

2018-2019 Regional Lions Leadership Institute (RLLI) Funding Application Procedures

Application guidelines

- Completed 2018-2019 Regional Lions Leadership Institute (RLLI) Funding Request Applications must be received by the Leadership Development Division before midnight on April 30, 2018 (US Central Standard Time).
- Only the official 2018-2019 Lions Clubs International RLLI Funding Request Application form will be accepted. Application forms created by applicants will not be considered.
- To qualify for consideration, applicants must provide all information as required on the official RLLI Funding Request Application. Applications will not be considered until a **fully completed application**, including appropriate signatures, is submitted.
- Upon receipt of a **fully completed application**, the Leadership Development Division will date and time stamp the application. The official date and time recorded will be based on the current date and time in Oakbrook, Illinois, USA as shown on the email that contains the electronic attachment of the complete application.
- Submit applications via email to the Leadership Development Division at leadershipdevelopment@lionsclubs.org.
- Applications may be sent via regular mail to the address below. However, LCI will not guarantee receipt. Any applications received via regular mail will be date and time stamped based on the day and time the application is delivered to the Leadership Development Division – not the mailroom. Please allow extra days for delivery.

Lions Clubs International
Leadership Development Division (RLLI)
300 W. 22nd Street, Oak Brook, IL 60523-8842 USA

RLLI funding is limited, therefore, all applications will be considered in the order they are received (according to date and time stamp). First and second time recipients will be given priority placement. Any applications received after midnight on April 30, 2018 (US Central Standard Time), will only be considered if any funds remain.

Maximum Funds Awarded

The amount of funds awarded is based on the actual number of participants in attendance at the institute. The award amount may not exceed 50% of the actual expenses related to the institute.

- An amount of US\$143 per estimated participant will be awarded up to the following maximums:
 - First and second time recipients may request up to US\$10,000. (Approximately 70 participants.)
 - All other applicants may request up to US\$7,500. (Approximately 53

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	participants.)
<p>Agreement and initial deposit</p>	<ul style="list-style-type: none"> • Approved applicants will be notified of award amount by email in May 2018. • Immediately following the approval email, the Leadership Development Division will issue an RLLI Funds Disbursement Agreement (contract), which must be completed by the applicant, signed and returned to the Leadership Development Division within thirty (30) days to secure funding. Each agreement will specify the required return deadline. • <i>If the Leadership Development Division does not receive the completed RLLI Funds Disbursement Agreement by the required deadline, reserved funds may be released and made available to waitlisted applicants.</i> • Verification of RLLI dates by the current council chairperson for multiple districts, or current district governor for single districts is required. • Once LCI has a fully signed disbursement agreement, 50% of the total reserved funds will be sent to the institute coordinator thirty (30) days before the start of the institute. The final reimbursement will be determined by participant attendance and actual institute costs and will be paid upon review of the RLLI Claim Summary Form and required documentation. Itemized receipts must be submitted for each reimbursable expense. <p>NOTE: Should the maximum allowable reimbursement be less than the initial 50% disbursement provided by LCI, the institute coordinator will be responsible to refund any overpayment to LCI within 60 days after being notified. The Leadership Development Division will provide the institute coordinator with notification and an explanation of how the overpayment was calculated.</p>
<p>Final Reimbursement</p>	<p>Upon completion of the RLLI, the final reimbursement will be paid upon receipt and review of the following documents:</p> <ul style="list-style-type: none"> • 2018-2019 Claim Summary Form • Itemized invoices and receipts • Final Evaluation Report including: <ol style="list-style-type: none"> 1. A summary of all participant and faculty RLLI evaluations, including comments 2. A report of the overall institute by the institute coordinator, including recommendations for improving and/or additional content. 3. Required signatures: <ol style="list-style-type: none"> a. Single Districts: District governor and GLT district coordinator signatures b. Multiple Districts: Council chairperson and the GLT MD coordinator

