



**LCIF**

LIONS CLUBS INTERNATIONAL FOUNDATION

## Lions Quest: A Life Skills Program for Youth

### Core 4 Grant Criteria and Application Form



A Program of Lions Clubs International Foundation

Program Guidelines: Revised October 2009

## I. Overview

Since 1984, Lions have sponsored Lions Quest programs for local schools to teach life skills to youth. Lions Quest curricula are the most widely used of their kind. Adapted to 30 languages, the reach of Lions Quest is impressive with the program now implemented in more than 50 countries.

Grant Criteria Overview
<ul style="list-style-type: none"> <li>• Applicant districts provide 25% against a 75 % match from LCIF.</li> <li>• The maximum grant request is US\$100,000 for multiple districts, or two or more sub-districts applying jointly and US\$25,000 for single or individual sub-districts.</li> </ul>

## II. What is Lions Quest?

Lions Quest is a series of school-based education programs that provide children (ages 5-18) with essential skills to help them lead healthier life-styles, resist drug use, and develop a positive self-image. Since Lions Clubs International first launched the Lions Quest program in 1984, more than 1.5 million children have benefited from the program each year.

The Lions Quest program is centered on a core of three positive prevention programs, each designed for different age groups. The *Skills for Adolescence* program, which is most widely used, guides children between the ages of 10 to 14 in developing self-discipline, good judgment, and a sense of responsibility while teaching them how to set goals and make healthy decisions. Such skills can help young people avoid negative influences, including drugs and alcohol.

The other two curricula include: *Skills for Growing* (for ages 5-10) which helps primary school children develop basic social competency skills, and *Skills for Action* (ages 14-19) which exposes older adolescents to volunteerism and teaches them important skills including conflict resolution and other valuable life skills. The three programs are designed to work together as children advance through critical stages into adulthood.

### **III. Core 4 Funding Opportunities for Lions Quest**

Lions multiple districts and single or sub-districts may request Core 4 grants to accomplish one of two goals:

- ! **Expansion Grant:** Expand coverage of Lions Quest in multiple, sub or single districts where the program is active but not reaching a considerable number of schools or implement a pilot of one of the three Lions Quest programs not yet available in that county or district. Grant funding may be awarded up to US\$100,000 for expansion projects.
  
- ! **New Country Implementation (Pilot) Grant:** Implement the Lions Quest program in a country or region for the first time. Grant funding may be awarded up to US\$25,000 for implementation projects.

**Expansion Grant:** This grant opportunity is designed for multiple, sub or single districts, henceforth referred to as the *applicant district(s)*, where Lions Quest has been active for years, but where a considerable number of schools are not covered. Essentially, the Core 4 grant will enable Lions to greatly expand the reach of Lions Quest, to essentially "fill-in-the-gap" in areas where the program is needed but not yet available.

The grant will provide funding to increase the number of schools and Lions clubs involved in the program (horizontal expansion) and also enable school districts using only one Lions Quest curriculum to add the other curriculums (vertical expansion). The LCIF grant may be used to train teachers, train trainers, purchase textbook materials, and pay for some administrative expenses. The LCIF grant is not intended to fund existing Lions Quest activity, so any clubs currently financing the program should continue to do so. The purpose of the expansion grant is to support further implementation of Lions Quest **over** and **above** current levels of activity.

LCIF must have the completed final report for any previous Core 4 Lions Quest grants (awarded to this same district or multiple district) **in advance** of submitting any new applications requesting additional funding for expansion or continued program activities.

LCIF will require time to thoroughly review the final report before considering the request of a new application. LCIF will determine if the final report is complete. If complete, this previous grant would be officially closed by LCIF, thereby allowing the new application to be considered. If the final report is incomplete or has not been submitted well in advance of the new application, this may delay the new application from advancing forward for review.

The Lions are further strongly encouraged to increase their local matching funding contribution, (above the 25% required) with each subsequent application submitted.

**New Country Implementation (Pilot) Grant:** Lions Quest has expanded to more than 30 countries since the mid eighties. Core 4 now provides Lions in other countries the opportunity to

introduce the program as part of their commitment to youth. Core 4 funding is available to translate and adapt the curriculum; conduct pilot workshops for initial groups of teachers and students; produce and print textbook materials; and pay for other start-up expenses. Countries implementing Lions Quest for the first time may only implement one Lions Quest curriculum to start with, which is usually the *Skills for Adolescence* program for children ages 10 to 14. The project should have the endorsement and support of the Ministry of Education **and/or** other appropriate educational authorities (e.g., local school districts, municipal education authorities, teacher/educator associations, etc.).

