LIONS CLUBS INTERNATIONAL FOUNDATION
SIGHTFIRST GRANT APPLICATION

Lions Clubs International
FOUNDATION

Introduction

The mission of the Lions Clubs International Foundation's SightFirst program is to build eye care systems to fight blindness and vision loss and assist blind and visually impaired persons in underserved communities. SightFirst supports high-quality, sustainable projects that do one or more of the following:

- Deliver eye care services

- Train eye care professionals and management personnel

- Upgrade the infrastructure of existing eye care systems

- Improve access to education and training for blind and low vision persons

- Increase public awareness of the importance of eye health

Lions' districts (single, sub or multiple) work with their regional SightFirst technical advisor and the (multiple) district SightFirst chairperson and committee to assess local eye care needs and develop project proposals. Projects must align with the funding priorities detailed in the SightFirst strategic plan entitled *SightFirst: Lions' Vision for All,* which is available online at: www.lcif.org/sightfirst.

Preparation of a SightFirst grant application begins *after* positive discussion of the project has been had by local Lions leadership, the national blindness prevention or VISION 2020 committee and project partners including local health and government authorities, eye care professionals and other non-governmental organizations (NGOs).

In general, SightFirst does not provide funding for expenses related to the operation of established programs, the construction of new facilities or aid to individuals (including scholarships). SightFirst grant funds are not intended to reimburse past expenses or establish reserve funds. Projects will not be considered in which a transaction or arrangement might benefit, either directly or indirectly, the private financial interests of Lions and/or their families.

SightFirst Program Goals

- SightFirst projects support the development of comprehensive eye care systems that provide prevention, diagnosis, treatment and rehabilitation services for leading eye diseases and vision loss.
- SightFirst projects provide services to underserved populations who cannot access eye care because of economic, social and geographic barriers.
- SightFirst projects deliver cost-effective, equitable and high-quality eye care to the underserved.
- SightFirst projects monitor and evaluate output, outcome and impact indicators. Projects report on the number of patients served as well as changes in quality of life and improved access to eye care, rehabilitation and education.
- SightFirst projects establish sustainable eye care services through the training of local personnel and provision of equipment and facilities. Projects also include locally appropriate cost-recovery mechanisms.

What to Expect

To be eligible for consideration, completed applications must be submitted at least 90 days prior to the SightFirst Advisory Committee (SAC) meeting in January or August. Prior to the meeting, applications are reviewed by the LCIF Sight Programs staff and SAC Secretariat. Applicants are often asked to follow-up with further detail and/or revisions by a specific deadline and consideration by the SAC may be postponed until the application is deemed complete.

At their meetings, the SAC considers completed applications and approves funding for projects which align most favorably with SightFirst funding priorities. Applications are approved (either in whole or in part), denied, or postponed for future review (usually with the condition that additional information should be provided or that changes should be made to the application). Grant applications for large or multi-year projects can sometimes be reviewed by the SAC several times before a decision is made.

Each applicant is notified of the status of their grant application following the SAC meeting at which it is reviewed. Grantees are responsible for submission of regular progress reports with each grant disbursement and/or a final report upon project completion. Reports should include a financial accounting and corresponding receipts as well as narrative on project activities and achievements, photographs (as appropriate) and samples of public relations materials.

The SAC, comprised of Lions leadership and global blindness prevention experts, reviews SightFirst policy and funding applications, and makes recommendations to the LCIF Board of Trustees. The SAC Secretariat is a technical consultant from the World Health Organization.

The SAC may approve up to US$12 million for all projects in a fiscal year. This encourages the development of low-cost, high-impact projects and ensures the long-term availability of SightFirst funds.

LCIF Sight Programs staff provides support during project development and guidance throughout the application process. A regional program coordinator can be contacted via e-mail at: SightFirst@lcif.org.

SightFirst technical advisors are contracted by LCIF to assist Lions with the technical and logistical aspects of project development. They also aid with monitoring and evaluation of approved projects. Contact information for the technical advisors can be requested by e-mailing: SightFirst@lcif.org.

Grant Application Instructions

The SightFirst grant application is to be drafted by Lions in cooperation with their regional SightFirst technical advisor and other project partners. This form serves as an outline for the grant application. Responses to each of the following questions should be provided in a *separate* document.

