



# Lions International

## Ringwood & Fordingbridge Lions Club (CIO)

Registered No. 1202116

### Policy 6 – Grant Making Policy

#### 1. The Club

The Ringwood & Fordingbridge Lions Club (CIO) registered with the Charity Commission for England and Wales, Register No. 1202116, is part of Lions International, a global service organisation of volunteers dedicated to helping others. We love to make things happen.

#### 2. Policy.

The Club welcomes applications for support from individuals, families, local groups and/or organisations in need of help within the areas of Ringwood and/or Fordingbridge. Beyond this, whilst the Club maintains ultimate discretion over the use of its funds for any deserving charitable endeavour, the Club will give primary consideration to the use of its charitable funds to designated and agreed Local, National and International Lions Projects. The Club will only make grants in furtherance of its charitable objects and will usually apply approximately 75% of the funds per annum to local charitable needs depending on demand with approximately 25% of funds for international aid as the needs arise, except in specific cases of disaster appeals where the funds raised must go (ideally through Lions Clubs International Foundation\*) to the detailed cause. The Club would not normally support applications from large national charities (unless it is from and for the local branch use) or from charities dedicated to issues deemed by the Club to be already well funded. The Club is prepared to work with other local charitable organisations to fund initiatives beyond the financial scope of a single organisation.

The Club has appointed a Community Service Committee who will consider each application for support on their own merit and any use of Charitable Funds will always be upon the recommendation of that Committee and subject to a majority decision by the Club Members at a Club Business Meeting in accordance with the terms of the Club's constitution.

*\*Lions Clubs International Foundation (LCIF) is the charitable arm of Lions International. Established in 1968, LCIF provides grant funding to support the compassionate works of Lions, empowering their service and addressing the needs of their communities both locally and globally. In particular the Foundation addresses issues, on a worldwide basis, associated with sight, youth, disaster relief and humanitarian needs. LCIF does not provide funds into war zones. Individual Lions Clubs around the world donate funds to LCIF to help fund their global work.*

#### 3. Making a Request for Funds

Applications must be in writing preferably in a form that can be submitted by electronic means either by email submission to the Club Secretary at [secretary@randflions.org.uk](mailto:secretary@randflions.org.uk) or by utilising the "CONTACT US" section of our Club Website. Where it is necessary to make a submission by post a suitable contact address can be obtained by telephoning 0345 833 5819.

Every application must include:

1. The purpose of the application, details of the project, the way in which the grant will be used and where appropriate how it will be managed effectively for its intended purpose.
2. Details about the overall project cost, the fundraising achieved so far and the shortfall including ways in which any shortfall will be addressed.
3. Information regarding the identity and if possible (and applicable) an understanding of the financial status of the applicant and/or of the status of the person(s) who will carry out the project/work.
4. The Club requires the assurance of the applicant that if any appropriate personal data about any other individual is supplied to the Club it is supplied with his/her consent. At the point of

submitting an application, applicants are asked to confirm this consent and assurance if appropriate.

5. To comply with the Data Protection Legislation, applicants are required to consent to the use of personal data supplied by them in the processing and review of their application by Club Members, if applicable to the grant requested.

Ringwood & Fordingbridge Lions Club will consider applications for grants from local charities, communities, organisations, authorities and agencies and from individuals and families in need and will generally give priority to those within the Club's operating area. Unless referenced to the Club by a professional independent agent who has already assessed that the applicant meets the criteria for funding, the Club will undertake an initial assessment to ensure that the application meets the criteria for funding.

Grants will be considered at the next available Club Business Meeting for approval or decline, which will be included in the minutes of that meeting and a response stating the outcome of the application for funding will be provided to all applicants. The Club will not be obliged to provide an explanation to the applicant should the application be unsuccessful, however the importance of feedback is recognised and where appropriate suitable comment will be provided to the applicant. Applicants should be informed that even if a project satisfies the criteria and priorities of the Club and a detailed assessment has been made, the Club might be unable to provide the grant requested.

It is possible for the Club to consider requests for anything up to £250.00 by majority support to any individual appeal without prior agreement at a Club Business Meeting provided that the decision is ratified and minuted at the next available Club Business Meeting.

#### **4. Following a successful Application**

Successful applicants will be encouraged to provide feedback detailing progress and a final statement of how the grant monies have been invested. This may be in writing or to take the opportunity to visit the Club to deliver a personal report or where appropriate allow Club representatives to visit the applicant to view the progress/success of the project. The Club may, if appropriate, seek the applicant's approval to the use of their information and project details for publicity purposes, including on-line, in print and otherwise.

Where appropriate the recipient (whether an organisation or an individual) will ensure that they are adequately insured both in relation to any equipment and facilities purchased by the grant and in relation to any risk of injury by reason of the project or purpose for which the grant is awarded.

All equipment purchased with the grant is owned and remains the property of the grant recipient (whether an organisation or an individual) unless otherwise agreed by the Club.

On receipt of the grant, either by cheque or through bank transfer, a written/emailed dated acknowledgement of receipt should be issued to the Treasurer of the Ringwood & Fordingbridge Lions Club.