

# **Lions of Michigan Foundation Individual Assistance Policy & Procedures**

## Policy

The premise for funding assistance applications is the provision of financial assistance for the prognosis, treatment and improvement of an illness or physical condition by a licensed medical practitioner.

Applications will be prioritized based on:

- The applicant's medical need and prognosis. Emphasis will be placed on applications for the treatment of a sight or hearing impairment.
- The applicant's financial need.
- The applicant's employment and educational status. Emphasis will be placed on applications where the applicant's employment or school work is jeopardized by the applicant's medical condition.
- The affect of the applicant's medical condition on their quality of life and their ability to remain independent.

## Procedures

- An application will be requested by a representative of a Michigan Lions Club.
- Lions Foundation staff will send the application to the Lions Club representative.
- A Lions Foundation Trustee will be assigned as a liaison between the Lions Club and the Lions Foundation.
- The application will be completed jointly by the Lions Club representative and the person requiring assistance.
- The application will be forwarded to the LMF Trustee liaison for his/her review and signature.
- The Lions Foundation staff will review and summarizes the application.
- The application will be reviewed by the Lions Foundation Grants & Assistance Review Committee or Executive Committee for the development of a funding recommendation.
- The sponsor Lions Club and applicant will be notified of the Lions Foundation's decision to fund or deny the application.