## LIONS CLUBS INTERNATIONAL FOUNDATION

# CORE 4 DIABETES GRANT GUIDELINES AND APPLICATION FORM











## Core 4 Diabetes Grant Guidelines and Application Form



#### INTRODUCTION AND GLOBAL ENVIRONMENT

Diabetes is a chronic disease that occurs when the body does not produce or effectively use the insulin it produces to regulate blood sugar. The complications associated with diabetes are numerous and can lead to serious body damage or death. As the number of people with diabetes continue to increase in every country, costs related to the disease are substantial and rise at a rapid pace. International Diabetes Federation<sup>1</sup> and World Health Organization statistics describe a striking global environment:

#### People Facing Diabetes

- · Half of the people with diabetes do not know they have it
- · The onset of childhood diabetes is occurring at an earlier age
- The number of people with diabetes will increase from 371 million to 552 million by 2030

#### Diabetes Mortality and Costs

- · Half of the people who die from diabetes are under the age of 60
- More than 80% of diabetes deaths occur in low- and middle-income countries<sup>2</sup>
- In 2012, 4.8 million people died and US\$471 billion was spent due to diabetes
- Diabetes predicted to be the 7th leading cause of death in 2030<sup>3</sup>

Medical experts and diabetes advocates agree that some of the greatest challenges associated with diabetes include identifying those with the disease, preventing onset diabetes and reducing disability caused by related complications. Additional challenges for the diabetes and health care communities include improving access to comprehensive care and tackling discrimination and stigma faced by people with diabetes.

#### MISSION STATEMENT AND FUNDING STRATEGIES

Core 4 diabetes grants assist large-scale Lions-led or affiliated projects that support public health efforts that focus on expansion and enhancement of diabetes prevention, education, and access to treatment programs for underserved populations. These grants help successful diabetes initiatives with successful models and track records expand in order to serve additional people, reach new populations, and improve access to comprehensive diabetes management and education systems. LCIF funding strategies are as follows:

#### **Prevention, Public Education and Awareness**

- a. Community-based education and awareness programs that: promote education regarding pre-diabetes and what can be done to reverse symptoms especially among at-risk groups; focus on awareness of healthy lifestyles, diet and exercise; and involve peer groups, such as, workplace colleagues or fellow pupils to counter discrimination and stigma.
- b. As onset of diabetes is occurring at earlier ages, priorities include: community programs to get children involved in their own health; child-focused programs in schools about risks for diabetes; and conducting activities centered on diet and exercise.
- c. Diabetes screening activities for high-risk population groups based on national data, including screening for gestational diabetes. Use of diabetes risk assessment tests in screening activities is encouraged. Please note that typical screening programs are expensive and difficult to sustain; therefore, strong community partnerships for cost-sharing must be a component of a project in this area.

<sup>&</sup>lt;sup>1</sup> IDF Diabetes Atlas 6th Edition and Update, 2011 and 2012.

<sup>&</sup>lt;sup>2</sup> Mathers CD, Loncar D. Projections of global mortality and burden of disease from 2002 to 2030. PLoS Med, 2006, 3(11):e442.

http://who.int/mediacentre/factsheets/fs312/en/index.html

<sup>&</sup>lt;sup>3</sup> Global status report on noncommunicable diseases 2010. Geneva, World Health Organization, 2011.

#### **Patient Education and Support**

- a. Programs that promote continued behavior changes among individuals diagnosed with diabetes; expansion of diabetes self-management education programs; initiatives to support children with diabetes; and programs for those with gestational diabetes.
- b. Efforts to develop or expand local activity groups for people with diabetes.

#### Access to Treatment

- a. Efforts to improve and expand existing diabetes health care services for underserved populations through primary level and community-based human resource training and equipment.
- b. Programs that improve access to comprehensive diabetes treatment, including access to supportive health services that are related to diabetes care, such as eye care and podiatry services.

