



LIONS FOUNDATION

of Manitoba & Northwestern Ontario

Review and Approval Process for Financial Assistance Applications

Programs: Helping Hands, Giving Glances, Simply Sound

Step 1: Initial Review by the Foundation: The Foundation checks that all required documents are submitted:

- Most recent CRA Notice of Assessment
- Letter from a doctor, social worker, or occupational therapist
- At least two quotes for medical equipment or modifications

For medical travel, estimates must be submitted before the trip. The Foundation covers accommodation, gas, and food only, with paid receipts required afterward.

Incomplete applications are not processed. Reimbursement for items already purchased is not eligible.

Step 2: Review by Local Lions Club: Completed applications are sent to the applicant's local Lions Club for review, which may take 4 to 6 weeks. The Club may contact the applicant for more information. Then the Club informs the Foundation of their decision.

Step 3: Final Approval by the Foundation: The Foundation reviews approved applications to confirm eligibility and budget limits.

Step 4: Payment and Follow-Up: The Foundation notifies applicant of the decision and arranges payment either directly to the vendor based on the quote, or to the applicant with a paid invoice

If total costs exceed support limits, applicants must show proof of funds for the balance.