#### **IV. Financial Resources and Budgetary Considerations**

The Core 4 grant may be requested in amounts up to \$100,000 for applications involving two or more sub-districts or multiple districts, not to exceed 75% of the project’s cost and up to \$25,000 for one single or sub-district. **At least two clubs must be involved in the Core 4 grant application for an application to be considered.** Districts applying for grants need to raise 25% of the necessary funding from local resources (*see illustration below.*)

Maximum Core 4 Grant Request

<u>Total Project Cost</u>	<u>Maximum Core 4 Grant Request</u>
US\$133,333	\$100,000
US\$100,000	\$75,000
US\$ 33,333	\$25,000* (\$25,000 is 75% of \$33,333)
	* local matching funds = \$8,333

The required local matching funds of 25% may include monetary donations from clubs, grants from local foundations and charitable organizations, sponsorship from corporations and funds anticipated from individual schools. Additionally, the local funding may be raised during project implementation and need not be collected in full at the time of grant submission. However, some of the local matching funds could be pledged at the time of the application submission.

Priority for Core 4 grant funding is given to projects where the local contribution exceeds the 25% minimum requirement. The LCIF Trustees encourage applicant districts to leverage additional funding from schools, charitable benefactors, the government, and businesses. There are several possible ways to leverage funding from other sources, including:

- ! Ask corporations, local agencies and school districts to help share cost of purchasing Lions Quest text books and/or help subsidize cost of teacher-training workshops
- ! Request matching funds from community or private grant-making foundations that have an interest in youth or an interest in the geographic area

- ! Negotiate with hotels or universities to provide free or subsidized accommodations for teacher-training workshops
- ! Encourage individual Lions clubs to provide funds to train at least one teacher in return for every teacher trained with funds from the LCIF grant budget

### **What activities can be included in a project budget?**

#### **For Expansion Projects**

**Teacher training:** The Core 4 grant and local Lions funding therefore should provide training opportunities for hundreds of teachers and introduce Lions Quest in dozens of schools. Districts can extend the project's resources even further by volunteering services at the training site and by taking care of local logistical needs, such as transportation and possibly meals. Teachers are usually trained in groups of up to 36 in workshops lasting two to three days.

**Textbooks/Materials:** In some areas of the world, such as the United States, the cost of the teacher text materials is included in the teacher training expenses. Student and Parent books (if part of the curricula) are paid for separately. If any of these items are not included in the training, then text materials should be budgeted for separately.

**Training of Trainers (for National Trainers only):** Core 4 grant funds can be used to cover training a national trainer(s) to enable to country to keep costs low and run the program without outside support. Additional expenses apply. Please verify these costs with the Lions Quest Department at LCIF.

**Administration:** The budget may include a reasonable amount earmarked for administrative needs, including mailings to clubs and schools, fax and phone expenses and administrative allowance for project chairperson. **Administrative expenses should NOT exceed 10% of the total budget.**

**Program Evaluation:** The project budget may include a line item expense to support project evaluation activities, both scientific and anecdotal. This information is important to measure the effectiveness of the program and to quantify the success of Lions Quest when LCIF is approaching potential partners in the government, educational and non-government sectors. Lions should consider a variety of evaluation tools (i.e., surveys, questionnaires, interviews, etc.). Please visit the Lions Quest website for more information on evaluation resources.

Please consult LCIF for guidance regarding the eligibility of expenses (other than those listed above) that may be associated with your particular project.

**For New Country/Pilot Implementation Projects**

Districts requesting grants for implementing Lions Quest in countries where the program is not yet active should contact the Lions Quest Department at Lions Clubs International to receive guidance on program design and budgeting. The grant funding is generally available to translate and culturally adapt the curriculum; pay for initial artwork and print work; and pilot implementation of Lions Quest in selected schools and communities.

**Formatting a Project Budget:**

The project budget should **itemize** all sources of income and all anticipated expenses, specifying which expenses are to be funded by LCIF and which are to be funded by other sources. The budget should be prepared in two parts: 1) a summary budget for the entire project, forecasted over the project’s life span; and 2) a separate attachment providing detailed information on both project income and expenses. Income should equal expenses. LCIF staff is available to assist in the creation or revision of a project budget. See sample budget below, which outlines the type of expenses that would be considered customary or typical for Lions Quest pilot and expansion projects.

