

Emergency and Disaster Grant Procedure.

(Guide for Club members).

In the first instance the Lion making the enquiry should make contact with the Emergency Grants Chairman. That person being Chairman of the Australian Lions Foundation. This initial contact can be made through the District ALF Chairman, State ALF Trustee or District Executive who would refer the applicant directly to the ALF Chairman.

1. A responsible Lion in good standing interview the proposed recipient and assess the need.
2. That Lion then reports directly to the Chairman and provides the proposed recipients name and contact details (in case there is a need to speak directly with them).
3. Next step lodge the application form which includes the Club Banking details.
4. The Club is then notified of the success or otherwise of the application and amount of the Grant.
(To achieve this as quick as possible steps 1, 2, 3 and 4 can be done via phone conversation with paperwork to follow when convenient).
5. The funds transferred to Club Activities account immediately (if application successful).
6. The Club then disburses the Grant Funds to the recipient. (either by way of vouchers or payment of goods, avoiding handing over cash as far as possible).
7. Complete the Accountability Form and return to the Chairman.

Every effort made to get Emergency Grant funding to the persons affected within 24 hours.
The Club's help is pivotal in achieving this goal.