



## Lions Clubs International Foundation

### Core 4 Diabetes Initiative

#### *Grant Criteria and Application Form*

Diabetes is among the most serious of public health concerns around the world. If current trends continue, the number of persons with diabetes will more than double, from 140 million to 300 million in the next 25 years (WHO, 1999). The complications associated with diabetes are numerous and devastating and costs related to treatment of the disease are substantial.

Medical experts and diabetes advocates agree that some of the greatest challenges associated with diabetes include 1) identifying those with the disease; 2) preventing onset and/or reducing disability caused by related complications; and 3) improving access to comprehensive care.

#### **Programming Strategies**

The Core 4 program enables Lions to realize a variety of initiatives to prevent and reduce the impact of diabetes as a public health concern. Core 4 funding is available for projects that implement one or more of the following program strategies:

**% Public Awareness/Prevention**

Community-based education programs that promote awareness to diabetes, especially among at-risk populations. Public education initiatives may also feature diabetes screening activities.

**% Patient Education**

Programs that promote continued behavior changes among individuals diagnosed with diabetes to prevent complications. Examples include diabetes self-management education programs and camps for diabetic children.

**% Treatment**

Programs that improve access to comprehensive diabetes treatment by expanding and scaling-up existing diabetes health care services, especially for under-served populations.

## **Programming Criteria & Regulations**

In addition to the criteria associated with a particular programming strategy, the following are criteria and regulations that apply across programming strategies:

### ***Criteria:***

Grants shall be considered for projects that:

- a. promote the prevention and treatment of diabetes and related complications by means of increased public awareness, patient education and improved access to treatment.
- b. address the specific needs of the geographic region and population to be served and that benefit multiple communities.
- c. work closely with national and local health organizations, health facilities, diabetes advocacy associations, and/or universities.
- d. include the active participation of Lions in several different capacities including, but not limited to: community needs assessment, patient identification and transport, program publicity, fundraising, relations with project partners and management of grant funds.
- e. involve the financial and logistical support of Lions throughout the multiple, single or subdistrict.
- f. possess a high degree of sustainability and reasonably ensure continued operation upon conclusion of LCIF funding.

### ***Regulations:***

1. Multiple, single and subdistricts may apply; priority will be given to higher-impact projects at the regional or state/province level.
2. Grants can be requested up to US\$200,000, not to exceed more than 75 percent of the total project cost. Priority will be given to projects that employ cost-effective strategies, and thus the upper limit of grant funding should only be requested for projects that will impact a large region (e.g. state or province) or serve a large number of beneficiaries. Applicants must also raise local funding equivalent to 25 percent of the budget.
3. Grants are not available for the operational expenses and salaries of an existing program. However, funds are available for the *expansion* of services and for administrative costs related to initiation of the project provided that a measurable increase in client caseload will result and that expanded services will continue once grant funding is exhausted.

4. Grants are not available for the construction of new diabetes health care facilities to be managed at the club level. Priority will instead be given to projects aiming to upgrade and/or expand existing hospitals or clinics. In the case of communities where health care facilities are scarce or nonexistent, grants may be available for the construction of new clinics to be administered in conjunction with established medical institutions or organizations.
5. Requests for LCIF funds must be submitted on a Core 4 grant application form. In the case of multiple district projects, the grant application is to be approved by the council and signed by the council chairman. Applications from single-districts and subdistricts require cabinet approval and the district governor's signature and endorsement.
6. Applications should detail project objectives, operational procedures, time schedules, personnel, volunteer commitment, project partners, publicity and grant management.
7. The multiple, single or subdistrict must ensure the widespread and continued involvement of participating Lions clubs.
8. The appointment of a steering committee, consisting of Lions, local health authorities, and community leaders is required. This committee will oversee and ensure successful implementation of the program.
9. Grants are to be administered by the council chairman or district governor in office at the time of approval. He/she will be responsible for the disbursement of funds and reporting of their use.
10. Grants are not available for clinical or laboratory research.
11. In order to be placed on the agenda, the grant application must be received by LCIF at least 60 days before a scheduled meeting of the board of trustees. The dates of the board meetings and submission deadlines are available from LCIF.