**Budget:**

<u>Income</u>		<u>Expenses</u>	
District X (pledged or collected)	US\$	Workshops (1)	US\$
School contribution		Workshop Logistics (2)	
Government donation		Materials (3)	
Other		Trainer Expenses (4)	
LCIF		Printing/Adaptation (5)	
		Evaluation (6)	
		Special seminars/meetings (7)	
		Administration (8)	
		Other (9)	
TOTAL	US\$	TOTAL	US\$

- (1) Identify how many workshops are planned and what type (i.e., training of the trainer or a basic teacher training workshop) of workshop. Itemize to show what is included in this workshop cost. Also, note how many participants attending each workshop.
- (2) Itemization necessary and may include room rental, equipment, supplies, food, etc. for the workshop(s).
- (3) Clarify what is being ordered, the quantity and specify if for students or workshop trainees. May include teacher kits, student workbooks, etc.
- (4) If applicable, clarify trainer's fee and associated expenses, which may include travel, lodging, meals, etc.
- (5) If applicable, explain what will be printed, how many and the adaptation plan. Provide cost estimates for anticipated work or services to be provided.
- (6) Note the cost for carrying out an evaluation of the program. Explain what this includes and who will perform the evaluation.
- (7) This could be parent workshops or informal meetings. Clarify how many meetings planned, objective/type of meeting, the number of attendees and what materials are needed, if any.
- (8) This cost should not exceed 10% of the overall project cost and should be itemized.
- (9) Expense line items other than those listed above will require more elaboration and require additional review by LCIF. Please explain relevancy to program delivery and itemize.

### **Project Management:**

When an applicant district accepts an LCIF grant for a Lions Quest project, they also accept a great deal of responsibility. Project success depends on a good management team responsible for administration of grant funds, promotion of the program to clubs and local schools, and organization of project activities (e.g., teacher training workshops, text book procurement, etc.)

The applicant district applying for the grant shall appoint a project committee consisting of Lions and other civic or youth leaders as appropriate. The committee will be led by a project chairperson, who should be a Lion with experience as an educator or as an organizer of previous Lions Quest activities. For multiple district projects, each sub-district should have representation on the committee. Respected education officials or community leaders with a strong interest in the program should be recruited as well. But the committee should not be so large that it becomes cumbersome.

LCIF Lions Quest Core 4 grants aim to facilitate efforts by Lions districts and multiple districts to develop long-term sustainable relationships with schools in their communities for the purpose of supporting the healthy development of young people. The ultimate goal of Lions Quest activity is to positively impact young people. Lions Quest teacher training workshops and curricular materials serve as means to this end, but should not be viewed as the final outcome of the initiative. For this purpose, it is essential that Lions carefully select the participants who will benefit from subsidized training to make sure they demonstrate a genuine commitment to implementing the program. Furthermore, Lions who apply for Core 4 grants must be committed to maintaining relationships with the teachers and schools that benefit from the training.

In addition to providing LCIF with reports on the use of grant funds and documentation of workshop expenses, Lions are expected to track the implementation of the program in schools and collect basic data concerning the number of schools and teachers utilizing the program and the number of students benefiting from it.

### **Program Evaluation:**

The project budget may include a line item expense to support project evaluation activities, both scientific and anecdotal. This information is important to measure the effectiveness of the program and to quantify the success of Lions Quest when LCIF is approaching potential partners in the government, educational and non-government sectors. Lions should consider a variety of evaluation tools (i.e., surveys, questionnaires, interviews, etc.). Please visit the Lions Quest website for more information on evaluation resources.

### **Project Chairperson:**

This person should ideally be the Lions Quest chairperson for the applicant district (or at least be made co-chair for Lions Quest). **The project chairperson should serve, at a minimum, for the duration of grant-funded activity.** The chairperson is responsible for all project activities. Responsibilities include communicating with clubs, developing strategies to generate interest among schools, working with the Lions Quest chairperson at the district level, organizing logistics for teacher training workshops, and reporting on project activity back to the multiple district and to LCIF. The project chairperson should have a keen interest in the program and available time.

### **Grant Administrator:**

The LCIF grant funds and local project funds will be under the joint control of the project chairperson and the grant administrator. The grant administrator is the council chairperson or single/sub district governor in office at the time of grant approval. The grant administrator may delegate his/her authority to the incoming council chairperson when the grant enters its second year. The project chairperson and grant administrator must prepare financial statements for review by the council of governors and for submission to LCIF on a semi-annual basis.

