

Brandel-Murphy Youth Foundation Grant Policy Manual

Section 1.0 Policy Manual Scope and Purpose. This document describes the Brandel-Murphy Youth Foundation (hereafter known as BMYF) Grant Committee Policy and Procedure. It is intended as a reference, and any changes to this document must be approved by the BMYF Grant Committee and the BMYF Board of Directors (hereafter known as the Board). All policies described herein must also be consistent with the latest version of BMYF By-Laws.

Section 2.0 Members of the Grant Committee. The Grant Committee shall consist of the following officers of the BMYF: First Vice President, Secretary, Treasurer, and no more than four additional leadership team members approved by the Board. The First Vice President shall serve as the Grant Committee Chair, unless an alternate chair is appointed by the Board.

Section 3.0 Grants. Grants are reviewed and either approved, rejected or placed on hold based on the following criteria and policy guidelines.

Section 3.1 Recipients of Grants. The BMYF makes grants only to active Lions clubs, zones and districts within Multiple District 20 regardless of their tax-exempt status. Lions clubs, zones and districts cannot apply for grants on behalf of other charitable organizations but are encouraged to apply for grants to partner with other organizations with their projects for the betterment of children that are in line with the goals and directions of the club, zone or district and the BMYF.

Section 3.2 Grant Application Deadlines and Committee Review Meetings. The deadlines for Standard and Major Grant applications occur four times a year: March 30, June 30, September 30 and December 30. The Grant Committee will meet within two weeks of the deadline dates to review all applications. If a grant application is not received in time, it will be tabled and reviewed at the next committee meeting.

Section 3.3 Criteria for Reviewing and Approving Grants. Projects must meet the general purpose as stated in the BMYF Mission Statement: **“To provide assistance to children in need, throughout the state of New York and the country of Bermuda, through partnerships with Lions and other organizations, by supporting programs that will improve the lives of those served.”** *“In need”* does not mean *“financial need.”*

Consistent with this goal, the following are examples of eligible projects benefitting children in need. This list is representative, but not exclusive:

- purchase of equipment for specialized medical/mobility needs.
- vocational disability training.
- support of programs treating opioid addiction.
- programs to develop awareness of Type 1 and Type 2 Diabetes.
- projects to encourage physical wellness and improved quality of life.
- funding of mobility training centers and adaptive technology units to service special needs youth.
- funding of youth development programs for at-risk adolescents.
- funding for projects addressing youth food insecurity.

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- projects that have an ongoing impact providing measurable results to the youth population served.

Section 3.4 Non-Eligible Grants. Grants are considered ineligible based on the following criteria. This list is representative, but not exclusive:

- projects that do not meet the general purpose stated in the BMYF Mission Statement in Section 3.3.
- projects that will affect the quality of life and health for the general population even though there may be a small youth element to it.
- requests for repeat support of projects that were previously funded within three years of the current request.
- requests intended to pay administrative expenses and/or salaries.
- requests to repay loans or establish a reserve fund.
- requests to support other non-profit organizations that have their own foundation.
- requests for reimbursement for projects that were already completed.

Section 3.5 Standard Grants. All Standard Grants are matching grants. Grant requests are awarded up to a maximum of \$2000, with matching funds verified by the Grant Committee. Matching grant amounts over \$2,000 may be approved by the Board for larger projects and programs involving several clubs, zones or districts within MD20. For grant requests of \$10,000 to \$20,000, see Section 3.6 Major Grants. The funding available for grants in any given year will be based on the charitable amounts raised during the preceding Lions year, i.e., July 1 to June 30th.

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This amount will be determined at the beginning of each fiscal year by the Board and communicated to the Grant Committee.

The funding available for grants at any given review period is based on the amount remaining in the reserve following the quarterly meetings of the Grant Committee.