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	<p style="text-align: center;">signatures</p> <ul style="list-style-type: none"> • List of faculty including: <ol style="list-style-type: none"> 1. Faculty's first name and last name 2. Faculty's membership number 3. Faculty's email address • Completed Participant List including: <ol style="list-style-type: none"> 1. Participants' first name, last name and membership number 2. Participants' email addresses 3. Participants' signatures <p>The participant list will not be accepted if any of the above information is missing. Your final reimbursement will be reduced if LCI is not able to verify the participant information.</p> <p>Please send all documents to: Lions Clubs International Leadership Development Division (RLLI) 300 W. 22nd Street, Oak Brook, IL 60523-8842 USA</p> <p>Or via email to: leadershipdevelopment@lionsclubs.org</p> <p>NOTE: Claims received more than sixty (60) days after the conclusion of the RLLI, will not qualify for reimbursement.</p>
<p>Planning Recommendations</p>	<ul style="list-style-type: none"> • Determine proposed number of participants & faculty. Participants may include Lions, Lionesses and Leos. • Identify faculty. All faculty members should have prior facilitation or training experience. • Prepare detailed budget. (See Budget Guidelines in next section.) • Select institute dates and venue. • Review LCI-sponsored Regional Lions Leadership Institute (RLLI) curriculum (available on LCI website) and incorporate local training needs. • Create institute agenda and faculty assignments. • Complete and submit the RLLI Funding Application by midnight on April 30, 2018 (US Central Standard Time). • Once application is approved, return the RLLI Funds Disbursement Agreement (contract).

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	<ul style="list-style-type: none"> • Promote institute and invite participants. • Produce and assemble materials. • Conduct institute. • Submit final reimbursement claim documents and evaluation reports.
<p>Budget Guidelines</p>	<p>Below is a list of possible expenses related to the delivery of the institute. Consider these factors as you draft your budget. A complete budget must be included in your application.</p> <p>Training Facility Expenses:</p> <ul style="list-style-type: none"> • Sleeping rooms (single or shared) • Meeting rooms rental (including set-up/break down fees) • Meals during the institute – Breakfast, Lunch, Dinner, AM/PM Breaks • Rental equipment: <ul style="list-style-type: none"> ○ LCD projector and screen ○ Laptop ○ Flip chart/paper/markers ○ Microphones/Audio ○ Wi-Fi/Internet Access <p>Faculty Expenses:</p> <ul style="list-style-type: none"> • Transportation, Meals & Lodging <p>NOTE: LCI will accept faculty expenses for the number of faculty equal to 10% of the total participants in attendance (based on submitted Participant List). For example, if there are 30 confirmed participants at the institute, LCI will allow 3 of the total faculty to submit expenses. Additional faculty expenses will not be allowed, nor calculated in the total expenses for the institute.</p> <p>Supplies</p> <ul style="list-style-type: none"> • Signage, pens, name tags, certificates and tape • Binders with tabs (one for each participant and presenter) • Curriculum materials (to be put into binders) • The LCI recommended curriculum is available for download from the LCI website: RLLI Curriculum Materials <p>NOTE:</p> <ul style="list-style-type: none"> • Individual faculty members and participants are responsible for payment of incidentals (e.g. laundry, video rental, telephone, internet service, sundries, entertainment, participant transportation, alcohol, including mini-bar in room, etc.). • The expenses for district guests and spouses of participants and faculty are not eligible for LCI reimbursement

Sample Regional Lions Leadership Institute Agenda

Arrival	Day 1	Day 2	Day 3
Registration 4:30-6:00 pm Dinner	8:00-8:30 am Late Registration		
	8:30-10:00 am Opening Session	8:30-10:00 am Public Speaking	8:30-10:30 am Public Speaking Presentations
	Break	Break	Break
	10:15-12:15 Lions Fundamentals	10:15-11:15 Time Management	10:45-12:15 Local Issues & Opportunities
		11:15-12:15 pm Personal Mission Statement	
	12:15-1:15 pm Lunch	12:15-1:15 pm Lunch	12:15-1:15 pm Lunch
	1:15-3:15 pm Working In Teams	1:15-2:45 pm Member Motivation	1:15-2:45 pm Closing / Evaluations
	3:15-4:45 Diversity	2:45-4:45 Goal Setting	
	Break	Break	
	5:00-6:30 pm Local Issues and Opportunities	5:00-7:00 pm Speech Preparation	
	CELEBRATION DINNER		