



A Program of Lions
Clubs International
Foundation

Lions Quest: A Life Skills Program for Youth

GRANT CRITERIA AND APPLICATION FORM

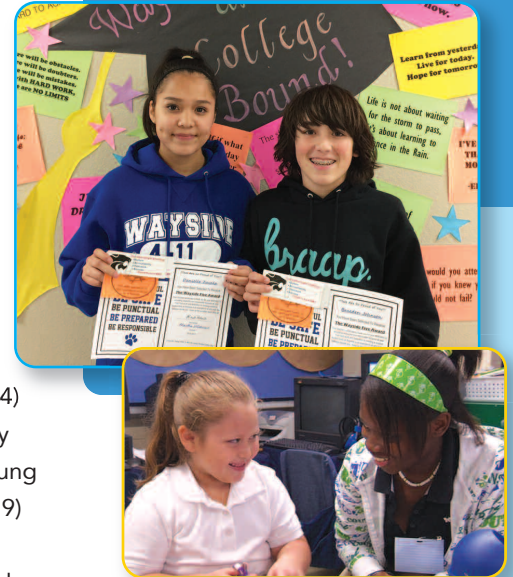


Overview of Lions Quest Program



Lions Quest is a series of school education programs that provide children (ages 5-18) with essential skills to help them lead healthier lifestyles, resist drug use, and develop a positive self-image. Lions Quest curricula are one of the most widely used social and emotional learning programs in the world. Adapted to more than 40 languages and implemented in over 100 countries, the reach of Lions Quest is impressive. Since Lions Club International Foundation (LCIF) first launched the Lions Quest program in 1984, more than 16 million children have benefitted from the program. Please visit www.Lions-Quest.org for additional information about the program.

The Lions Quest program is centered on a core of three positive prevention programs, each designed for different age groups. The *Skills for Growing* program (ages 5-9) helps school children develop fundamental social and emotional competencies, while laying the foundation for healthy lifestyles. The *Skills for Adolescence* program (ages 10-14) guides children 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. *Skills for Action* (ages 14-19) exposes older adolescents to volunteerism and teaches them important skills like conflict resolution. The three programs are designed to work together as children advance through critical stages into adulthood.



This grant opportunity is designed for multiple, sub- or single districts, henceforth referred to as the *applicant district(s)*, to support the development or expansion of the Lions Quest program where Lions have a detailed plan with commitment from local schools to implement the program, or in areas where Lions Quest has been active for years, but where a considerable number of schools are not covered. Applicant districts and multiple districts should also identify specific communities where needs are greatest (e.g., lower-income areas) and focus extra attention on those areas.

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 conduct teacher training workshops, train trainers, purchase textbook materials, translate and adapt curriculum, produce and print materials, research the effects of the program, evaluate an implementation, and pay for some administrative expenses.

The LCIF grant is not intended to be a means of ongoing financial support for well-established programs. 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.).

The grant proposal should outline an action plan that specifies: (1) the project management structure and steering committee; (2) mechanisms for identifying and cultivating school involvement; (3) criteria governing club involvement; and (4) a time-bound action plan for implementing the program, including commitments from schools or community organizations to **actually implement** the curriculum. 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. Grants may be requested to support projects lasting **one to two years**.

The Lions Quest program grant may be requested in amounts up to US\$150,000 for applications involving a multiple district or two or more sub-districts and up to US\$50,000 for one single or sub-district. The amount requested from LCIF cannot exceed 75 percent of the total project cost. **At least two clubs must be involved in the grant application and the project for an application to be considered.** Applicant districts or multiple districts applying for a grant are required to raise 25 percent of the project cost from local resources.

Section I - Project Finances and Budget Development

The required local matching funds of 25 percent may include monetary donations from clubs, grants from local foundations and charitable organizations, sponsorship from corporations, and funds anticipated from individual schools or other community contributions. Priority consideration for funding is given to projects where the local contribution exceeds the 25 percent minimum requirement. The Lions are further strongly encouraged to increase their local matching funding contribution (above the 25 percent required) with each subsequent application submitted.

Example:

Local Funding (25%):	US\$16,666
LCIF Grant (75%):	US\$50,000
Project Total (100%):	US\$66,666

LCIF encourages applicant districts and multiple 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 but not limited to:

- 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.

Donations-In-Kind Allowances

Donations-in-kind may be collected as part of the local match. However, donations-in-kind may **only** include the value of a venue for Lions Quest training workshops and the value of donated meals for workshop participants if donated by a vendor. Donations-in-kind may not exceed 25 percent of local matching funds. Documentation from the donor is required to verify fair market value of the donation.