Section 3.6 Major Grants. Major Grants are matching grants that may be approved for a minimum of \$10,000 and a maximum of \$20,000 each. Major Grants will be restricted to no more than one per district every three years, with the total number of districts receiving Major Grants in a given Lions year subject to available funding. Funding for these competitive grants will be set at 75% of the dollars budgeted for the Grant Reserve Fund in a given Lions year. This Grant Reserve Fund will be budgeted separately each year and will include monies not spent in the prior year from the Standard Grant budget.

The BMYF Grant Committee reserves the right to review additional grant requests for major projects presented to and deemed appropriate by the Board, e.g., MD20 Multiple District programs that support specific youth-related initiatives, or support for health facilities serving the needs of children. Major Grants should have far-reaching geographic impact, i.e., help children from across a broad area and not confined to a limited, geographically defined area. Major Grant applications seeking to pair with another Lions foundation should be received from multiple clubs, such as a District or a Zone, and approved for submission at a cabinet meeting. The Major Grant application must include evidence, including meeting minutes and bank statements that funds from the multiple clubs along with funds from the other foundation(s) will be used to match a BMYF grant for the project.

Section 3.7 Emergency Grants. Emergency Grants, up to a maximum of \$2,500, may be issued in response to documented disasters, evidenced by significant property damage or personal injuries and/or population displacement or any substantial combination of these.

Emergency Grants are available to districts as well as clubs and do not require matching club or district funds. Emergency Grants must be related to some aspect of children in need. Lions must be involved in the emergency grant project.

- Prior to a club applying for an Emergency Grant, the Club President must obtain the District Governor's approval. This approval must be documented and accompany the Emergency Grant request. Necessary paperwork has to be submitted to the BMYF within seven days of the initial request. In the event multiple clubs within the same district are applying, the District Governor must coordinate the needs of the grants, otherwise, the District Governor should apply for an Emergency Grant on behalf of the district. A maximum of \$2,500 will be awarded in total per District per any one declared emergency.
- As with all grants, the Emergency Grant request(s) is/are submitted to the BMYF President.
- Decision to give Emergency Grants, will be determined by the BMYF President, Grant Committee Chair, and the Treasurer.

Section 3.8 Applying for a Grant. All grant requests must be completed in full using the latest grant application form (Section 3.8.1 or online at

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<https://brandelmurphyfoundation.org/forms/BMYFGrantApplication.pdf>) and must include the following:

- Specify the type of grant (Standard, Major or Emergency) and the amount requested.
- A detailed description of the project, how funding will be utilized, how such use is consistent with the BMYF Mission Statement found in Section 3.3., and the anticipated outcomes.
- If available, any available blueprints, conceptual art/drawings, brochures, and/or photos.
- A statement describing how children will be impacted.
- A statement describing how, and to what extent, Lions will be involved in the project.
- How the BMYF will be recognized as a contributor to the project.
- Support for the application must be demonstrated by a club or district resolution reflected in the minutes of an official meeting. Said minutes must accompany the application.
- A copy of the latest bank statement from the Club or District showing that matching funds are available for a grant request.
- Additional grants that were applied for from other foundations for the same project, e.g., New York State & Bermuda Lions Foundation, LCIF, etc., indicating whether they were received or not.
- Each application must be signed by the President of the requesting Lions club or the District Governor of the requesting district.

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Section 3.8.1 Grant Application Form

BMYF Grant ID									
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-----DO NOT WRITE ABOVE THIS LINE-----

Date: _____ Type (check **only** one): ☐ Standard ☐ Major ☐ Emergency

☐ Lions Club **or** ☐ District requesting grant: _____ District

Project name: _____

Location of project: _____

ATTACH description of project.

ATTACH any available blueprints, conceptual art/drawings, brochures, and/or photos.

ATTACH impact on children statement.

ATTACH how Brandel-Murphy Youth Foundation will be recognized as a contributor to this project.

