

**Lions Comprehensive Preschool Vision Screening Program
An LCIF Core 4 Grant Funding Opportunity**

Grant Criteria and Application Form

Program Criteria and Regulations:

1. Grants shall be considered for projects that:
 - a. result in the screening of children between the ages of twelve months and 72 months for amblyogenic factors on a multiple or single district basis (Age Range: 1-5 years).
 - b. establish a Lions preschool vision screening program that includes the involvement of Lions throughout the multiple or single district, eye professionals and a medical institution of excellence.
 - c. demonstrate a commitment to training the Lions in the rules, procedures and protocols of the preschool vision screening program.
 - d. detail the procedures, mechanisms and structures to be employed to determine an appropriate referral (photograph interpretation if using the PhotoScreener™).
 - e. have in place a clear set of follow-up mechanisms to help ensure that children with amblyogenic factors receive the treatment they need.
 - f. establish a fund that will assume the treatment costs of those children not covered by private or public insurance.
2. Core 4 grants for the preschool vision screening initiatives are available on a one-time basis and may only be requested by Lions in developed countries as defined by the United Nations. Lions districts in developing countries should continue to request assistance under the LCIF SightFirst program to address pressing blindness prevention needs in their regions.
3. Priority will be given to multiple district initiatives.
4. For a multiple or single district to receive grant consideration, a minimum of 25% clubs or 100 clubs, which ever is less, must agree to participate. This involvement can be in the form of hands-on and/or financial contributions.
5. The proposal must provide a detailed action plan elaborating upon the following project elements: Lions project management structure; volunteer commitment; relationship with established eye center(s) or institute(s) for interpreting photoscreening photos; publicity plans; database tracking, and financial controls. The proposal should also spell out quantifiable goals for screening children and a time-bound project implementation plan.
6. The Lions multiple district or single district must enter into an agreement with an established eye institute to oversee program integrity as related to proper screening and referral

of the preschool population. Such arrangements will preferably be made with a Lions-affiliated eye institute within the region if one exists. Where such arrangements are not feasible, the multiple district should contact LCIF to discuss possible alternatives.

7. The field protocols governing use of the screening instruments must be followed. These protocols specify age groups of children to be screened, the appropriate settings in which to perform screenings, and other guidelines which aim to ensure the most effective method to detect vision problems in young children.

8. An appropriate committee structure must be in place at the multiple district or single district level to ensure proper oversight of the program. The project budget must include funding for hiring a program coordinator to administer the program, liaise with clubs and the affiliated eye institute. The budget should specify the addition of a follow-up coordinator as the project progresses. Immediately following receipt of the grant, the program is expected to hire the full-time coordinator and provide funds for the set-up and up-keep of the administrative office. The council chairperson or district governor at the time of approval shall serve as grant administrator for the project.

9. The multiple district or single district should coordinate with LCIF Sight Programs Department to arrange an orientation workshop. The workshop will take place at an existing preschool vision screening multi-district program. Intended participants will include the Lions project committee, a program coordinator (if one is hired); and an eye care professional from the affiliated eye institute. The costs of the orientation can be incorporated in the Core 4 project budget.

10. Participants in the multiple district or district training shall establish a program to train district, zone and club leadership for the implementation of the Lions photoscreening preschool vision screening project at the local level. It is recommended that each participating district, zone and club appoint a project chairperson.

11. The multiple district or single district must establish a referral system of local ophthalmologists, optometrists and medical institutions for the care and treatment of children positively screened for amblyogenic factors. It is also important that applicants elaborate on their patient follow-up mechanisms. Priority will be given to those proposals that confirm that the Lions will assume the costs of treatment for children not covered by public or private medical insurance.

12. A multiple district can include in their project budget administrative costs necessary for the implementation of the preschool vision screening project. Allowable budget items include the costs of the screening instruments, film, if necessary, multiple district, district, zone and club training expenses, mailings and other administrative costs. Accurate records shall be kept of all expenses and reported to the LCIF Sight Programs Department.

13. Currently the PhotoScreener™ and the Welch Allyn SureSight are approved screening devices. If a program is interested in a device other than the approved devices, the application must provide evidence of the intended instrument's success in screening preschool children.

14. The multiple district or single district applying for a grant must raise local funding equivalent to 25% of the project budget. The Core 4 grant may be requested for up to 75% of the project budget not to exceed the US\$200,000 limit. Matching funds listed in the project budget must represent new contributions and not funds previously expended on an existing program.
15. Requests for funds must be submitted on a Core 4 grant application form. The application must be signed by the multiple district council chairperson and all sub-district governors. Applications from a single district need only the signature of the district governor and the endorsement of the cabinet. The project budget should clearly detail all project income (including the proposed LCIF Core 4 grant) and expense including allocations by items and detail. It should show all sources of income and expense, both received and projected.
16. Applications should demonstrate how the Lions will continue to fund the project once the Core 4 grant has been expended.
17. Grants issued to Lions multiple districts or single districts will be made payable to the appropriate Lions entity. Such grants are to be administered by the multiple council chairperson or district governor who is in office at the time the grant is approved by the board of trustees. It shall be his/her responsibility to disburse and account for LCIF grant funds in his/her possession. The grant administrator may, upon approval of the trustees, delegate his/her authority to the current governor or council chairperson.
18. Grant applications must be received in LCIF, in completed form, at least 60 days before a scheduled meeting of the board of trustees in order to be placed on the agenda. The dates of the board meetings and the deadlines for submission are available from LCIF.
19. Semi-annual reports on Core 4 preschool vision screening activities and budget expenditures shall be submitted to the LCIF Sight Programs Department during the implementation phase. Appropriate forms will be made available. A final report shall be submitted to the LCIF Sight Programs Department when the all project funds have been expended.

