conditions:** Grantees have six months from the date of approval to collect all local matching funds and the grant funded project must be completed within two years from the date of approval. Extensions may be given on a case by case basis.
4. **Budget:** The LCIF Board of Trustees approved this grant based upon a detailed budget. No significant changes may be made to the budgetary allocation as approved by the LCIF Board of Trustees without LCIF's prior written approval.
5. **Reversion of grant funds:** This grant is intended to support a specific project as stated in the award letter and this accompanying agreement. Any portion of the grant unexpended at the completion of the project shall be immediately returned to LCIF.
6. **Additional support:** By making this grant, LCIF assumes no obligation to provide other or additional support to the grantee.
7. **Property/Equipment Ownership:** LCIF claims no ownership of and disclaims any liability for any property or equipment that may be funded by an LCIF grant. In the event there is a desire to transfer or sell any property or equipment funded by an LCIF grant, the grantee shall inform LCIF and consult with LCIF staff regarding the intended beneficiaries of such transfer or sale. Unless otherwise specifically approved in writing by LCIF, any property or equipment funded by an LCIF grant shall be transferred or sold only to an appropriate charitable entity that will continue to utilize such property or equipment only for charitable purposes in the respective community in accordance with the intent and provisions of this grant agreement and policies of LCIF. Further, any funds derived from transfer or sale of such property or equipment shall be utilized only for charitable purposes in the respective community and shall not result in any private inurement or personal benefit to any individual or non-charitable entity.
8. **Reporting:** In accordance with the schedule listed above, the grantee shall furnish to LCIF a detailed written report on the activity associated with this grant. These reports are to be submitted on a regular basis.

independent of a need for funds and should include: a) a detailed narrative progress update; b) copies of receipts and supporting documentation for items purchased or costs incurred consistent with the approved budget; and c) photos of work/activity. The grant administrator and/or the project chairperson shall keep in regular contact with LCIF throughout the duration of project activity. The grantee shall furnish an appraisal of results achieved under the grant for any specific reporting period in which a report is made. Additional reporting requirements include:

- a. Copies of project bank account statements by month, showing interest.
 - b. Copies of cancelled checks, payment stubs, or signed letters of 'payment confirmation' from the project's vendors, suppliers or contractors.
 - c. Submission of detailed and itemized statements of project revenue and expenses with each report.
 - d. For any grant that extends into a 'second' Lionistic year after approval, the grant administrator/project chairperson shall submit copies of their progress and final grant reports to the district governor and district secretary in addition to LCIF.
8. All reports should be reviewed and approved by the district cabinet before submission to LCIF.

9. **Publicity:** Copies of any publicity received as a result of this grant must be submitted to LCIF as part of the record of grant activities. Publicity materials and media regarding this project should acknowledge the support and involvement of LCIF and Lions.

10. **Trademark Use/ Intellectual Property:** The grantee acknowledges that LCIF owns certain trademarks and trade names, including Lions Clubs International Foundation, LCIF, Lions Quest, and LCI. Grantee agrees to comply with the LCI Trademark Policies adopted by the International Board of Directors as amended from time to time. Grantee further agrees that projects receiving grant funding in accordance with this agreement shall be clearly identified as being made possible by LCIF through appropriate recognition, signage and public relations activities.

Research based grants: Content Grantee creates in connection with this Grant is solely owned by LCIF (e.g., as a "work for hire") and may be used by LCIF for reproduction, disclosure, transmission, publication.

broadcast, and posting, unless otherwise agreed to in writing by the Grantee and LCIF. LCIF grants to Grantee an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use Project Content in an academic or teaching setting as may be appropriate. Any inventions, discoveries or improvements that are based in full or in part on Project Content and all intellectual property rights in such inventions, discoveries or improvement, from Project Content shall be owned entirely by and shall be proprietary to LCIF.

11. **Compliance:** Failure to comply with any of the terms of this agreements may result in one or more of the following: a) termination of the grant, b) suspension of future grant payments until compliance is demonstrated, c) immediate reimbursement to LCIF of the amount of any LCIF grant funds expended for purposes not previously approved, d) immediate reimbursement to LCIF of all unexpended LCIF grant funds, e) replacement of the grant administrator and/or project chairperson at the sole discretion of LCIF, f) limit Grantee's eligibility for future grants, and g) any other legal recourse available.
12. **Dispute Resolution Guidelines.** Any and all disputes relating to this LCIF grant must be resolved in accordance with the *LCIF Grant Dispute Resolution Guidelines*, attached hereto as Exhibit "A".
13. **LCIF Privacy Policy.** Grantee agrees to comply with the LCIF Privacy Policy (attached) as amended from time to time. .
14. **Compliance with Local Law.** Grantee agrees that it shall not perform any actions that are prohibited by local laws, including anti-corruption laws, in carrying out the purposes of this grant.
15. **Non Discrimination.** Grantee acknowledges that it will refrain from discriminating on the bases of race, color, national origin, sex, age or disability in the performance of its services under this Grant Agreement.

The grantee accepts and agrees to comply with the above listed conditions and by signing this document agrees to comply with all reporting requirements and to provide appropriate documentation to verify those reports. Acceptance of this agreement is indicated by the grant administrator's signature below. Return this form to the LCIF Humanitarian Programs Department. Please retain a copy for your records.

() This agreement requires that a Project Chairperson be identified to serve in this capacity. He/She should be a Lions member that is familiar with the project. Once identified, he/she should sign below and forward their contact information to LCIF for the file.*

Date

Grant Administrator, Glenn Brandt
District Governor, 2-X3, 2016-2017

Date

*Project Coordinator, (*Must be a Lion)

Internal Revenue Code Classification (501c3 or 501c4)

Taxpayer Identification Number (EIN)

(This information is for compliance with IRS requirements only.)