Project Expenses

The following are some customary and typical expenses for Lions Quest grant projects. Please consult LCIF for guidance regarding the eligibility of expenses (other than those listed below) that may be associated with your project. Expenses may differ from project to project.

Teacher Training: The Lions Quest program grant and local Lions funding should provide training opportunities for groups of teachers and introduce Lions Quest in dozens of schools. Districts/multiple 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 40 individuals in workshops lasting one to two days.

Textbooks/Materials: In most countries, materials for teachers, students and parents are paid for separate from the cost of training workshops. If any of these items are not included in the training, text materials should be budgeted for separately.

Translation/Adaptation: It may be necessary to translate, adapt, modify and/or supplement program materials in order to make the program culturally and linguistically appropriate for implementation and use in a region if a translation does not already exist. In these cases, the grant may cover costs for professional curriculum translation and adaptation. Please include price quotes or bids for the cost of translation and adaptation with the application.

Editing/Design: If translation is deemed necessary, Lions may also have to secure professional assistance to edit and/or design the files to make them textbook appropriate. In these cases, the grant may cover costs for professional editing and design work. Please include price quotes or bids for the cost of editing/design with the application.

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

Administration: The budget may include a reasonable amount allocated for administrative needs, including mailings to clubs and schools, fax and phone expenses and administrative allowances for project chairpersons. All administrative expenses must be documented with receipts on the final report. Administrative expenses may NOT exceed 10 percent of the total budget.

Supplemental Content Development: Lions may develop supplemental or complementary topic areas for target populations (e.g. adaptations of the program to work with refugees or to promote gender equity, or a new module for use of the program with sports coaches). All content development plans must be discussed with and approved by the Lions Quest Department prior to initiation or inclusion in a Lions Quest grant budget.

Program Research and Evaluation: The project budget may include a line item expense to support rigorous, formal research into the effects of the Lions Quest program for well-established programs. This research should be undertaken by professionals and a research proposal should accompany the grant proposal. The Lions Quest Department must be consulted in advance of submitting research-based proposals.

The project budget may also include a line item to support program monitoring and evaluation, including through site visits and surveys conducted by Lions and their partners. LCIF has assessment tools available for Lions to use. Lions may also use their own assessment tools, which must be approved in advance by LCIF.

How to Format a Project Budget

The project budget should show income equal to expenses. The budget should be prepared in **two parts** as outlined below:

PART I - A budget summarizing the income and expenses over the life of the project is required. Indicate exchange rate utilized, where applicable.

PART II – Provide separate information (see footnotes) explaining the itemization for each expense.

Part I – Entire Budget

Income	Year 1	Year 2	Total
Multiple/ District Funds			
School Funds			
Government Funds			
Community Funds			
Other Funds			
LCIF			
Total			

Expenses	Year 1	Year 2	Total
Workshop logistics (1)			
Trainer costs (2)			
Materials (3)			
Translation/Adaptation (4)			
Printing costs (5)			
Special meetings (6)			
Program Research and Evaluation (7)			
Administration (8)			
Other (9)			
Total			

Part II – Itemization of Expenses

1. Identify how many workshops are planned and the type of workshop(s) (e.g., training of trainer or a basic teacher training workshop). Also, note how many participants will attend each workshop. Itemize all logistics, which may include room rental, equipment, supplies, food, etc. for the workshop(s).
2. Itemize trainer's fee and associated expenses, which may include travel, lodging, meals, etc.
3. Specify what type of materials are being ordered. Note the quantity including unit cost, and specify if for students or workshop trainees. May include teacher kits, student workbooks, etc.
4. Explain what grades of the curriculum will be translated and/or adapted and provide a pro forma invoice (cost estimate) from the vendor(s).
5. Explain what will be printed, quantity and its cost. Provide a pro forma invoice (cost estimate) for printing costs. The quantities printed should align with the number of teachers and students who will use the materials for this project.
6. Identify and outline expenses related to informal meetings (e.g., parent meetings, informational meetings, etc.). Specify how many meetings are planned, objective/type of meeting, the number of attendees and what materials are needed, if any.
7. Note the cost associated with monitoring and evaluation activities. Explain what this includes and who will perform the evaluation. For professional research being conducted by an independent evaluator, include a research proposal, timeline, and indicators being measured.
8. Administrative costs should not exceed 10 percent of the overall project cost and must be itemized.
9. Detail and itemize any expenses not noted above that are important to the execution of this project.



Section II - Project Management

When an applicant district or multiple district accepts an LCIF grant for a Lions Quest project, they also accept a great deal of responsibility. Project success depends on an effective 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, printing and distribution of curriculum materials, etc.).

