



We Serve

**Auburn Host Lions
Dan Higgins Award
Established 2004**

2008 Application

Resolution

Auburn Host Lions Club's Dan Higgins Award

Whereas the Auburn Host Lions has determined to make a donation of 30% of its charitable fund, or \$10,000 which ever is less, the amount to be determined based on the charitable fund balance as of June 15 of each calendar year, to one charity or needy recipient, to be determined by a majority of the Board of Directors.

Be it resolved that a committee of four Lions be formed to make recommendations to the Board, said committee to include a non-voting Immediate Past President who will be the Chair and three voting members, to wit: one other current Board member, and two members from the general membership, to be selected by the Board.

Be it further resolved that the yearly donation be entitled the Dan Higgins Award and that it should be presented at the annual Auburn Host Lions Inauguration Dinner.

APPLICATION GUIDELINES

TIMELINE

On **February 7, 2008** applications for the Auburn Host Lions Dan Higgins Award will be available for applicants. Applications must be postmarked by 5:00 PM, Friday, **March 28, 2008** to:

**Auburn Host Lions Dan Higgins Award
P O Box 4724
Auburn, CA. 95604**

Late applications will not be considered.

On or before **June 1, 2008** an announcement made to applicants and the public as to the action and decision.

Auburn Host Lions, a non-profit organization was founded in 1927 and is funded solely through its own fundraising efforts and membership dues. The Auburn Host Lions Dan Higgins Award is a one-time annual grant. It will be awarded to a qualified charity who best meets the criteria as outlined in this application. The grant is intended to identify, foster and support meritorious projects, which serve the needs and interests of Auburn citizens.

FUNDING

The amount of funding available through the Auburn Host Lions Dan Higgins Award is contingent upon the funds available in the charitable account. In no case will it exceed \$10,000.00.

GENERAL FUNDING POLICIES

Only one application per individual or organization may be submitted in a year. All events sponsored through the grant program shall give credit in all publicity, printed programs, publications, and announcements as follows:

**“This program has been made possible in part by
the Auburn Host Lions Dan Higgins Award.”**

ELIGIBILITY

- 1. The Organization applying for the Award must be non-profit and 501c(3) qualified .**
- 2. The applying Organization must be headquartered in the Greater Auburn Area. The applicant may serve other areas, but must be headquartered in Auburn.**
- 3. No Government Agencies will be eligible for this Award.**
- 4. An application must be prepared and submitted to the Auburn Host Lion's Dan Higgins Award Committee before the designated deadline.**
- 5. The Applicant must be willing to host a site visit and be interviewed by the Committee if requested.**
- 6. The Awards Committee will screen the applicants via the application, site visits, interviews and any other means deemed appropriate to make a recommendation to the Auburn Host Lions Board of Directors.**
- 7. The Board will vote to determine the winner of the Award in the regular Board meeting prior to the annual Inauguration Dinner held in June of each year.**
- 8. The winner will be notified by the Auburn Host Lions and the Award will be presented at the Inauguration Dinner.**
- 9. Applicants that are not selected will be notified by mail or phone.**
- 10. Programs or activities must be directed to Placer County residents.**
- 11. Individuals and organizations must submit completed application and budget forms as outlined.**

RESTRICTIONS

NOT ELIGIBLE FOR FUNDING ARE THE FOLLOWING:

1. Out of state travel or activities.
2. For-profit organizations.
3. Programs not accessible to the public.
4. Agencies of State, County or City Government.
5. Students or scholarships for ongoing education or degree programs.
6. Projects where fund-raising is the primary purpose.

GRANT FORM

Applications must be filled out completely (typewritten or printed legibly in black ink) and supplying all information to ensure a comprehensive review of:

1. The basic components of the proposal, including description, time frame, goals, etc.
2. A realistic budget that is sufficient to complete the project.
3. The applicant's ability and skills to carry out the proposed project.
4. The availability of the necessary facilities, human resources, supplies and matching funds.

DEADLINES

Applications must be postmarked by 5: 00 PM on March 28, 2008.

NOTIFICATION

Applicants will be notified by mail or by phone no later than June 1, 2008, of the action taken by the Auburn Host Lions as to the recommendations of the Board of Directors.

Grantees must sign a contract signifying the acceptance of the grant and its conditions.

CONFLICT OF INTERESTS

At the time applications are reviewed, any Review Panel member who

is closely affiliated with an applicant must so state, and is not permitted to participate in that application discussion or vote. All associations with any applicant must be disclosed for the record.

GRANT APPLICATION FORM

Organizational Applicant

ORGANIZATION DATA

Legal Name of Organization: Address:

City: Auburn State: CA Zip:

Applicant: _____ Title:

Year of Incorporation: ----- I.D.#

~ Check if your organization is an incorporated, tax-exempt organization under rules of the California Franchise Tax Board regulation of the Internal Revenue Service 501(c)(3).

Have you ever applied for Auburn Host Lions funding? If so, please specify:

Year(s) applied _____ Funded ----- Not Funded

COMPLIANCE I acknowledge that the Auburn Host Lions Club is not liable for loss or damage of support documentation submitted with this application. I further understand the following areas of responsibility:

- a) I will announce and seek active participation from County residents.
- b) I will comply with all instructions set forth in the application form and the contract.
- c) I will submit project receipts and progress reports as agreed to.
- d) I will spend funds only as allocated and designated.
- e) I will complete and submit an evaluation within one week of closing date of project.
- f) I will return remaining funds within one week of closing date of project.
- g) I will assure that the following statement will appear on all published material related to the program for which the Regrant funds are used:

CERTIFICATION I certify that the applicant organization has proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code; that applicant complies with the Civil Rights Act of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; observes provisions of the Drug Free Workplace Act of 1988; and California Government Code sees. 11139.5 (barring discrimination); that applicant complies with the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal regulations; the Americans With Disabilities Act of 1990; and the Fair Employment and Housing Act; that applicant has its principal place of business in the County of Placer and has approval of applicant's board of directors. I hereby certify that to the best of my knowledge and belief, the data in this application and in any attachments hereto are true and correct.

Authorized Signature / Title

Date _____

