



LIONS CLUBS INTERNATIONAL FOUNDATION

**Lions Clubs International &
Habitat for Humanity International®**



**A Global Partnership
To Build Homes for the Disabled**

Grant Criteria and Application Form

Projects in Developing World Countries

Lions Clubs International and Habitat for Humanity® International launched a three-year partnership to build homes for individuals and families living with serious physical and mental disabilities. Between April 2000 and July 2003, this partnership enabled local Lions clubs and local Habitat affiliates to build over 500 low-cost homes for persons with disabilities who were also living in substandard or poverty housing. The program was initially set to end in 2002. However, due to the overwhelming popularity of this grant program, an extension was approved at the July 2002 LCIF Board of Trustees meeting in Osaka, Japan.

Lions Clubs International Foundation (LCIF), the charitable arm of Lions Clubs International, has committed \$12 million dollars for qualifying applications. Under this current program extension, application consideration is now contingent upon the availability of funding, as resources are limited. The program is being funded under the *disability* component of LCIF's *Core 4 Grant* initiative – which provides grants for innovative projects in four key areas: disability prevention, eyesight conservation, public health promotion, and youth development.

As of June 24, 2003, there is \$1.7 million in funding remaining for this program. Of this amount, \$700,000 is designated for qualifying projects generated in the United States (and other developed world countries) and \$1 million has been designated for projects generated in developing world countries, Eastern Europe, and states within the former Russia Republic/Soviet Federation.

**Grant Criteria for Applications
Submitted by Lions Clubs and Habitat Affiliates in developing countries.**

- LCIF will fund 75% of the overall project cost.
- The Lions are responsible for contributing 12.5% of the overall cost.
- The Habitat affiliate is responsible for 12.5% of the overall cost.
- The maximum grant request amount is US\$50,000(multiple home project).
- Districts that have already received a Lions-Habitat grant are eligible to re-apply. Any current constructions within the district must be completed before another application will be considered.
- Grants will now be awarded one per district, per Lionistic year (July 1-June 30).

The upcoming application deadlines and coinciding Board review dates are as follows:

<u>Application Deadline</u>		<u>Board Review Date</u>
August 5, 2004	for the meeting on	October 5, 2004
January 28, 2005	for the meeting on	March 31, 2005
April 21, 2005	for the meeting on	June 21, 2005

We encourage you to submit the application in advance of this date. This will ensure that there is enough time to make any necessary revisions to the application. This grant program will continue until the remaining funding has been expended.

Partnership Goals

This unique partnership between Lions Clubs International and Habitat For Humanity® aims to accomplish several key goals:

- Expand home ownership opportunities for disabled individuals (or families in which a member has a serious disability) who could otherwise not afford decent housing
- Provide Lions clubs worldwide with an exciting volunteer opportunity that builds on the organization's long-term mission of helping the visually impaired and disabled
- Enable Habitat affiliates to increase their efforts to eradicate poverty housing
- Expand volunteer opportunities for persons with disabilities by engaging them in home-building and other volunteer activities in support of this initiative
- Capitalize on the combined strengths of Lions Clubs International and Habitat for Humanity® International to raise global awareness about the need for decent, affordable and accessible housing for persons and families dealing with disabilities
- Build on the strengths of each partner to ensure the greatest number of disabled people can achieve both the dream of ownership and the independence and economic security that results from owning a home.

General Information on the Partnership

Who can apply for LCIF funding?

Grant applications will be accepted from Lions districts in which one or more clubs in the district has partnered with a Habitat affiliate to build or renovate at least one home for a qualifying disabled person or family with a qualifying disabled member. Development of a grant application should only commence after discussions between the Habitat affiliate and Lions district confirm that: 1) both groups are ready to move forward, 2) eligible families exist in the community, and 3) the basic elements are in place for developing a project plan under the grant eligibility guidelines.

Applications require the full participation of both the Lions and the Habitat affiliate. An application submitted by just the Lions (without Habitat) or by Habitat (without the Lions) is *not eligible*. Both parties must be involved with the development and support of the project.

What is the geographic scope of the program?

This is a global partnership that will afford the opportunity for home ownership to disabled persons in 65 countries in which Habitat affiliates presently exist. Lions districts outside those countries may still actively participate by conducting a project in another country in cooperation with local Lions clubs who have partnered with a Habitat affiliate.

How many homes can be built with individual grants?

