



# CORE 4 DIABETES REPORT FORM

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Progress reports help LCIF keep abreast of progress on Core 4-supported diabetes programs. Timely and comprehensive project reporting enables the foundation to continually measure the effectiveness of the grant funds it has provided. It also protects the grantee and the foundation by formally recording the activities and expenditures of the project.

This report must be submitted in a timely manner in accordance with the requirements of your grant agreement. A copy of this report must also accompany any request for funds.

The information and guidelines provided in this form are to assist you as you prepare your interim report(s) on Core 4 grant activity. This report should be submitted to:

**Lions Clubs International Foundation  
Attention: Grants Department  
300 W. 22nd Street  
Oak Brook, Illinois, 60523-8842 USA**

Please use the outline below when formatting the report:

1. LCIF grant number and amount of the grant.
2. Date of report.
3. Brief description of the project goals and objectives.
4. Summary of activities to date. For public awareness programs, please include data such as number of brochures distributed, number of people screened, referred and treated. For education programs, please indicate number of workshops, number of participants and/or number of health personnel trained. For intervention programs, please indicate number of supplies distributed, number of patients treated or procedure performed. For infrastructure projects, please describe equipment purchased, expansion of facilities.
5. Changes or deviations from the original proposal as approved (if any).
6. Plans for continuation of the activity (next phase).

(see backside)

7. Financial statements concerning grant activities to date.
  - a. Detailed balance sheet.
  - b. Statement of expenditures. Provide appropriate documentation to verify expenses including receipts, invoices, bank statements and agreements for services provided and reimbursed.
  - c. Anticipated use of funds needed during the next phase of the project (include itemized budget).
  - d. Amount of funds (if any) to be returned to the foundation (final report only).
8. Conclusions or recommendations resulting from experiences of the project (final report only).
9. Name and address of the bank where grant funds are deposited. Name and number of bank account. (This information should only be supplied if the multiple district has changed banks since the first grant disbursement was made).