Lions Quest 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 expectation should be that Lions Quest will continue to be implemented even after LCIF grant funding expires. 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. All programs should be developed with the ultimate goal of continuity and self-sustainability.

Lions are also 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.

Lions Quest Steering Committee – Roles and Responsibilities

The applicant district or multiple district shall appoint a Lions Quest steering committee consisting of Lions and non-Lions (e.g., civic or youth leaders) as appropriate. The steering committee is organized to provide ongoing support for project activities. 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. However, the committee should not be so large that it becomes difficult to manage. The committee members should be identified when the application is submitted to LCIF.

- **The district governor or council chairperson in office at the time of the grant approval is the grant administrator and should serve for the duration of the grant-funded activity.** LCIF grant funds and local project funds will be under the joint control of the grant administrator and the project chairperson. The project chairperson and grant administrator are responsible for the project finances and must prepare reports, including financial statements, for review by the council of governors or multiple district council prior to submission to LCIF for review.
- **The project chairperson should serve for the duration of grant-funded activity.** The project chairperson responsibilities include engaging the steering committee, 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 project activity to the multiple district and to LCIF. The project chairperson should have a keen interest in the program and available time. It is a good idea to have a co-chairperson in the event that the primary chairperson is unable to fulfill their duties in this position.



Section III – Application Review Process

Grant applications are to be submitted to the LCIF Humanitarian Initiatives Department. The applications undergo a preliminary review by the LCIF Humanitarian Initiatives Department, in consultation with the Lions Quest Department. The preliminary review will evaluate how well the proposal meets the criteria, including the plan of action, the program expenses, and if the accepted standards for teacher training and other technical aspects are met. Oftentimes, clarifications and/or revisions will be requested during this preliminary review phase. The application will remain pending until all questions have been satisfactorily answered and all concerns addressed and resolved.

Once resolved, applications passing this preliminary phase will be eligible for final review and consideration by the Lions Quest Advisory Committee (LAC) at a regularly scheduled meeting two times per year. A grant may be approved (in full or at a reduced amount), tabled or denied.

LCIF must receive the completed final report for any previous 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. This may delay the new application from advancing for review.



Section IV - Grant Disbursement and Reporting Schedule

In order to ensure the Lions have a strong commitment to local fundraising throughout the life of the project, approved grants will be disbursed in increments over the life of the project. The applicant Lions are required to have 25 percent of their local matching funds collected at the time the application is submitted. This enables LCIF to release 25 percent of the grant as a first disbursement. To receive this first disbursement, the Lions must submit a current bank statement documenting the collection of 25 percent of the local matching funding.

Future grant disbursements will be contingent upon LCIF receiving timely and complete reporting on the utilization of previous disbursements and the ongoing collection of local matching funding. Future disbursements will be proportionate to the amount of local matching funding collected by the Lions.

LCIF requires all grantees to submit periodic and timely reports on the project activities for the life of the grant. Reports should be submitted every three to six months. All grant disbursements must be reported on and documented. Failure to report in a timely manner will delay future disbursements.

LCIF will monitor the ongoing performance of grant activities to ensure timeliness of operations and program effectiveness. LCIF reserves the right to close grants that do not demonstrate progress.

Section V - Grant Criteria

1. Grants funds are only to be used to advance the Lions Quest program. Eligible activities include: Lions Quest professional development workshops for educators; translation, adaptation and distribution of Lions Quest curriculum materials; development of new content and implementation models; and evaluations of program effectiveness.
2. 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.
3. The Lions Quest program grant may be requested for up to 75 percent of the project's cost, not to exceed the maximum grant limit of US\$150,000 for multiple districts or two or more sub-districts and US\$50,000 for sub- or single districts.
 - a. Two or more sub-districts may submit a joint application. 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). A joint application of two or more sub-districts is eligible to receive up to US\$150,000.
 - b. A sub- or single district may only have one approved grant at a time. A project must be completed and final report submitted prior to new applications being considered. The completeness of the report shall be taken into account when new applications are submitted.
 - c. Countries that make up a single district and undistricted countries that make up provisional zones or regions may apply for up to US\$150,000. Multiple districts or sub-districts which include more than one country may apply for up to US\$50,000 per country; these grant applications may be submitted separately.
 - d. 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.
4. The applicant must raise local funding equivalent to 25 percent of the budget.
 - a. At least 25 percent of the required local match must be collected at the time the grant application is submitted to LCIF. This must be evidenced through a bank statement included in the grant application.
 - b. Additional local matching funding may be done over the duration of the grant, providing there is a firm commitment to secure the necessary local funding.
 - c. Donations-in-kind may be collected as part of the local match. Donations-in-kind may not exceed 25 percent of the total local match required. Donations-in-kind may only include a venue for Lions Quest training workshops and meals for workshop participants.
5. 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.
6. 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.)