Basic Information

1. Date

2. Project name

3. Multiple District/District (Country)

4. Lead Lion contact name

5. Street address

6. Phone

7. Fax

8. E-mail address

9. Web site address(es) of participating organization(s), if available

10. Grant amount requested

11. SightFirst projects address one or more disease-specific objectives in the development of comprehensive eye care systems. From the list below, please identify the objective(s) to be addressed by the proposed project. For more information about SightFirst funding priorities for each disease/issue, please refer to the policy papers available online at: www.lcif.org/sightfirst.

Objectives	SightFirst Funding Priorities
Cataract	• SightFirst supports projects in communities where alternative funding for cataract surgeries - including subsidies from local government or other NGOs - is either unavailable or significantly limited. • SightFirst infrastructure and manpower training projects aid institutions to sustain the services initiated or expanded through its support.
Childhood Blindness	• SightFirst childhood blindness projects aim to increase the capacities of Lions-affiliated institutions to provide primary and specialty eye care services for children.
Diabetic Retinopathy	• SightFirst projects benefit communities where diabetic retinopathy is a significant cause of blindness and where appropriate diabetes case management exists. • SightFirst diabetic retinopathy screening & treatment projects are integrated into existing diabetes and eye care services.
Education and Rehabilitation for Blind & Low Vision Persons	• SightFirst funding objectives for this program area are currently under review.
Eye Health Education	• SightFirst develops national-level eye health education programs where public health messages encourage at-risk populations to use existing eye care services. • SightFirst provides eye health education resources to enhance its other projects.
Low Vision	• SightFirst strengthens secondary and tertiary level eye care institutions with the addition or expansion of low vision services for adults & children. • SightFirst provides funding for occasional regional training seminars for specialized low vision services.

Objectives	SightFirst Funding Priorities
Research	• SightFirst supports operational and evaluative public health research related to improving SightFirst programs to identify needs and assess program strategies, especially those related to equity, capacity building and sustainability in the delivery of eye care.
River Blindness	• SightFirst funds existing Lions-led river blindness projects that have exhibited success and are focused on creating locally sustainable mechanisms for ivermectin distribution and the development of comprehensive eye care services. LCIF does not currently accept SightFirst applications for new river blindness projects.
Trachoma	• SightFirst provides large numbers of sight-saving trichiasis surgeries as part of an integrated SAFE program – surgery, antibiotics, facial cleanliness and environmental change.
Uncorrected Refractive Error (URE)	• SightFirst supports capacity building and the development of systems for the manufacture and distribution of new glasses. • SightFirst projects target underserved school-aged children.

12. From the list below, please identify the strategy(s) to be implemented by the project:

    o Service Delivery - Support for large numbers of eye care interventions for underserved populations, including detection, surgery, medical treatment and rehabilitation

    o Human Resource Training - Training of various eye care and rehabilitation professionals and management personnel to strengthen eye care systems

    o Infrastructure Development - Upgrades to existing institutions with essential equipment and/or spatial improvements to increase both the quality and range of eye care services offered

13. Please provide a summary of the project, including a brief description of the problem/needs and the proposed solution(s). (max. one page)

Project Environment

1. According to the most recent census, what is the population of the project area?

2. Please provide the following project area demographics and cite the data source.
    a. Percentage population rural versus urban
    b. Percentage population at various socioeconomic levels, including those living under the poverty line
    c. Percentage male and female populations at ages 0-5, 6-14, 15-49, 50+. If information is available for different age group categories, please include.

3. What is the incidence of eye disease(s) and/or vision loss addressed by the project? If possible, please separate statistics by gender and cite the data source. If a data source is not available, please explain how the data is estimated.

4. Please describe the current availability of public and private eye care services. Please identify the eye care hospitals or clinics, ophthalmologists, optometrists and/or mid-level eye care professionals practicing in the project area and describe the eye care services they provide.

5. How do patients in the project area pay for eye care services? Please explain all applicable reimbursement methods (national programs, out-of-pocket, insurance, social security, and/or welfare/charity programs).

6. Please identify and explain the predominant barriers to accessing eye care in the project area (poverty, language, geography, social discrimination, disability, awareness, etc.).

7. Please describe the knowledge of and attitude toward eye care in the project area.

8. If a national blindness prevention or VISION 2020 plan is being implemented in the project area, how does this project align with that plan?

9. What are Lions' organizations and other non-governmental organizations currently doing to address the eye disease and/or vision loss addressed by this project?

Project Plan – Service Delivery

Please provide the following information if the proposed project includes a service delivery component.