#### PROJECT ELIGIBILITY

ELIGIBLE PROJECTS	NON-ELIGIBLE PROJECTS
<ul> <li>✓ Addresses a local or national diabetes need</li> <li>✓ Supports efforts of a Lions district or multiple district</li> <li>✓ Provides long-term benefits that can be sustained after the grant is completed</li> <li>✓ Serves a large population or region</li> <li>✓ Identifies Lions closely with project</li> <li>✓ Involves Lions hands-on activities</li> <li>✓ Receives funds from local Lions clubs</li> </ul>	<ul> <li>X General population screenings</li> <li>X Scientific research</li> <li>X New start-up efforts</li> <li>X Screening consumables and medicine costs</li> <li>X Single club projects</li> <li>X Purchase of land and buildings</li> </ul>

#### ELIGIBLE PROJECT EXAMPLES

- · Large-scale Lions-led public awareness programs which work in conjunction with local or national health agencies or diabetes organizations.
- · Fixed facility or mobile screening initiatives which target high-risk communities when combined with increased access to intervention and provision of care. Use of diabetes risk assessment tests is encouraged for use during screening initiatives.
- · Enhancement of diabetic patient programs, including the expansion of diabetes camps for children, the inclusion of patient activity groups or the incorporation of staged self-management programs for patients in order to prevent further complications.
- · Translation and additional cultural development of materials into appropriate languages, for areas where materials do not currently exist.
- · Health facility expansion, such as space to include diabetes education programming and comprehensive diabetes care services.
- · Activities to involve children and adults in a healthy lifestyle, including diet and exercise. Support to form group activities, i.e. walking groups.

#### CORE 4 DIABETES GRANT CRITERIA

- 1. Projects should foster activities and programs that are supportive of national diabetes goals.
- 2. Initiatives should work in alignment and develop partnerships, as needed, with national and local health organizations, health facilities, diabetes advocacy associations, universities and school systems.
- 3. Grants are considered for projects exceeding the financial resources and fundraising capabilities of the applicant Lions district and participating clubs.
- 4. Projects should serve entire communities, to maximize the charitable impact of LCIF funding. Additionally, it is a requirement that projects are directed toward underserved populations and those demonstrating financial need.
- 5. Projects that seek LCIF funding shall have a strong Lions identity and ongoing involvement of local Lions. Priority is given to projects in which Lions provide volunteer services, have a track record of previous support, and a clearly identifiable role in helping administer the project and/or institution involved.
- 6. In addition to Lions' involvement and identity with the project, the applicant Lions district and participating clubs must make a significant financial commitment to the project.
- 7. The local matching funds may only be in the form of cash contributions. Appropriate in-kind donations, such as human resources and consumables, will strengthen the proposal

- and should be highlighted in the project, but may not be included in the budget as part of the matching funds toward the LCIF grant. Additionally, local matching funds must represent cash available or pledged for the current project being proposed.
- 8. Lions must raise local funding equivalent to 25 percent of the budget, and at least half of the local funds should be in the form of Lions cash donations.
- 9. Projects must possess a high degree of sustainability and reasonably ensure continued operation upon conclusion of LCIF funding.
- 10. Core 4 diabetes grants are not available for projects more appropriately addressed through other LCIF grant programs. Diabetic camp renovation or construction projects are handled through the Standard grant program. Diabetic retinopathy focused projects should be referred to the SightFirst program. Information on other foundation programs is available at www.lcif.org or by contacting LCIF.
- 11. Projects receiving grant funding shall be clearly identified as being made possible by LCIF through appropriate recognition, signs and public relations activities. Final grant reports must include confirmation of recognition.
- 12. Each grant application is judged solely on its own merit and the degree to which it meets the criteria and the humanitarian funding priorities of LCIF as established by the Board of Trustees.

#### **CORE 4 GRANT REGULATIONS**

- 1. Grant applicants must submit their project proposals on a Core 4 Diabetes Grant Application form. completed the application form in its entirety. The project budget must clearly itemize all project income sources and expense items and project income must equal expense. Incomplete applications or proposals submitted in other formats are ineligible.
- 2. Grant proposals may be submitted by any Lions district (single, sub or multiple). Priority will be given to higher-impact projects at the regional, state or province level. Applications submitted by single or sub-districts must be signed by both the current district governor and council chairperson and be certified via resolution by the district cabinet and thereafter with notification to the council chairperson. Multiple district applications shall be signed by the council chairperson and certified via resolution by the council of governors. Submit the appropriate cabinet or council meeting minutes at which the application was certified. These minutes must be from the Lions fiscal year in which the application will be reviewed by the LCIF Board of Trustees.
- 3. If a Core 4 diabetes grant project is to take place in a country outside the applicant district, the project shall have the endorsement and active involvement of the Lions multiple district or district, or for undistricted countries, the local Lions clubs.

