



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 ensures that all required documents are submitted with each application. These include *a completed application form, a signed consent form, the most recent CRA Notice of Assessment, and a letter of support from a doctor, social worker, or occupational therapist.* Applicants must also provide at least two *quotes for any medical equipment or modifications* they are requesting.

For medical travel, cost estimates must be submitted before the trip. The Foundation covers accommodation, gas, and food expenses only, and all costs must be supported by paid receipts submitted after the trip is completed.

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.