1. Provide current annual service delivery output totals of the eye care program.

2. Estimate detection, diagnosis, treatment and/or rehabilitation targets for the proposed project and the following three years of program operation.

3. Detail plans for awareness activities and promotion of detection events. How will underserved patients be identified, referred and transported to these events and subsequent exams and treatment?

4. Describe follow-up protocol and frequency.

5. List all diagnostic and treatment equipment available to support the project and include the age of each piece and a description of its current condition.

6. Describe the system or database that will be used for patient tracking and management.

7. Create a table like the one below to provide information for each of the facilities engaged in the project. Please add rows as needed.

Facilities	Years of Operation	Type (General, Specialty)	Service Level (Primary, Secondary or Tertiary)	Operational Area (ft²/m²)
Name 1				
Name 2				
Name 3				

8. Identify all professional personnel involved in the project and describe their qualifications (specialty training, years of experience and the amount of time they plan to dedicate to the project).

9. For patients whose care goes beyond the scope of the project, specify the arrangements with referral facilities.

10. Describe monitoring and evaluation plans (list output, outcome and impact indicators for the previous calendar year and the proposed project) and explain how information will be collected and analyzed.

Project Plan – Human Resource Training

Please provide the following information if the proposed project includes a human resource training component.

1. Describe the type(s), purpose and duration of the training program and the number of participants.

2. Explain how the training is relevant to the local conditions where the trainee(s) will serve.

3. Provide a brief history of the training institution and its accomplishments.

4. Provide instructor credentials and describe his/her/their experience with the proposed course.

5. How will training candidates be recruited?

6. How will those trained be retained to care for the underserved?

7. How will the success or outcomes of the training be measured?

Project Plan – Infrastructure Development

Please provide the following information if the proposed project includes an infrastructure development component.

1. Create a table like the one below to describe all proposed equipment purchases. Add rows as needed. Note: Please refer to the VISION 2020 Standard Equipment List at www.lcif.org/sightfirst for high-quality, low-cost equipment guidelines that align with SightFirst funding parameters.

Equipment	Quantity	Supplemental or Replacement	Maintenance and Repair Service Availability (Y/N)
Diagnostic			
Surgical/Treatment			
Other			

2. Explain why the equipment is needed.

3. Identify the personnel (to be) trained in its operation and provide the anticipated training schedule.

4. Estimate the annual service delivery output of the new equipment.

5. Describe proposed facility enhancements including remodeling, additions and expansions, and explain how these changes will result in increased output capacity and/or improved quality of care.

6. Explain the optimal utilization of existing facilities and the rationale for infrastructure improvements.

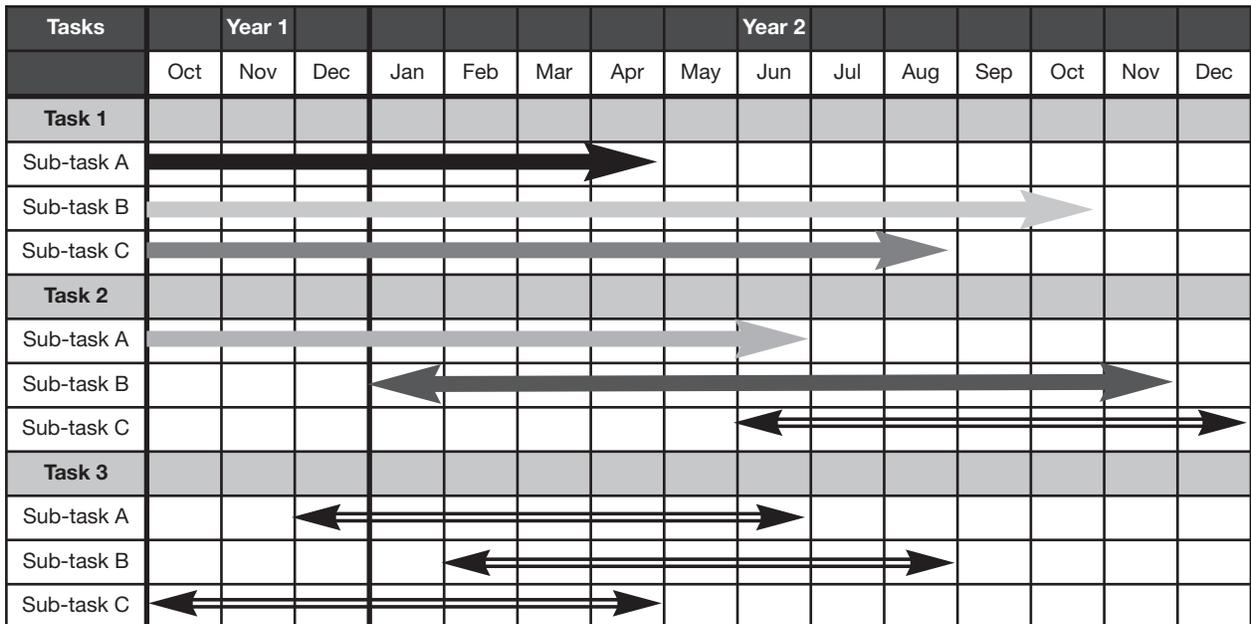7. Estimate the annual service delivery output of the new space.

