



Lions Clubs International
FOUNDATION



Core 4 - Lions Quest Grant Report Form

Progress reports help Lions Clubs International Foundation (LCIF) keep abreast of progress on Core 4 grants for Lions Quest programs. Timely and comprehensive project reporting enables the foundation to continually measure the effectiveness of the program and to ensure the financial accountability and transparency of the grant funds provided. Progress reports must be submitted every 3-6 months, depending on the level of project activity. A final report should be submitted at the conclusion of the project as well. The information and guidelines provided in this form are to assist you as you prepare your interim and the final report on the Core 4 grant activity. Completed report forms and attachments should be sent to:

Lions Clubs International Foundation
Attention: Humanitarian Programs Department
300 W. 22nd Street
Oak Brook, IL 60523-8842
Phone: 1 (630) 203-3819
Fax: 1(630) 571-5735

When formatting the report, please follow the outline below. The Lions should retain a copy of the final reports for their records.

LCIF grant number _____ Date of Report _____

Person completing the report (name/title) _____

Dates covered by this report: _____ to _____

1. Summary of activities completed to date (or since the last progress report). This summary should include:
 - a. Date and location of workshops conducted; the number of participants trained. Specify how many are teachers, Lions, other.
 - b. Details on any other organizations or partners (for example, schools, universities, advocacy groups, youth agencies, government, etc.) involved with these activities.
 - c. An explanation on how Lions were involved with these workshops or activities.
 - d. Photos of training workshops, student service projects, or other related activities, and stories of impact (testimonials) from teachers, students, parents or others who have participate in or benefitted from the program.

2. Report any changes or deviations from the original approved proposal. Provide an explanation on why these changes occurred or were necessary. The Lions must contact LCIF to request permission to make changes to the original approved project plan or budget.
3. Update on communications and public relations activities, if applicable. This would include communications to Lions, schools, educators or other agencies. Please note any communications that have developed with local, state or national educational agencies and include samples of flyers, letters, newspaper clippings, photographs, workshop or school application forms and promotional materials.
4. What benefits or advantages have been gained as a result of this project (for example, highlight new or potential partners, new schools interested, new funding sources or leads, government support, other developments)?
5. What challenges did the Lions encounter in implementing activities during this phase?
6. Financial information on the activities for this report: Please provide a budget showing all income and expenses for activities during this time period. Indicate which income source is from Lions local match and which is LCIF grant funding. Provide appropriate documentation to verify expenses, which may include paid receipts/contracts for workshops, other invoices, bank statements (from the project account) and agreements for any goods and services provided. Also, include information on any in-kind services received.
7. Outline plans and anticipated expenses for the next phase of the project, if applicable. Provide a budget that indicates how much of the LCIF grant funds are needed to support this next phase and how much will be contributed by the Lions and other local resources for these planned activities.
8. If this is the final report, please provide a narrative of the Lions' overall experience, including any conclusions or recommendations on the project and program. Be sure to note overall numbers for teachers trained, student beneficiaries, and information on schools that are currently carrying the program. Any un-used grant funds must be returned to LCIF and may not be utilized for any other project or purpose.
9. Please feel free to note any additional comments here.
10. Signature and endorsement.
 - o Both the grant administrator and project chairperson must review and sign all progress reports and the final report. Please be sure to retain a copy of all reports submitted to LCIF.
 - o These reports will additionally need to be reviewed and approved by the multiple district council or the district cabinet before submission to LCIF.

Who should LCIF contact with questions about the details in this report? _____

E-mail: _____

Phone: _____

Core 4 Lions Quest Signature and Certification Page

Grant Number: _____

All reports need to be reviewed and certified by the grant administrator, project chairperson and multiple district council or district cabinet prior to submission to LCIF. In signing below, you certify that you have read and approved the details and supporting documentation submitted in this report as being an accurate and factual account of the activities noted for this grant program.

Grant Administrator

Date

Lions Project Chairperson

Date

District Governor/Council Chairperson (*)

Date

() Signature indicates that the multiple district council/district cabinet has reviewed and approved this report prior to submission to LCIF. Please submit evidence to verify this approval.*

Once the report has been forwarded to LCIF, please contact the Humanitarian Programs Department to confirm receipt. You will be contacted if there are questions or the report is incomplete or missing required information.

The final reports on any previous/current Lions Quest grant must be received well in advance of the submission of new Lions Quest grant applications from the same district/multiple district. Please note that time is required to thoroughly review the outcomes of the final report before reviewing any new grant application requests.

Revised: April 2010