

The International Association of Lions Clubs  
District 105SW  
Charity Trusts and Foundations Policies

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| <b>Policy 2</b> | <b>District 105SW Foundation, Reporting</b> |
| <b>Author</b>   | <b>Treasurer</b>                            |

**Trusts covered by policy**

Lions Clubs International District 105SW Foundation

The information and guidelines provided in this form are to assist you in the preparation of the progress and final reports for the grant awarded to you. Your report helps provide a means of evaluating the grant and measures benefits achieved.

In addition to publicity purposes, LCI District 105SW Foundation must complete its files on all grants to comply with the United Kingdom Charity Regulations, which require a full accounting and complete financial report on the use of donated funds.

**GUIDELINES**

A progress report should be submitted every three months, depending on the level of activity. A final report is due no later than 45 days after completion of the project.

Or if you are working with the Lions in a partnership or with a Memorandum of Understanding on the 1st June each year

Your report should be in a narrative format and must include all information requested in this report form. Please do not feel constrained by the form; all additional information regarding the project is of great interest.

**GENERAL GRANT INFORMATION**

Title (Specify if progress, annual or final report)  
Grant award amount  
Date project completed  
Number of direct beneficiaries

**NARRATIVE REPORT**

Provide detailed description on how the LCI District 105SW Foundation funds were utilized. What was the situation in the community before the project started?

How did the LCI District 105SW Foundation grant help in completing your project?

How has this project affected the people in your community? How has the project helped the community to become more aware of your district/multiple district's work?

Please send action photographs of the project and those individuals benefiting from the project.

**FINANCIAL REPORT**

Complete an accurate record of the funds received and expenses incurred.

Comparison between the anticipated and actual expenditures. Any portion of the grant unspent at the completion of the project shall be immediately returned to LCI District 105SW Foundation.

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Receipts and supporting documentation for items purchased, or costs incurred, consistent with the approved budget.

**LCI District 105SW Foundation Acknowledgements**

All projects must carry a definite acknowledgement as having been made possible through LCI District 105SW Foundation.

How has LCI District 105SW Foundation involvement with the project been publicized? (Please include copies of newspaper stories, etc.)

This section must include photographs/documentation of the actual LCI District 105SW Foundation acknowledgement confirming the Lions involvement with the project was acknowledged.

LCI District 105SW Foundation selects projects for publicity based on the information sent with this report. LCI District 105SW Foundation is specifically looking for project action pictures and pictures of individuals benefiting from the project. Pictures should be sent in high resolution digital format.

**DID YOU REMEMBER TO INCLUDE . . .**

Copies of receipts for all items and supplies purchased with LCI District 105SW Foundation grant funds?

Photographs showing the Lions involvement in project activities?

Keep a copy of the entire report being sent to LCI District 105SW Foundation

Send report to LCI District 105SW Foundation via a traceable mail service to reduce the chance that the report will be lost in the mail?