Project Viability

1. Include a business plan demonstrating long-term sustainability of the project. Please include five-year income and expense projections.

2. Indicate how many Lions clubs will be involved in the project and describe their roles:

    a. Project management committee
    b. Fundraising, promotion/publicity and advocacy efforts
    c. Volunteer responsibilities
    d. Other

3. Describe how the project will be identified and how the SightFirst, Lions and LCIF brands will be used in conjunction with the project.

4. Identify and describe the involvement of other partners associated with the project.

5. If this institution/program has previously received SightFirst or LCIF funding, please describe how the proposed project will build upon that support and provide photos of completed work.

Project Timeline

Please create a chart similar to the example below to illustrate the anticipated duration of each project task/activity.

Tasks	Year 1								Year 2						
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1															
Sub-task A															
Sub-task B															
Sub-task C															
Task 2															
Sub-task A															
Sub-task B															
Sub-task C															
Task 3															
Sub-task A															
Sub-task B															
Sub-task C															

Project Budget

Please create a project budget formatted like the example below. Please add additional categories and years as needed.

Project Expenses	Year 1				Year 2			TOTAL:
	Partner 1	Partner 2	SightFirst		Partner 1	Partner 2	SightFirst	
Infrastructure								
Equipment								
Renovation								
Service Delivery								
Consumables								
Personnel								
Transportation								
HR Training								
Eye Health Education								
Monitoring & Evaluation								
Other								
TOTAL:								

Supporting Materials

Please include the following materials, as applicable:

- Memorandum of Understanding (MOU) or letters of support from project partners, local government and professional medical societies

- Blueprints of proposed expansion/renovation activities and existing facility(s)

- Audited financials or annual reports from the project site facility(s)

- Photographs of the inside and outside of the project site facility(s)

- Maps of the facility(s) coverage area and/or project area

- Copy of the government approved national/regional blindness prevention plan, if available

- If the project will engage or benefit a Lions institution, please provide proof of its legal authorization for use of Lions/LCIF trademarks

Project Leadership & Management

During project development, a project committee should be created to assist and support programmatic, financial and follow-up responsibilities for the life of the project. The committee should be led by local Lions and include other volunteers with expertise in project management, fiscal management, publicity, advocacy and eye care.

The project chairperson and grant administrator, positions nominated by the (multiple) district in consultation with the project committee and later confirmed by the SightFirst Advisory Committee (SAC), serve as co-chairs of the committee. They retain these positions for the duration of the project, even if activity extends beyond the term of the Lions (multiple) district leadership responsible for the original endorsement. Once approved by the SAC, these positions cannot be reassigned without approval from LCIF.

The project chairperson is responsible for day-to-day project management and collaboration with project partners. The grant administrator is responsible for requesting, receiving, disbursing and accounting for grant funds. Both volunteers work as a team to visit the project regularly, monitor its progress in collaboration with the regional SightFirst technical advisor and prepare reports for LCIF.

Please submit three candidates each, in order of preference, for the positions of project chairperson and grant administrator. Please include name, Lions' title, address, phone, fax and e-mail address for each candidate.

Endorsements

The grant application should be reviewed and endorsed by the multiple district council chairperson, district governor, multiple district SightFirst chairperson (or equivalent) and regional SightFirst technical advisor. (In instances where the SightFirst chairperson position does not exist, please contact LCIF for recommendations.) Signed letters of endorsement should be attached.

By endorsing the application, these individuals agree that, to the best of their knowledge, the information included is accurate and the need exists as indicated.

SAVING SIGHT
PREVENTING BLINDNESS

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