- 4. Core 4 diabetes grants are awarded up to US\$100,000 for a single district and US\$200,000 for multiple district initiatives, and should not 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 or serve a large number of beneficiaries.
- 5. The appointment of a steering committee, consisting of Lions, local diabetes and health authorities, and other key project stakeholders should be established. This committee will oversee and ensure successful implementation of the project.
- 6. Grants are not available for operational expenses and salaries of an existing program. However, in some cases, a modest portion of the budget (not to exceed 10 percent) can assist with these administrative costs. A plan for sustainability of such costs, once LCIF funding is completed, must be submitted with the grant application.
- 7. Grants are not available for the construction of new diabetes health care facilities to include space for diabetes care and education programming. Priority will instead be given to projects aiming to upgrade or expand existing clinics/hospitals. 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.

- 8. Lions and/or their families should not receive direct or professional benefit or have proprietary interest in projects receiving LCIF assistance.
- 9. Grant applications must be received in the LCIF office, in completed form, at least 90 days before an LCIF Board of Trustees meeting to be considered at that meeting. The meetings are held in August, January and May; deadline dates may be found on the LCIF web page or by contacting LCIF directly. Since additional information is frequently requested, submitting an application well before a deadline increases the likelihood that it will not be postponed and carried over to a later Trustees meeting.
- 10. Applications previously withdrawn or rejected may be resubmitted only if they have been revised to address the reasons for denial/withdrawal.
- 11. The district governor or multiple district council chairperson in office at the time the grant is approved shall serve as grant administrator for the life of the project. It shall be his/her responsibility to establish a special bank account set-up specifically for this project and disburse funds to project partners and vendors. If a project is carried over into a new fiscal year, the grant administrator must provide copies of progress and final project reports submitted to LCIF to the current district cabinet or multiple district council. LCIF reserves the right to replace grant administrators as necessary.

- 12. Grant recipients are responsible for submission of a report detailing project results and the exact use of LCIF funds upon completion of the project. Report forms are issued with grant award letters. Districts failing to submit such a report for a completed project are not eligible to receive additional grants.
- 13. Approved grant-funded projects shall be implemented in a reasonable timeframe. After sufficient consultation with the district, LCIF retains the authority to rescind grants that are either not initiated or not making sufficient progress in a reasonable amount of time. Any disbursed funds that are not adequately documented shall be returned to LCIF if the grant is rescinded.
- 14. Applicants failing to answer correspondence from LCIF on their application within 120 days will result in their application being ineligible for consideration and withdrawn.

#### **CORE 4 DIABETES GRANT APPLICATION FORM**

#### **GUIDELINES**

Please review the LCIF Core 4 Grant Criteria and Regulations before completing this application. Each of the questions outlined below must be completed before the LCIF Board of Trustees can consider this application. Proposals formatted for other organizations or agencies will not be accepted. Please answer questions in the following order.

#### A. PROJECT DESCRIPTION

- 1. Date submitted
- 2. Project name
- 3. Lions district, sub-district or multiple district submitting the project
- 4. Collaborating partners
- 5. Amount of funds requested from LCIF
- Project goal
- 7. Number of people who will directly benefit from this project
- 8. Contact information for the primary project coordinator(s) including: name, mailing address, telephone, and e-mail address

#### **B. PROJECT DESIGN**

- National and Target Area Context Provide the context within which the proposed project will be implemented. Include information on prevalence data/estimates, current national policies, and strategies and action plan for diabetes. In addition, address how diabetes care is organized at the national level and target area; note any existing programs addressing diabetes prevention and care in the target area; list the most important barriers; and provide other relevant information on the target area.
- 10. Goals and Objectives State the goal and objectives (typically 3 to 4) of your project. The overall goal should be realistic and the stated objectives should support the goal.
- 11. Project Activities Describe detailed activities for each project objective. For instance, describe in detail all types of training, screening and education activities, and community awareness campaigns. The following should be included: what do the activities consist of; how will the activities be organized; what are the frequency and duration of activities; will new types of materials be developed; what are the contents of the educational material and training curriculum applied; who will conduct the activities; how many people will be trained; screened, provided education; and how do the activities connect to the current national health system.
- 12. Target Groups Please include a description of the groups targeted by this project and why they were selected.