7. 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. Grant recipients must inform LCIF of any changes to the composition of the steering committee.
8. The applicant 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 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 for the duration of grant-funded activity. Requests to change either the project chairperson or grant administrator must be approved by LCIF.
9. The applicant 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; and a mechanism for clubs to “adopt” local schools, etc. The grant project budget may include a reasonable amount of funding for administrative costs (**generally not to exceed 10 percent of the total project budget**).
10. Assurance must also be given that local Lions will be represented in all Lions Quest workshops, training programs and special events.
11. 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. LCIF may request additional data collection or recommend assessment tools as needed.
12. **Disbursements of grant funds are made incrementally.** An initial disbursement will be made after the grant is approved by the Lions Quest Advisory Committee; this disbursement shall not exceed 25 percent of the total grant award. Subsequent disbursements shall be made based upon collection of the required local match.



Section VI - Grant Application Format

Applications should be submitted to the LCIF Humanitarian Initiatives Department on or before the application deadline. **Application deadline dates are 90 days prior to all LAC meetings.** Applications are typically due in early May and early October. Contact LCIF for specific application deadline dates. Please follow the format below for answering the application questions in a separate document. All questions must be answered.

General Information

1. Date: _____
2. Multiple District/District: _____
3. Country: _____
4. Lead Applicant District of Record*: _____
5. Amount of Funds Requested: US\$ _____
(* Note: For two or more sub-districts, one district must be identified as the lead applicant district of record.
6. List the names of all Lions clubs involved in supporting this project. _____

Needs Assessment/Current Situation

7. 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. Provide data specific to the area(s) that will be served through this grant project.
 - Include data on the number of children, by age group, in the applicant district or multiple district.
 - 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.

(Local and state/provincial governmental agencies often have reports and statistics on youth development issues – go to their websites online to download information.)

Goals and Objectives

8. Please outline the goals and objectives for the applicant district's or multiple district's plan for development and expansion of Lions Quest. This should include a description of what is to be accomplished over the life of the grant (**one to two 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. The action plan should include a time table and schedule for the various action steps. 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
10. List the names, titles and email addresses of all members of the steering committee. Include information on any committee structures at the club and sub-district level.

Financial Requirements

11. Provide a project budget detailing income and expenses over the life of the grant project. Prepare the budget per the format outlined in Section I of this document. The income sources listed for the project should equal the project expenses. The income should provide an overview of all local sources of funding. Also indicate the status of the income sources as collected, pledged or anticipated amounts (or portions thereof). The expenses should list all project expenditures necessary to facilitate the project. **The expenses should be itemized per the footnote details that follow the budget.**

Application Endorsement

12. 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 multiple district 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.

Required Signature Endorsements by District Governor or Council Chairperson

To the best of my knowledge, the information submitted is accurate and the need for the program exists as indicated. By signing below, 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 Lions Clubs International Foundation.

Council Chairperson/District Governor

Council Chairperson/District Governor (of record*) Signature

Council Chairperson/District Governor (of record*) (print name)

District Number

Address

City

State/Province

ZIP/Postal Code

Country

Email

Phone

Project Chairperson

Project Chairperson Signature

Project Chairperson (print name)

Address

City

State/Province

ZIP/Postal Code

Country

Email

Phone

Joint Application Endorsement

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

_____ of District _____ as Governor of Record

Signature _____ Date _____

Governor _____ District _____

Governor _____ District _____

Governor _____ District _____

Applications may be submitted via email or in hard copy to LCIF. However, electronic submissions are preferred. If a hard copy is mailed, please use a trackable courier service (e.g., FedEx, UPS, DHL, etc.) to send the material. **Keep a copy of ALL documents sent to LCIF.** Upon receipt of the application, a tracking number will be assigned by LCIF and the applicants will be notified via email. Lions should refer to the assigned tracking number when following up with LCIF about the status of the application. To send applications by email, send to LCIFhumanitarianprograms@lionsclubs.org.

To send documents by postal mail, use the address below:

Lions Clubs International Foundation
Attn: Humanitarian Initiatives Department
300 W. 22nd Street
Oak Brook, IL 60523 (USA)

Contact the Humanitarian Initiatives Department at LCIFhumanitarianprograms@lionsclubs.org.
Contact the Lions Quest Department at lionsquest@lionsclubs.org.

