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 **Lion Dr. James Reynolds**

Lions S.E.E. has established a grant program. Below you will find the criteria for applying for a grant from Lions S.E.E. and how the process will work.

**CRITERIA:**

1. The grant ***must*** be for a vision project.

2. The maximum amount that can be applied for is $500.

3. Two grants will be awarded per district per year.

4. These are ***not*** matching grants.

5. There will be two grant cycles per year:

* July 1 - October 1
* Jan 1 - April 1

\*In the event that not every district submits a grant during a given cycle, more than one grant ***may*** be approved in the districts that do apply.

6. Emergency requests will be considered on a case by case occurrence.

7. No retroactive grants will be approved.

**SUBMISSION OF GRANT APPLICATION:**

1. Grant application must be completed in full.

2. Attach extra pages as needed.

3. Submission of Club minutes approving the submission of grant.

4. Above information should be mailed to **the designated Lions S.E.E.**

 **Director** in the same district that is applying for the grant.

5. The Lions S.E.E. director will check that all grant information has been

 supplied and will then forward the application to the Lions S.E.E. grant

 committee for review.

**Notification:**

Clubs will be notified of the status of the grant application by November 1st for grants submitted by October 1st and by May 1st for grants submitted by April 1st. Upon receipt of a grant check, clubs will also receive information for closing out a grant.

**CLOSING A GRANT:**

Approved grants will be required to be closed out within six months of receipt of the grant check. Closing a grant will require the submission of photos (grant project being prepared and/or being put to use) as well as copy of receipts for all purchases. If the club received any publicity related to this project, please include this too.