The cost of constructing Habitat homes naturally varies considerably between industrialized and developing countries. For example, costs average \$49,663 (2001) per home in the USA but can be as low as \$2,000 in developing countries. Individual LCIF grants can be requested for multiple homes, provided that qualified homeowner families have been identified for each home. Other factors determining both project size and project readiness will include the availability of local funding and resources (such as land), the present building capacity of the partnering Habitat affiliate, as well as current project commitments and fundraising capacity of local Lions clubs. The maximum grant request amount for any application will be US\$50,000, which would account for a multiple home project in this case.

Who qualifies as a disabled family member?

For this initiative, priority funding will be given to those families living with severe or multiple handicaps. A *severe disability* is defined as any physical, visual, auditory, or mental impairment that interferes with one or more major life function (e.g., getting around, seeing, hearing, walking, working, education in a conventional setting, etc.) that is not readily correctable by surgical, medicinal or other therapeutic means. Also, any condition in which the person requires assistance in performing one or more “activities of daily living” (i.e., eating, getting in and out of bed, eating, toileting, moving around) would be considered severe.

In the case of mental or psychological impairments, conditions that can be improved significantly through therapy and medical intervention do not qualify, but more persistent conditions -- such as mental infirmities and schizophrenia -- do qualify for consideration, subject to meeting other criteria for homeownership eligibility under this particular program. The disabled person(s) can either include a child, parent or other members who are close relatives of the homeowner. Priority will be given to families in which the disabled individual will live in the home indefinitely, which would naturally include a head-of-household or young child. Remedial medical conditions will not receive the highest priority for funding.

LCIF requires that documentation from a physician be obtained to verify the disability of the disabled family member(s). Please do not send documentation from the Social Security Administration.

What Lions should know about Habitat affiliates and their operations?

More than 1800 autonomous, home building affiliates worldwide are part of Habitat for Humanity ® International. Of these, more than 1500 are located in the U.S.A. and more than 300 are in 64 other countries. Together, these affiliates have built, rehabilitated or repaired more than 80,000 homes worldwide in partnership with over 400,000 homeowner family members and hundreds of thousands of other volunteers. Many Lions Club members have been among them, including former US President, Lion Jimmy Carter, Habitat's number one volunteer.

Habitat affiliates select families for homeownership from applicants from a wide variety of sources, including social service agencies, churches, employment programs and other places frequented by persons potentially eligible for Habitat homes. Volunteers staff many affiliates. Habitat for Humanity International (HFHI) was founded in 1976 as a Christian ecumenical agency with the mission of partnering with people everywhere to provide simple, decent and affordable home ownership opportunities for those in need. By the end of 2004 Habitat's goal is to construct its 200,000th home worldwide.

Requirements of Habitat Homeowners

Habitat homes represent the first opportunity their owners have to earn a significant capital asset by their own efforts. Typically, homeowner families provide hundreds of hours in volunteer "sweat equity" in home building and related tasks. Homeowners pay for their homes through zero-profit interest-free mortgages – the proceeds of which are reinvested (paid back to the Habitat affiliate) to expand building activities of the affiliate so that more needy families can escape substandard housing. Funding from the Lions and that from LCIF does not defray the cost of the family's mortgage, which is based on the overall construction cost of the home. LCIF and the Lions clubs are also not involved in the mortgage collection. The family pays the mortgage to the Habitat affiliate.

Each Habitat affiliate has a selection committee that identifies potential homeowner candidates. In addition to having a serious disability, eligible families under this partnership will also have to meet Habitat's normal requirements, which are listed below:

- Be living in substandard and/or overpriced housing and be unable to qualify for home loans by conventional means.
- Be willing and able to pay for the home with a no-profit, zero-interest mortgage
- Be willing and able to invest 150 to 500 hours of sweat equity in preparation for becoming a homeowner and working on their own or other Habitat houses.
(Participating affiliates will be expected to provide sweat equity opportunities that accommodate the abilities of disabled homeowner applicants.)

Before a grant application is submitted to LCIF, eligible homeowner candidates **must be identified and selected**. Some interested Habitat affiliates may not presently have homeowner candidates that meet the eligibility criteria. In such cases, the partnering Lions clubs can help locate homeowner candidates by contacting Lions-affiliated agencies serving the blind or disabled (e.g., Lighthouse organizations, local agencies for the blind, rehabilitation agencies and sheltered workshops).

