

Brandel-Murphy Youth Foundation Grant Committee Policy Manual

Section 1.0 Policy Manual Scope and Purpose. This document describes the Brandel-Murphy Youth Foundation (“BMYF” or “Foundation”) 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 Executive Board. All policies described herein must also be consistent with the latest version of the BMYF By-Laws.

Section 2.0 Members of the Grant Committee. The Grant Committee shall consist of the following officers of the Corporation: Vice President, Secretary, Treasurer, and no more than two additional advisors designated by the Board. The Vice President shall serve as the Grant Committee Chair, unless an alternate chair is appointed by the Board.

Section 3.0 Grants. BMYF 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 Foundation makes grants to active Lions clubs and districts within Multiple District 20. A Lions club or district may also request a grant on behalf of an established community group and organizations that supports the youth-related welfare, development and service goals of Lions International and the BMYF (i.e., Friends of Karen, My Brother Vinny, Drug Crisis in Our Backyard, Guide Dog Foundation, etc.).

Section 3.2 Grant Funding. All BMYF grants are matching grants. Grant requests are awarded up to a maximum of \$2000, with matching funds verified by the Grant Committee. The funding available for grants in any given year will be based on the charitable amounts raised during the preceding Lionistic year. This amount will be determined at the beginning of each fiscal year by the Executive Committee and communicated to the Grant Committee.

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

Section 3.3 Grant Committee Review Meetings. The BMYF Grant Committee shall meet four times during the Lionistic year for application review: January 31, April 30, July 31 and October 31 (or as close to those dates as practicable). All grant applications must be received at least 30 days prior to the scheduled

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committee meeting. If a grant application is not received in time, it will be tabled and reviewed before the next committee meeting.

Section 3.4 Criteria for reviewing and approving grants. Projects must meet the general purpose as stated in the Brandel-Murphy Youth Foundation 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 “*personal financial need*.”

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

- purchase of equipment for specialized medical/mobility needs
- projects which provide direct, personal care for serious illness
- 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.

Preferred projects are those that have an ongoing impact providing measurable results to the population served.

Section 3.5 Non-Eligible Grants. Grants are considered ineligible based on the following criteria:

- projects that do not meet the general purpose stated in the BMYF Mission Statement (Section 3.4)
- 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.

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Section 3.6 Special Projects. The BMYF Grant Committee reserves the right to review additional grant requests for major projects presented to and deemed appropriate by the Board of Directors (i.e., MD-20 Multiple District programs that support specific youth-related initiatives, or support for health facilities serving the needs of children).

Section 3.7 Applying for a Grant. All grant requests must be typewritten in 12-point New Times Roman font and must include the following:

- The amount requested (up to \$2000) and a statement verifying that matching funds (monetary or in-kind) exist;
- A detailed description of how funding will be utilized and how such use is consistent with the BMYF Mission Statement found in Section 3.4;
- A statement regarding anticipated outcomes;
- A statement describing how, and to what extent, Lions will be involved in the project.
- Each application must be signed by the President of the requesting Lions club or the District Governor of the requesting district.
- 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.

Section 3.8 Obligations of a Grant Recipient. Upon the conclusion of the project, the current President of the recipient Lions club or the current District Governor of the recipient district must provide the following:

- A written report detailing how funds were expended, along with receipts verifying same;
- A written summary of the project outcomes.

The failure to provide this information will preclude acceptance of future grant applications from said Lions club or district.

Section 4.0 Grant Presentations. Grant checks will be presented in a timely manner by an officer or trustee of the Foundation.

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Section 4.1 Sample Grant approval example letter.

Dear Lion xxxx,

I am pleased to advise you that your grant application to the Brandel-Murphy Youth Foundation (BMYF) has been approved by our Grant Committee. A check in the amount of \$xxxx.xx will be presented by the BMYF District Coordinator or Board Member at a location in your Lions area.

We believe that your project addresses the needs of our children and meets all the requirements for a well-deserved grant. Please be reminded that upon completion of the project, we require a project summary and receipts for the expenditure of funds. Feel free to include pictures that we can post to our website. Failure to provide the project summary and supporting receipts will preclude your club or district from receiving future grants.

In closing, we wish you success with your noble service project. The Brandel-Murphy Youth Foundation is always here to help with future needs of your club and district. Our website has current information about successful projects that have helped more than xxx, xxx children in NYS.

Sincerely yours in Lionism and humanitarian service,

Lion xxxxxx

BMYF Grant Committee Chair

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