

Grant reports are an essential component of the LCIF grant process and assist LCIF in assessing grants and measuring the benefits achieved. As such, districts or multiple districts awarded SightFirst grants are required to provide interim narrative and financial reports **every six months**. Additionally, a final report is due **no later than 45 days** after the completion of the project.

The following information should be included in SightFirst interim and final grant reports.



## General Grant Project Information

- LCIF grant tracking number
- Approved grant amount
- Date the project started, and anticipated (or actual) date of completion
- Reporting period
- Approved project output targets

## Progress Towards Grant Outputs

- Number of **direct** beneficiaries from the project. Please explain how this was calculated. Direct beneficiaries are individuals who are an active part of the project and from whom data is collected towards project outputs, for example, cataract surgery patients.
- Number of **indirect** beneficiaries from the project. Please explain how this was calculated. Indirect beneficiaries are individuals who have not had direct contact with the project but who have benefitted from changes stimulated by the project, for example, family members of cataract surgery patients.
- How do the actual project outputs and number of beneficiaries compare to the approved project outputs? To what extent have the project output targets been achieved? Include data for each approved project output.

## Narrative Report

- Provide a detailed description of the project activities completed during the current reporting period.
- Have there been limitations or difficulties in implementing the project? If so, please describe.
- Have there been any deviations from the approved project?
- What are the planned project activities for the next six months?
- Provide the number of Lions directly involved in implementing the project, including their roles and responsibilities.

## Supplementary Questions Required for Final Reports

- Are there any conclusions or recommendations resulting from the experience implementing this project?
- Have there been any additional developments or positive impact that occurred as a result of this project?

## Financial Report

Please provide a detailed financial report for the use of the grant funds and any local matching funds, if applicable. Grantees should keep receipts documenting the expenses, to be provided to LCIF upon request. In addition, please provide the following:

- Statement of expenditures as a comparison with the approved grant budget. Provide a narrative explanation for any budget deviations.
- Recent bank statement for the grant bank account since last report.
- An itemized budget for the anticipated use of funds for project activities for the next six months.
- Appropriate documentation to verify expenses, including receipts or invoices.

## LCIF Identification and Project Publicity

Provide action photos of the project beneficiaries and photos of the grant-funded project materials/building (if applicable) as well as copies of any publicity received about the project. For all infrastructure development projects, include photos confirming signage is in place acknowledging grant support from LCIF.

## Report Endorsement

All reports must be reviewed and approved by the District Cabinet (District-level grants) or the Multiple District Council (Multiple District-level grants) before being submitted to LCIF. Please include evidence in the form of meeting minutes to document that the cabinet or council has reviewed the report and approves the submission to LCIF. In addition, signatures of the Grant Administrator, Project Chairperson and District Governor (District-level grant) or Council Chairperson (Multiple District-level grants) are required for all reports. The grantee should retain a copy of the entire report sent to LCIF.