Partner Responsibilities

Habitat affiliates:

A Habitat affiliate that has partnered with local Lions clubs will be responsible for all activities typically associated with a Habitat home construction project. The affiliate is required to:

- contribute 12.5% of the overall project cost
- acquaint, orient and build enthusiasm among Lions partners for the project;
- educate partnering Lions clubs about the home building process
- coordinate all aspects of home building, including home design, applying for local permits, scheduling of construction activities, training of Lion volunteers and, as necessary, assisting with the recruitment of non-Lion volunteers
- select home building sites or identify homes for renovation; completing land title searches and compliance with any environmental clearances
- appoint a partnership coordinator responsible for ongoing coordination with partnering Lions clubs and officers
- pass a board resolution agreeing to enter into a Lions club partnership
- communicate with partnering Lions on a regular basis regarding project developments
- provide a certificate of insurance with one million dollars general liability and volunteer accident coverage for the duration of the construction project (once approved)
- provide sweat equity options and accommodations that will allow disabled homeowner family members to participate fully
- work closely with Lions partners through all phases of the partnership project

To qualify for participating in this initiative, the interested Habitat affiliate must be in compliance with all covenants of Habitat for Humanity International at the time the application is submitted.

Partnering Lions Clubs:

To qualify for funding consideration, the project must involve at least one Lions club. But since building a Habitat home requires a serious commitment of volunteer time and energy, priority for grant funding will be given to projects initiated and supported by groups of Lions clubs working together. The number of Lions club involved in a particular project will be determined to some extent by geography. Sparsely populated or rural areas will likely have fewer clubs and affiliates

compared to metropolitan or suburban areas. Consequently, grant applications for projects in suburban or metropolitan areas will be expected to have larger numbers of clubs involved. The grant applications must be endorsed and submitted by the Lions district in which the initiating clubs reside.

Under this partnership agreement, the participating Lions clubs are required to:

- contribute 12.5% of the overall project cost
- mobilize sufficient Lion and non-Lion volunteers for completion of home(s) in the specified time frame
- promote the work of Lions and Habitat in support of the partnership
- solicit donations of in-kind materials and project resources, as needed, in conjunction with the Habitat affiliate
- assist with the identification of potential homeowner recipients, if requested by the affiliate
- work within the normal affiliate practices and policies for family selection, home building, and volunteer work requirements and schedules
- pass a resolution by the district cabinet to formally endorse the partnership and commit to project requirements
- appoint a partnership committee responsible to the Lions district to ensure successful project implementation and relations with Habitat partners Work closely with Habitat partners and prospective homeowner through all phases of the partnership;

Joint Responsibilities of All Partners:

A partnership formed between Lions districts/clubs, a Habitat affiliate and prospective homeowners is expected to:

- work together to complete the grant application to the Lions Clubs International Foundation
- develop and implement a timeline for carrying out the entire house-building project
- build the agreed-upon number of houses in the time specified and within the approved budget
- provide appropriate publicity for the partnership project
- agree on, and sign, appropriate sponsorship agreement for construction of the houses (most affiliates have standard sponsorship agreement forms that can be adapted if necessary to the needs of this partnership).
- build houses that meet the accessibility and other special needs of the home owner families and are visitable by persons with other disabilities according to Universal Accessibility Standards or other accessibility standards recognized in the countries where the houses are built;
- make provisions for individuals with disabilities to work on the project;
- work together to make the project fulfilling for all concerned and solve any issues or problems that may arise;

- respect the trademarks, names, logos and other business marks of each partner in accord with the Memorandum of Understanding signed between HFHI and The International Association of Lions Clubs (IALC).
- be jointly responsible for timely preparation and submission of project completion reports as required by the LCIF grants program and HFHI.
- ensure that equal publicity and recognition is given to both partners.

Developing Partnerships between Lions Clubs and local Habitat Affiliates

How should interested Lions clubs/districts approach local Habitat affiliates?

Lions who are interested in exploring a partnership to build with Habitat can begin by contacting the nearest Habitat affiliate. Lions districts may have several affiliates with which they can potentially work. Club or district officers can approach affiliate executive directors or presidents to mutually determine whether the affiliate is ready to engage in such a partnership or is interested in preparing to do so in the future. Factors that may limit an affiliate's ability to participate could include:

- It builds too few houses (some smaller affiliates only build a few houses every two or three years)
- Family selection occurs only once a year
- There is a waiting list for Habitat home ownership opportunities that does not include eligible families
- The affiliate has not yet publicized home ownership opportunities where eligible families are likely to apply or families with disabled members may feel that they cannot fulfill the requirements for Habitat home ownership. Lions can help affiliates publicize their home ownership opportunities where potential home owners eligible for partnership houses are most likely to respond

If a local Habitat affiliate is unable to participate at the present time, the Lions district should discuss the possibility of working together at a later date. Other options could include sponsorship by interested Lions of a project in another country in cooperation with local clubs and a Habitat affiliate in that country.