- 13. Project Partners Indicate who are the project stakeholders including the implementing partners and technical contributors. Describe the roles and responsibilities of the parties involved. If partners are involved, include letters from the organizations endorsing the project and noting their roles and involvement.
- 14. Intended Project Results Indicate the expected outcomes and overall number of people who will be reached during the project. The numbers should be measurable and achievable and clearly support the project objectives and activities.
- 15. Monitoring and Evaluation Describe the planned monitoring and supervision of activities. Detail the methods and frequency of monitoring and evaluation efforts. Note who is responsible and how will the data and results be used to improve the program.
- 16. Timeline Include a timetable for project implementation and completion.

#### C. LIONS IDENTIFICATION AND INVOLVEMENT

- 17. Provide a brief history, as appropriate, if the Lions submitting this application have previously or presently been involved in diabetes efforts, including education programming, information dissemination, screening or fundraising.
- 18. Indicate how many Lions clubs will be involved in the project and describe their roles in project management, fundraising, promotion, advocacy and direct project implementation.
- 19. Describe plans for identifying the project as having been made possible by LCIF. Any publicity materials and media regarding this project should acknowledge the support and involvement of both LCIF and the Lions.

#### D. PROJECT BUDGET AND SUSTAINABILITY

- 20. Individually list all separate sources of income and associated dollar amounts (e.g., District, LCIF, partner organization, government, and business)
  - · Include the amount that each source is providing and indicate the status (collected, pledged, or anticipated) as well as the dates that any anticipated/pledged funds are to be collected.
- 21. Include an itemized budget for the entire project using the chart format below
  - · Submit the budget in US dollars.
  - · Individually list all project expense items and note who will cover which portion of those costs.
  - · Local matching funds must be in the form of cash contributions. Donated services and in-kind support for projects are welcome, but such support cannot be used as income source. At least half of the local matching funds must be secured and/or raised by the Lions submitting the grant application.
  - Include appropriate documentation for the expense items listed in the budget. For each item in the expense column include: pro-forma invoices, supplier price quotations, cost estimates for renovation work, and/or other cost documentation. Enclose product brochures for any type of equipment purchases.

Project Expenses	Year One			Year Two			TOTAL
	LCIF	Lions	Partner	LCIF	Lions	Partner	
Project Total							
TOTAL LCIF REQUEST							

- 22. Please provide a budget narrative for each of the items listed under project expenses. Justify why each item is needed and the associated cost.
- 23. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance, and administrative expenses.

Send completed grant application and all supporting documentation to Lions Clubs International Foundation office. An acknowledgement letter with a grant number will be sent as notification that the proposal has been received. The LCIF Trustees and staff reserve the right to request additional pertinent information as needed. If additional details are required, a request will be emailed to the corresponding district governor or multiple district council chairperson and project chairperson.

#### **E. APPLICATION ENDORSEMENT**

Signature

Cabinet or council certification must be included with every grant application. Please submit a copy of the cabinet meeting minutes at which the application was certified from the Lions fiscal year in which the proposal will be reviewed by the LCIF Board of Trustees. For single and sub-districts, the district governor and council chairperson must sign the application. For multiple districts, the council chairperson must sign the application. (Please refer to items two and three of the regulations portion of the criteria.) Please note that endorsements and cabinet meeting minutes must be from the Lions fiscal year that the project will be considered by the LCIF Board of Trustees.

Sign to endorse the following statement: "This is to certify that I have reviewed the LCIF Core 4 Diabetes Grant Criteria and grant application. To the best of my knowledge the information submitted is accurate and the need exists as indicated. I endorse this proposal and will do everything within my power to administrator the funds granted and assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation."

### **Council Chairperson Endorsement** Council Chairperson Name Multiple District Number Address Telephone Fax E-mail Signature Date District Governor Endorsement District Governor Name District Number Address Telephone Fax E-mail Signature Date **Project Chairperson Endorsement** Project Chairperson Name Multiple District/District Number Address Telephone Fax E-mail

Date





# WE CARE. WE SERVE. WE ACCOMPLISH.





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