

NORTH CAROLINA LIONS FOUNDATION, INC.

KidSight Special Matching Funds Grant Policy

Special Requests

1. **Purpose**

The KidSight Matching Funds Grant Program is designed to assist Lions Clubs in providing **special vision-related services** to children in North Carolina who demonstrate financial need and have exhausted all other avenues of assistance. Special Matching Funds are available for children 18 and under who are North Carolina residents. A child is considered a resident if they have lived in North Carolina for at least three months, with the parent's intent to remain. This program is intended for **one-time assistance**, not recurring expenses.

2. **Preapproval Requirement**

All requests require preapproval by the Executive Committee. The following items must be submitted:

- a. Completed KidSight Matching Fund Grant Application
- b. Financial information section
- c. Detailed quote or invoice from the provider

3. **Incomplete Applications**

Incomplete applications will be returned and cannot be processed until complete.

4. **Equipment or Service Evaluation**

Any request for specialized services or equipment must include a statement from a qualified professional (not affiliated with the supplier) verifying that the service or equipment is appropriate for the child's needs.

5. **No Reimbursements for Prepaid Services**

Requests will not be considered if the Club or family has already paid for the services and is seeking reimbursement.

6. **Notification and Scheduling**

The Club will be notified of the Executive Committee's decision. If approved, the Club may notify the provider and family to proceed. If services cannot be scheduled within 90 days, the Club must contact the NCLF office.

7. **Payment Process**

After services are completed, the Club must submit:

- a. Invoice from the service provider
- b. Club's check made payable to the provider for their portion
NCLF will then add its matching portion and send the full payment to the provider. Requests for payment must be submitted within 30 days of service completion.

8. Funding Limits

- Minimum request: \$300 (\$150 Club / \$150 NCLF)
- Maximum request: \$2,000 (\$1,000 Club / \$1,000 NCLF) for eye exams, glasses, or special services

9. Annual Cap

A child may receive no more than \$2,000 in matching funds during the Lions fiscal year.