How should Habitat affiliates interested in the project approach possible Lions partners?

If the Habitat affiliate has a connection with one or more local Lions Club(s), the affiliate should work through these connections to educate the club(s) as a whole about the work of Habitat and build enthusiasm for this special partnership program. In general, efforts should be made to generate excitement and interest in Habitat's overall program before introducing this partnership as a specific way of working with Habitat. If the affiliate already has one or more eligible

homeowner candidate families, it can work with the club(s) or district to generate sufficient interest and commitment to move forward with a partnership application.

How long will a Lions – Habitat partnership project take to complete?

This will depend in part on what partnership elements are in place at the beginning, such as the eligible family being selected, land availability, the relationship between the Habitat affiliate and prospective Lions partners and their ability to provide the required local matching funds for this project. The more elements in place at the outset, the less time it will take to ready the application for submission to LCIF. Both the Lions and Habitat should agree upon a realistic time line for carrying out and completing the project. Both parties should be aware that unforeseen circumstances (e.g., inclement weather, low volunteer turnout, product delivery delays, family withdrawals) may delay a project's progress. Please plan accordingly.

Developing a Project Plan and Grant Application

Preparation of a grant application should only begin after positive discussions concerning project eligibility and readiness has been held between the participating Lions clubs, the applicant Lions district, and Habitat affiliate. The grant application should be prepared jointly by the affiliate and participating clubs only after the Lions district and Habitat affiliate have verified their eligibility to participate.

Factors affecting eligibility for Lions would include, among other things, whether or not there is a current Lions-habitat construction project underway within the district. Current projects must be completed and closed out with LCIF before another application can be considered. In addition, the new criteria allow **one grant, per district, per Lionistic year (July 1-June 30)**. It is advised that you check with LCIF regarding any previous projects within the district.

Habitat affiliates must be in good standing with HFHI policies and be able to comply with the partnership requirements as outlined in this document. Habitat affiliates in the US can check on their "good standing" with their affiliate support managers. Affiliates in other countries can check with their regional managers.

The action steps for developing a grant application include the following (but may not necessarily follow this order):

Project Development Steps:

1. Contact is made between interested Lions clubs and local Habitat affiliate to discuss partnership opportunities. If both parties are eligible to participate and essential project elements are in place (e.g., local matching funds, potential homeowners, available building sites, etc.), then work can begin on the project plan and grant application.

2. If an individual Lions club or group of clubs (rather than the Lions district) initiates project discussions with an affiliate, those clubs will need to contact the district governor to discuss the proposed project. The district is responsible for determining its eligibility and for involving additional Lions clubs, if necessary, to more closely meet the grant regulations and ensure a successful project. (Applications will only be accepted which have the district's endorsement.)
3. Project committees are established by the partnering Lions club/district and the affiliate to coordinate activities. As outlined earlier, the affiliate and partnering Lions will have both separate and overlapping responsibilities. Essential steps in the project planning process will include:
 - identifying and securing building site or existing home for renovation
 - completing all build preparations (land clearance, house plans, permitting, etc.)
 - developing a time line for the project build, including a detailed schedule for mobilizing Lions' volunteer work teams for home building activities
 - receiving firm commitments from Lions clubs to ensure sufficient numbers of volunteers, including non-Lion members, are available to complete the home(s)
 - determining that the minimum local matching funds required of each partner are available (again, participating Lions and Habitat affiliates must raise 50% of the project cost)
 - preparing a project budget (refer to budget guidelines later on this document)
 - selecting homeowner candidate(s) for each home being built.
4. Once the above steps have been accomplished, the official grant application is prepared and endorsed, by formal resolution, by the Habitat affiliate's board of directors and by the Lions district cabinet.
5. **Two copies** of the completed application are to be submitted to the Lions Clubs International Foundation for formal consideration.
6. Homes under construction and those completed do not qualify for funding consideration. Nor will LCIF provide funding on a reimbursement basis for expenses accrued prior to Board approval.
7. Multiple projects within the same district should be combined into one application to make one grant request from LCIF. However, each project will be managed individually if approved. Keep in mind that the grant request maximum is US\$50,000.