### **What constitutes a “Good” grant proposal?**

A good grant proposal should outline an action plan that specifies: the project management structure; mechanisms for identifying and cultivating school involvement; criteria governing club involvement; and a time-bound action plan for implementing the program. The action plan should have quantifiable targets and goals for implementing the Lions Quest program in schools over the project’s time frame in a cost effective manner. For example, the goal might be 100 teachers the first year; 250 the second year; and so on. The grant, if awarded, would be disbursed in installments coinciding with project output. Applicant districts should also identify specific communities where needs are greatest (e.g., lower-income school districts) and focus extra attention on those areas.

## **Grant Review Process:**

Completed Applications undergo a preliminary review by the LCIF Humanitarian Programs Department, in consultation with the Lions Quest Department. The preliminary review will determine if the proposal meets the minimum criteria, is well planned, and follows the accepted standards for teacher training and other technical aspects. Often times, clarifications and/or revisions will be requested on a proposal during this preliminary review phase. The application would remain pending until all questions have been satisfactorily answered and all concerns addressed and resolved.

Once resolved, applications passing this preliminary process will be eligible for final review and consideration by the Lions Quest Advisory Committee (LAC) at a regularly scheduled meeting three times per year. Application deadline dates are 60 days prior to an LAC meeting. Contact LCIF for specific application deadline dates. Grant applications are to be submitted to the LCIF Humanitarian Programs Department.

## **V. Lions Quest Core 4 Grant Criteria**

1. Grants will be considered for initiatives organized at the single, sub or multiple district level. The governor's council or each district cabinet involved must indicate the multiple district's or single/sub district's agreement to support and promote the program on a long-term basis by a signed resolution.
2. The Core 4 grant may be requested for up to 75 percent of the project's cost, not to exceed the maximum grant limit of US\$100,000 for multiple districts or two or more sub-districts and US\$25,000 for sub or single districts. The applicant must raise local funding equivalent to 25 percent of the budget. The local funding may be done over the duration of the grant, providing there is a firm commitment to secure the necessary local funding. Grants may not be requested to fund activities that have been implemented or completed prior to grant approval. Funding is not considered on a reimbursement basis.
3. Consideration is only given to projects having the assurance of the education community's interest, receptivity and commitment to Lions Quest programs and their applicability in local school systems. Evidence of such support may include, but is not limited to, letters and/or other correspondence from school officials, university personnel and/or governmental or non-governmental officials.
4. The proposal must include a needs analysis outlining children and youth issues in the multiple district or region applying for the grant (*such information is often available from Department of Education or Bureaus of Children's Services in a given region*). The youth issues in the district must be related to issues addressed by Lions Quest, such as: school-based drug prevention, violence prevention, character education, service and service-learning. (This is to differentiate from other youth issues including health screenings, athletic endeavors, etc.)

5. The appointment of a steering committee consisting of Lions and other partners such as educators, parents, government agency representatives and community leaders is required. This committee will oversee, advise and ensure successful implementation of the program.
6. The applicant district shall appoint a project chairperson to serve as an overall coordinator of grant-related Lions Quest activity, including organization of workshops, materials placement, evaluation and reporting. The chairperson will head the steering committee and serve, at a minimum, for the duration of grant-funded activity. The project chairperson and grant administrator (council chairperson or single/sub district governor at the time of approval) will jointly administer the grant funds.
7. For a joint application of two or more sub-districts, one of the sub-districts must be appointed as the primary applicant (the district of record on the application).
8. The applicant district must assure the widespread involvement of Lions to promote the program and ensure the continued involvement of clubs on a long-term basis. The application must detail, for instance, plans for promoting Lions Quest at Lions' district or multiple district functions; a public relations program; a mechanism for clubs to "adopt" local schools, etc. The Core 4 project budget may include a reasonable amount of funding for promotional and program support activities (**generally not to exceed 10% of the total project budget**).
9. Assurance must also be given that local Lions will be represented in all Lions Quest workshops, training programs and special events.
10. The application must include a strategy for coordinating project follow-up. As part of the reporting requirements under the grant, the applicant shall track the implementation of the program in schools that receive subsidized training or materials and collect data on the number of teachers utilizing the program and the number of students enrolled in Lions Quest classes.

## **VI. Grant Application (Proposal Format Guidelines)**

### **Instructions:**

- X Please read the Core 4 Grant Criteria and Regulations for Lions Quest before initiating a grant proposal.
- X A grant proposal should follow the format below, making reference to the numbered sections as shown below.
- X Submit application to the LCIF Grants Department **at least 60 days** before a Lions Quest Advisory Committee meeting.