How many children will benefit: _____ Total project cost: \$ _____

☐ Lions Club **or** ☐ District committed/dedicated funds: \$ _____

Amount requested from BMYF: \$ _____

ATTACH club Board of Directors or District Cabinet minutes of approval (minutes must include project name and amount of committed/dedicated funds).

ATTACH current club/district bank statement indicating source of committed/dedicated funds.

Additional grants applied for: Name: _____ Amount: \$ _____ ☐ Yes ☐ No **Received?**

Name: _____ Amount: \$ _____ ☐ Yes ☐ No

Date that BMYF grant is needed: _____

When approved, check will be made out to the requesting club/district above and mailed to the contact listed below:

Contact person information:

Name: _____ Club/district: _____

Club/district title: _____ Signature: _____

Mailing address: _____
Street Town/City State Zip

Best contact phone: _____ Email address: _____

Submit all information to:

BMYF President John Wargo, 10 Old Smith Road, Poughkeepsie, NY 12603-3816

OR

via email to jwargo@yahoo.com

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Section 3.9 Obligations of a Grant Recipient. At the time the grant is fully approved by the Grant Committee and the Board , the recipient will be notified via email from the Grant Committee Chair. See Section 3.9.1. The email will also include an attached Closeout Report to be completed upon conclusion of the project. See Section 3.9.2. The report requests the results of the project, any photos or public relations information and a financial report how the funds were spent, including copies of receipts or documentation from the organization that benefitted from the grant. Failure to provide this information will preclude acceptance of future grant applications from said Lions club or district.

Section 3.9.1 Grant approval template letter:

Dear Lion xxxx,

On behalf of the Officers of the Brandel-Murphy Youth BMYF, I'm pleased to advise you that your application for a grant has been approved by our grants committee. A check in the amount of \$xxxx will be presented by a BMYF Leadership Team Member at a suitable event in your district.

We believe that your project is well thought out and meets our requirements. As with all grants, we would appreciate you sending us periodic reports, along with pictures for our records, including acknowledgements that the project was made possible with a matching grant from the Brandel-Murphy Youth BMYF. These pictures may be included on our website. We'll also need receipts for all grant money spent on this project. For your convenience, I've attached a template that is to be used for the grant close-out report, which must be submitted within 90 days of completion of this project. Failure to do this will impact future grant availability for your Club and District.

In closing, we wish you all the best in successfully completing this project and want you to know that the Brandel-Murphy Youth Foundation will be here for the future needs of your Club and District. Please also check our website to keep up to date on what is happening in the BMYF.

Sincerely Yours in Lionism and Humanitarian Service,

Lion xxxx

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Section 3.9.2 Grant Completion Closeout Report Template:



GRANT COMPLETION CLOSEOUT REPORT

Grant # -

(For foundation use only)

Please print

1. Name of grant: _____

2. Name of individual requesting grant: _____

3. Name of club/district receiving grant: _____ District

4. Grant amount: \$ _____

5. Describe results of the project that was made possible by this grant:

6. Include photos of the project and any public relations material such as newspaper articles, testimonials, etc. If possible, please scan these items as they may be used in promotion of your club/district and the foundation.

7. Submit a financial report on how the funds were spent, including copies of receipts or documentation from the organization that benefitted from the grant.

Report completed by:

Print name: _____ Signature: _____

Phone: _____ Email: _____ Date: _____

Submit report and all supporting documentation to:

BMFY President John Wargo
10 Old Smith Road
Poughkeepsie, NY 12603-3816

or email to: jwargo@yahoo.com

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Section 4.0 Grant Presentations. Standard and Major Grant checks may be presented in a timely manner by a member of the BMYF leadership team. Emergency Grant funds will be delivered to the grant recipient as soon as possible.

Section 5.0 Grant Committee Reports to the Board. Periodic reports will be made to the Board during regular and special meetings of the BMYF. Reports should include the number and types of grants requested (including the amounts sought); the number of grants awarded, rejected or placed on hold; the number of children served; and a status of grant close-out reports.