Developing a Project Budget

A project budget is required with all grant applications. It should include separate sections for income and expense. The income section should individually list all sources of income, including the anticipated LCIF grant, the affiliate match and the local Lions match. The expense section of the budget should list the home construction/sponsorship costs. The overall construction cost should be reasonably itemized. The project expense budget should also include the itemized expenses for making the home more accessible for the disabled individuals. Budgets should be formatted per the example below:

Sample Budget Format: (Income should equal expenses)

<u>Income</u>		<u>Expenses</u>	
Lions Clubs (list names of clubs)	\$	Home construction cost (itemize or explains cost on separate page)	\$
Habitat Affiliate (give name)	\$		
Other sources (if applicable)	\$	Building modifications cost for disability accessibility	\$
LCIF (75%)	\$		
TOTAL:	\$	TOTAL:	\$

Notes:

1. For each income source, please give status by indicating whether the income sources are “collected” or “pledged”. If pledged, indicate when these funds will be collected.
2. The following are **not admissible expenses** for this particular grant program: Land and public infrastructure (e.g., sewers and roads), legal fees, administrative costs/salaries, architectural services, survey fees and insurance, closing costs, permits and dump fees, site office and storage costs, equipment rentals and site security, garages, carports, basements, supervision expenses, and tithes to Habitat for Humanity International. The expenses should only detail construction/material expenses. All other expenses are more appropriately funded through other resources.
3. Expenses will be examined to ensure that they are reasonable for a particular service or product, and consistent with previously approved Lions-Habitat project in that region. LCIF reserves the right to adjust project budgets and grant request amounts as deemed appropriate.

4. In-kind donations may be included as part of the local matching funds if such donated items are to be used in constructing the Lions-Habitat home to be built by the affiliate. In-kind donations should be clearly indicated as such along with the fair-market cash value.

APPLICATION PROCESS

Completed grant applications must be submitted to the LCIF Grant Programs Department at least 60 days prior to meetings of the foundation's executive committee at which grants are considered. These meetings are held three times a year in March/April, June, and Sept/October. Applications will only be approved by the LCIF Executive Committee at designated board meetings. Pre-approvals may not be given. Applications should be received at LCIF by the application deadline date, not postmarked by this date. Applications received after an application deadline will *automatically* be cycled into the next application deadline date. LCIF will acknowledge and assign a tracking number to all applications received. When corresponding with our office, please refer to the assigned tracking number, which does not indicate grant approval.

All applications will undergo a preliminary screening by LCIF and HFHI staff. The purpose of the preliminary review is to ensure the applications are procedurally complete, meet the minimum requirements, and that adequate information is provided in the proposal for committee evaluation. Applicant Lions districts and Habitat affiliates may be asked for additional information and/or project revisions, which may sometimes result in applications not being eligible for final consideration until the next review meeting. For these reasons, submission of grant applications well before final deadline dates is highly recommended.

Application partners are notified immediately following a board meeting. For approved grants, an official award letter will be sent spelling out the grant conditions and reporting requirements. If approved, LCIF grant funds will not be released until the Lions and Habitat have both collected their required local matching funding. Consequently, the grant checks are not sent with the actual award letter. Funds are released after all grant conditions have been met with LCIF approval.

Project Implementation and Completion

- ✓ Once all outlined grant conditions have been met, 100% of the grant will be disbursed, provided that the project is ready to commence.
- ✓ The grant check is usually sent to the District Governor in office at the time of grant approval, unless he/she otherwise authorizes LCIF to send it to the Lions project chairperson.
- ✓ The development of the project should be reported to LCIF via progress reports every 3-6 months, depending on the level of activity.
- ✓ Undertaking a successful home building project will require frequent communication and a commitment to solve any problems encountered. Obstacles should be worked out through mutual agreement and cooperation among the respective partners. If a resolution is unable to be reached, please contact LCIF or HFHI for assistance.

- ✓ Following the completion of the project, a final report (jointly prepared by the Lions and the Habitat affiliate) should be submitted to LCIF. The report should highlight project accomplishments as well as verify, and report on the use of LCIF funding.
- ✓ LCIF will provide report forms to approved projects. This form will detail the information LCIF requires. Therefore, we encourage that photographs be taken throughout the project. Lions are encouraged to wear Lions paraphernalia for photographs. The final report should also include copies of any media publicity received as a result of this project.