Grant Application

Instructions:

Please read the Core 4 Grant Criteria and Regulations before completing the application.

Complete this form. Please type or print in ink.

Use separate page(s) for detailed explanations, referencing paragraph number.

Submit application to the LCIF Sight Programs Department at least 60 days before a LCIF Board of Trustees meeting.

Send completed grant application, including approval signatures and supporting documentation to:

Lions Clubs International Foundation
Sight Programs Department
300 22nd Street
Oak Brook, Illinois 60521-8842

--

1. Date submitted:
2. Project title:
3. Amount of funds requested: US\$
4. Please elaborate on the status of the following key components of a successful preschool vision screening program:
 - a. Lions infrastructure (steering committee, project coordinator, regional chairperson, screening teams)
 - b. The rules, procedures and policies of the program
 - c. Photograph interpretation structures and strategies if using the PhotoScreener.
 - d. Follow-up and referral system
 - e. Funds or mechanisms to cover the costs of treating children without private or public insurance
 - f. The involvement of a partnering medical institution, and pediatric ophthalmologist or optometrist.

- g. Local club involvement
 - h. Training
5. Project schedule. Give a timetable for the plan of action from the present to project completion.
6. Project targets
- a. Specify the number of children in the geographical area to be served, along with statistics on number of children between the ages of 1 and 5 years.
 - b. Identify outcome targets per year, i.e., number of children to be screened, as well as expected referral, follow-up, and treatment rates (pvp).
7. How will this project be identified as an LCIF supported program? Describe promotional plans and how the Lions' name will be used in conjunction with the project.
8. Describe in detail how the project will be continued after support from LCIF is concluded.
9. Budget
Please attached budget on separate pages, using the format below.

- a. List individually all separate sources of funding for the project (i.e., clubs, district, community, other organizations, etc.). Include the amount that the sources are providing. Indicate if the funds have been collected or if they are anticipated amounts. The LCIF Core 4 grant should be listed as a source of funding. Total expenses should equal total project cost. Budget should be in U.S. dollars, indicating the exchange rate used, if applicable.

| INCOME | | EXPENSE | |
|--------|--------|---------|--------|
| Source | Amount | Item | Amount |
| Total | | Total | |

- b. Give a breakdown of expenses, indicating which year project expenses will be incurred. Include expenses for more than one year, if applicable. A **mock budget** is included below.

| Item | Year 1 | Year 2 | Year 3 |
|--|--------|--------|--------|
| Screening Instruments | 20,000 | 10,000 | 0 |
| Film | 5,000 | 7,500 | 10,000 |
| Training | 10,000 | 5,000 | 5,000 |
| Operating Costs | 10,000 | 15,000 | 20,000 |
| Publicity | 2,000 | 2,000 | 2,000 |
| Publications | 5,000 | 2,500 | 1,000 |
| Salary for full-time Coordinator | 30,000 | 32,000 | 34,000 |
| Salary for part-time follow-up coordinator | 15,000 | 16,000 | 17,000 |
| Office/Postage/Misc | 1,000 | 1,000 | 1,000 |

*** As a general rule of thumb, LCIF recommends that the Lions budget for screening instruments based on a one instrument/750 children/year ratio. A figure significantly lower may not be cost effective.

10. Application endorsement: Lions multiple district council endorsement must be included with every grant application. Please submit a copy of the minutes of the meeting at which the application was certified. The district governors within the multiple district must also endorse the application. Please note that the council chairperson or district governor at the time of approval serves as grant administrator for the project.

11. Approval signatures:

To the best of my knowledge, the information submitted is accurate and the needs exist 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.

Multiple District

Multiple District Council Chairperson (print name) (multiple district no.)

(Signature)

Print address

Telephone and fax numbers

Sub-District

District Governor (print name) (district no.)

(Signature)

Print address

Telephone and fax numbers

Sub-District

District Governor (print name) (district no.)

(Signature)

Print address

Telephone and fax numbers

Sub-District

District Governor (print name) (district no.)

(Signature)

Print address

Telephone and fax numbers

Sub-District

District Governor (print name) (district no.)

(Signature)

Print address

Telephone and fax numbers

Please feel free to use separate pieces of paper if additional spaces are needed.

Core 4 Steps to Success

1. Lions Multiple District determines that the children in their region are not being screened for amblyogenic factors. Holds preliminary discussions with sub-districts, potential local partners, and (if available) other organizations with experience in conducting statewide eye screening efforts.
2. Project idea presented to multiple district cabinet. Project development begins, carefully following Core 4 grant criteria.
3. Multiple District project chairperson coordinates project development with local eye care community, other organizations, and LCIF Sight Programs Department staff.
4. All parties agree to move forward with project. Official Core 4 preschool vision screening grant application is prepared by multiple district. A detailed plan of action, budget and timetable are included.
5. Completed grant application, with all required signatures, received by the LCIF Grants Department at least 60 days prior to the next meeting of the LCIF Board of Trustees. The committee meets three times a year (approximately October, March and June).
6. Preliminary review conducted by LCIF Grants Department staff.
7. Applicants asked for additional information or revisions, if necessary. Project applications providing all requested information are placed on the agenda for the LCIF Board of Trustees.
8. Final approval given by LCIF Board of Trustees.
9. Applicants notified of grant awards. Approval may be conditional.
10. Project activity begins under supervision of the multiple district project committee. Regular reports and funding requests are submitted to the LCIF Grants Department.
11. Project complete. Evaluation concludes that the target population has been reached and that Lions preschool vision screening efforts will continue.