### **Project Examples**

- X Public awareness programs which work in conjunction with local or national health agencies or diabetes organizations
- X Permanent or mobile screening initiatives which target high-risk communities
- X Patient education/self-management programs such as the Staged Diabetes Management program (International Diabetes Center) or camps for diabetic children
- X Health facility expansion such as the establishment of comprehensive diabetes care units
- X Financial aid programs/low cost supply distribution

**Core 4 Diabetes Initiative  
Grant Application/Proposal Format Guideline**

**Instructions:**

- X Please read the Core 4 Grant Criteria and Regulations for Diabetes before initiating a grant proposal.
- X A grant proposal should follow the format below, making reference to the numbered sections as shown below.
- X Submit application to the LCIF Grants Department at least 60 days before a LCIF Board of Trustees meeting.
- X Send completed grant application, **including the approval signature page**, and supporting documentation to:

Lions Clubs International Foundation  
Grants Department  
300 22nd Street  
Oak Brook, Illinois 60523-8842

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**Application Format**

1. Date prepared:
2. Project title: (e.g. Expansion of Diabetes services MD\_\_\_\_\_)
3. Multiple District/Single/Sub District:
4. Amount of funds requested (US\$):

**Needs Assessment/Current Situation:**

5. Please elaborate on critical issues regarding the prevention and treatment of diabetes in the project area, including such issues as barriers to diabetes education and/or treatment, resource constraints, lack of awareness, and also any obstacles concerning geographic coverage of services. This section should include a brief overview of existing services in the project area.
6. Provide data on the incidence of diabetes in the target community as well as future forecasts (if available).
7. If the Lions in the region are presently involved in diabetes education programs, clinics or services, please provide a brief overview of such activities .

## Goals and Objectives:

8. Please outline the goals and objectives for the district=s plan for expansion and/or enhancement of diabetes education or treatment services. Ideally, applicants should commit to quantifiable targets for increasing the number of individuals receiving various types of diabetes education or treatment as a result of the project.
9. Review action steps and strategies to reach the above-stated goals and targets. Please be sure to include information on the all aspects of the project, including: planning, staffing, infrastructure and equipment needs, delivery of services. The plan should include a time table and schedule for the various action steps.
10. Project management and oversight: Please explain the management structure and responsibilities of Lions and also any non-Lion partners involved in the project. Lions multiple districts or districts that are working in partnership with another organization should complete a memorandum of understanding (MOU) or similar agreement, or sign a letter indicating that an agreement will be executed upon approval of any LCIF funding.
11. Lions involvement and identity: Highlight the various ways in which the volunteer resources of local Lions and clubs will be used to reach the project=s objective. Also include plans for for Lions recognition and publicity.

## Financial Requirements:

12. Attach project budget that shows both income and expense. Please be sure to list individually all separate sources of funding for the project (e.g., clubs, district, community, other organizations, etc.) Also indicate the status of local funding (e.g., collected, pledged or anticipated amounts). If the budget covers more than one year of activity, then please provide a budget broken down by each year.
13. Budget narrative:
  - Expense: Please list and explain the cost estimates for all project expenses. The explanation or narrative can be included as an attachment to the expense budget.
  - Income: Provide an overview of local sources of funding, including funds anticipated or currently available from Lions clubs, as well as possible non-Lions funding sources.
14. Budget documentation: The grant application should also include appropriate invoices and and cost estimates for equipment items or other capital outlays.

**Application Endorsement and Approval Signatures**

15. Application endorsement: Applications submitted from a multiple district must be endorsed by the council of governors, and by the district cabinet in the case of subdistrict proposals. Please submit a copy of the minutes of the meeting at which the application was certified. The council chairman/single district governor at the time of grant approval serves as grant administrator. The district/multiple district must also appoint a project chairman to help oversee project implementation.

16. Approval signatures:

To the best of my knowledge, the information submitted is accurate and the need for the project exists as indicated. I endorse this proposal and will do everything in my power to ensure proper and efficient administration of any funds granted, proper accounting and regular reporting to the Lions Clubs International Foundation.

**District Governor** (only signed in the case of subdistrict grant proposals)

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Signature	Print name	District Number
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Address

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Telephone, fax and e-mail contact information

**Council Chairman** (must sign for both a subdistrict or multiple district application)

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Signature	Print name	MD Number
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Address

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Telephone, fax and e-mail contact information

**Project Chairman**

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Project Chairman

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Address

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Telephone, fax and e-mail contact information