Lions-Habitat Partnership Grant Application and Guidelines

Instructions:

- X Please read the preceding guidelines before initiating work on a grant proposal.
- X A grant proposal should follow the format below, making reference to the numbered sections as shown below. All questions must be answered.
- X Applications are due in the LCIF Grants Department at least 60 days before an LCIF Board of Trustees' meeting. Confirm application deadline dates with LCIF.
- X Send **two copies** of the completed grant application, **including the approval signature page**, and supporting documentation to:

Lions Clubs International Foundation
Humanitarian Programs Phone: 1-630-571-5466 ext. 553
300 W. 22nd Street Fax: 1-630-571-5735
Oak Brook, Illinois 60523-8842 Email: Kbyrd@lionsclubs.org

All parts of the application format must be addressed for an application to be considered complete. Please follow the numbering provided in the application format outline provided below. Only submit information requested. LCIF will contact you with any questions.

You may contact LCIF with any questions regarding this application.

Application Format

1. Date:
2. Grant Applicants:
 - Lions District/Lions Clubs Participating (name all involved):
 - Habitat For Humanity Affiliate(s):
3. Amount of LCIF funds requested (75%): **(not to exceed US\$50,000)**
 - Lions club match amount (12.5%):
 - Affiliate match amount (12.5%):
 - If matches are to be met completely or in part by in-kind donations, please describe these, give their value and describe how they will offset the costs of the house(s) being built.
 - Indicate the status of all local matching funding as *collected or pledged*. If pledged, by when will the funds be collected?
4. List the number of houses to be built and total project cost:

Project Overview:

5. Provide background information on the house(s) to be built, including:
 - location in the community; street address
 - background information on how site was found and made available for the project
 - status of title clearance and/or permit procedures
 - if existing house is to be renovated, describe present condition and work to be done
6. Information on the homeowner: (family to be identified at time application is submitted)
 - name of disabled homeowner family members who will be residents in the house(s) to be built through this project and relationship to the principle homeowner(s).
 - details concerning the disability of the family member(s).
 - verification of disability – documentation from physician should confirm and explain the extent of the condition. This information will be kept confidential.
 - number of hours of sweat equity required of homeowner partners, including details on accommodations made, if any, in sweat equity activities to enable disabled homeowners to fulfill their commitment.

Project Plan/Home Building Activity

7. Briefly describe construction type, square footage and general layout of the home. A copy of the house plans or line drawings should be attached to application. The intent of the grant is to build accessible houses, even if the family does not have difficulty with mobility. The houses should be at least adaptable with 3ft. doorways, 3-4ft. hallways, allow a 5ft.-turning radius in the bathroom and where possible, have a no step entry. Affiliates are encouraged to

use HFHI plans if possible. The HFHI Plan Book can be downloaded from Partnetnet (<http://partnetnet.habitat.org>) or obtained from HFHI Order entry at 1 (800) 422-5914.

8. Describe any accommodations in design or special equipment being installed for the disabled occupant(s). Disability accommodations should fit the needs of the disabled. Show these accommodations on the submitted house plans, which should be reduced to letter size paper.
9. Itemize building expenses, including costs of any special accommodations (refer to item 8).
10. Project timeline. The timeline should include: preliminary activities (permits, plans, house building schedule, the expected duration that volunteers will work on house, dates by which the Lions and Habitat matches will be met and the projected dates for dedication and home occupancy.

Volunteer Activity and Lions Involvement

11. Lions club involvement. This section should include information on:
 - various ways in which Lions clubs will help initiate and complete the project, including preliminary planning, fundraising, volunteer work at the building site, etc
 - the names and contact information for participating clubs
 - the Lions project committee (be sure to give contact information for Lions' project chairperson)
12. Estimate the number of volunteer hours required to complete house and also indicate the typical days and hours that volunteers normally build. This section should also include clear indication of a firm commitment by participating Lions clubs to recruit sufficient Lions and non-Lion volunteers to complete home within the timeline. Volunteer hours may not be converted to a cash value and do not qualify as an income source or expense.
13. Explain any plans or special accommodations being made to recruit disabled volunteers.
14. Attach a project budget detailing all income sources equal to expenses. Refer to page 10 for required format.

15. Application Endorsement and Approval Signatures

Application endorsement. Completed grant applications require the formal endorsement of both the Lions district applying for the grant and also the partnering Habitat for Humanity affiliate.

- ✓ This application requires the endorsement by the Lions district cabinet. Please attach an excerpt of the cabinet meeting minutes to confirm endorsement.
- ✓ This application requires a formal endorsement by Habitat's board. Please attach a copy of this formal resolution.