Exhibit A

LCIF Dispute Resolution Guidelines

This information is being provided as a guide to assist the Lions in the event that a dispute arises regarding any of the following situations, as it relates to funds granted by Lions Clubs International Foundation (LCIF) for Lions humanitarian projects.

- The use and control of the grant funds.
- The control and direction of the projects with ongoing LCIF grant funds. Any other matters that may directly or indirectly impact grants awarded by LCIF.

Time Frame

The time within which an LCIF grant is carried out may last several years, depending upon the scope of the initiative. These guidelines, therefore, shall be in effect once the grant is approved, during project completion, through the submission of a final report and the lifespan of the project.

Authority

The guidelines are written with the assumption that a Lions multiple district and multiple district council chairperson is in place to administer and manage the dispute resolution process on behalf of the foundation. In the event that the dispute arises in an area without a multiple district, the dispute shall be resolved consistent with the principles of this policy, and with the assistance of the LCIF Chairperson. This exception also applies to situations where it is not appropriate for the district or multiple district council chairperson to oversee the process.

Filing a Complaint

Any party to the dispute may file a written request, including the nature of the issues and requested remedy, with the council chairperson asking that dispute resolution take place. A copy of the written request should be sent to all persons involved in the complaint and LCIF. All requests for dispute resolution must be filed with the council chairperson within ninety (90) days after the party filing the request knew or should have known of the occurrence of the event or events upon which the request is based.

Conciliation Committee

Within fifteen days of receiving the complaint, the council chairperson shall ask the parties to the dispute to each name one conciliator to a dispute resolution panel. These conciliators will name a third conciliator who will also serve a chairperson of the panel. These Lions must be members in good standing of clubs in good standing, in a club other than that which is directly or indirectly a party to the dispute, and in the multiple district in which the dispute arises. These individuals will then be officially appointed and authorized to serve as conciliators by the council chairperson in consultation with the council of governors. In the event the conciliators cannot agree on the appointment of the third conciliator, the council chairperson shall appoint the conciliator/chairperson. The council chairperson's decision relative to the appointment of the conciliator/chairperson shall be final and binding.

Upon being selected and appointed as described above, the conciliators shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within thirty (30) days of the appointment of the conciliators. The objective of the conciliators shall be to find a prompt and amicable resolution to the dispute that ensures that the financial and programmatic interests of LCIF are met. The respective parties may, as appropriate, decide to appoint an independent auditor to help resolve the matter; however, the costs of such outside assistance must be borne by the complainant.

Decisions

If such conciliation efforts are unsuccessful, the conciliators shall have the authority to issue their decision relative to the dispute. The conciliators shall issue their decision no later than thirty (30) days after the date on which the initial meeting of the parties was held, and the decision shall be final and binding on all parties. All decisions of the conciliators are subject to the authority of the LCIF Board of Trustees.

Additional Procedures

LCIF reserves the right to be kept informed of all proceedings of the conciliation committee, and take appropriate steps to preserve the integrity of the process:

Any time limits specified in this procedure may be shortened or extended upon showing of good cause; and

Parties to the dispute shall not pursue administrative or judicial actions during the complaint process.

October 2009

LIONS CLUBS INTERNATIONAL FOUNDATION

PRIVACY POLICY

Collection and Use of Personal Donor Data by Lions Clubs International Foundation

Lions Clubs International Foundation recognizes the importance of protecting the private information of our donors and grant recipients. LCIF collects personal information about donors and grant recipients to facilitate communications. This information is to be used solely to further its mission, to support clubs worldwide in serving their local communities and the world community as they carry out essential humanitarian service projects. It is also collected for LCIF to conduct its necessary operational activities including:

- Donor cultivation
- Grant application reviews and funding decisions
- Reports on donations and grants
- Distribution of publications, including the Annual Report
- Compilation of donor profiles and trends to support development programs
- Program monitoring and evaluation
- Convention and meeting planning
- Contact information for Lion leaders, including past and present International Officers, Directors, and Board Appointees, Multiple District Council Chairpersons and Council of Governors, District and Vice District Governors, Club Officers, Grant Administrators, Project Chairpersons, and Technical Advisors
- Furtherance of public relations activities and cooperative alliances
- Support of Lions Clubs International and other adopted service programs
- Disclosure of information to the Lions Clubs International Foundation Board of Trustees and appropriate advisory committees
- Disclosure of information as required by law or that is pertinent to judicial or governmental investigations
- Other purposes as approved by the LCIF Board of Trustees

Lions Clubs International Foundation protects personal information by using password-protected areas and by restricting access to such information. It is important that you protect your password. Paper files containing personal information are kept in areas with restricted access.

Any payment information collected is protected by software during transmission, which encrypts all of your personal information so that it can be safeguarded over

Internet channels. We reveal only a limited part of your credit card number when confirming a donation, order, or other transaction.

Privacy Recommendations for Lions Clubs, Districts, Multiple Districts and Foundations

Your Lions Club, District, Multiple District and/or Foundation should consider your privacy practices and follow similar guidelines when using the personal information of members, donors, recipients of your humanitarian assistance, or that of other individuals obtained in the course of conducting your activities. You should consider obtaining written permission before disclosing any personal information including names, addresses, email addresses, telephone numbers, medical information, financial information, etc. You should also be cautious when posting any personal information on the Internet or sharing email addresses with third parties. Please be aware that LOCAL LAWS MAY GOVERN THIS ISSUE and these laws vary widely from country to country, so you should seek advice from a local expert for more information before any personal information is used.

If you have any concerns or questions about these policies, please contact Lions Clubs International Foundation at (630) 571-5466 or lcif@lionsclubs.org.