- X Send completed grant application, **including the approval signature page**, and supporting documentation to:

Lions Clubs International Foundation  
Humanitarian Programs Department  
300 W. 22nd Street  
Oak Brook, Illinois 60523-8842

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### **Application Format**

1. Date prepared: \_\_\_\_\_
2. Project title: (Example: New Country Implementation or Expansion of Lions Quest)  
Multiple District/Single District: \_\_\_\_\_
3. Applicant District of record\*: \_\_\_\_\_
4. Amount of funds requested: US\$ \_\_\_\_\_

\* Note: for two or more sub-districts, one district must be identified as the lead applicant district of record

### **Needs Assessment/Current Situation:**

5. Please elaborate on critical issues facing youth in the region to be served, emphasizing issues which cut across all communities as well as concerns of particular communities that have high numbers of at-risk youth (*Local and State/Provincial Governmental Agencies often have reports and statistics on youth development issues – go to their websites online to download information*).
6. Provide data on the number of children, by age group, in the applicant district.
7. If Lions Quest programs are active in the multiple district or single district, please elaborate on the number schools using the program and include a brief analysis of the present strengths and constraints in relation to ongoing efforts to implement Lions Quest in local schools.

### **Goals and Objectives:**

8. Please outline the goals and objectives for the applicant district's plan for expansion of

Lions Quest. This should include a description of what is to be accomplished over the life of the grant (2 to 3 years), and also specific targets for the number of teachers to be trained and schools to receive the program.

9. Review action steps and strategies to reach the above-stated goals and targets. Please be sure to include information on the following elements:

- ! Pilot implementation plan in first year (if envisioned)
- ! Strategies for cultivating interest of schools in Lions Quest
- ! Strategies and action plan for communicating with local Lions clubs
- ! Plans for reaching out to areas of need (e.g., low income school districts)
- ! Criteria for club and school participation (how will clubs and schools be selected for involvement in the expansion effort?)
- ! A list of any schools and/or Lions clubs which have agreed to participate (if schools have chosen a particular Lions Quest curriculum, please indicate the same). These schools, especially if they are not paying any matching funds, should sign an agreement to implement the program if their teachers are trained.
- ! Strategies and action plan for retention of schools.

In addition to the above, the action plan should include a time table and schedule for the various action steps.

10. Steering committee: Review the composition and responsibilities of the Lions' project steering committee (also include information on any committee structures at the club and sub-district level). List names and titles of all members.

### **Financial Requirements:**

11. Expense: Please review and explain the cost estimates for teacher training and any budgeted items for project promotion, administration and follow up.
12. Income: Provide an overview of local sources of funding, including funds anticipated or currently available from Lions clubs, as well as possible non-Lions funding sources (e.g., schools and other institutions)
13. Attach project budget. Be sure to list individually all separate sources of funding for the project (i.e., clubs, district, community, other organizations, etc.) Also indicate the status of the various funding sources, such as collected, pledged or anticipated amounts (or portions thereof).

### **Application Endorsement and Approval Signatures**

14. Application endorsement: Multiple/single or sub districts must receive the endorsement of their respective multiple district council or district cabinet. This must be shown by a copy of the

minutes of the MD council or District cabinet meeting at which the decision to apply for a grant was certified. For two or more sub-districts applying jointly, each sub district must provide minutes from its respective cabinet meeting. The council chairperson or single/sub district governor at the time of grant approval serves as grant administrator.

**Statement by /Council Chairperson or District Governor**

To the best of my knowledge, the information submitted is accurate and the need for the program exists as indicated. I endorse this proposal and will do everything in my power to ensure proper and efficient administration of any funds granted, proper accounting and regular reporting to the Lions Clubs International Foundation.

Signed

\_\_\_\_\_ Council Chairperson/Governor/or Governor of record\* (print name) \_\_\_\_\_ District Number

\_\_\_\_\_ Print address

\_\_\_\_\_ Telephone, fax and email information

Project Chairperson (print name)

\_\_\_\_\_ Signature

\_\_\_\_\_ Print address

\_\_\_\_\_ Telephone, fax and email information

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\*For purposes of this joint sub-district grant application, I/we appoint:

\_\_\_\_\_ of District \_\_\_\_\_ as Governor of Record.

Signed,

\_\_\_\_\_  
Governor, District \_\_\_\_\_ Governor, District \_\_\_\_\_ Governor, District \_\_\_\_\_

**Contact Information:**

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Please visit the Lions Quest website: [www.Lions-Quest.org](http://www.Lions-Quest.org) for additional information and news about the program.