



Lions Clubs International
FOUNDATION

LIONS CLUBS INTERNATIONAL FOUNDATION

DIABETES GRANT APPLICATION



FUNDING PRIORITIES

Diabetes grants fund large-scale diabetes projects to improve the public health of a community and provide equitable access to services. Projects that serve high-risk, under-served and marginalized populations are encouraged. Lions should partner with local diabetes organizations or medical facilities to plan and implement projects.



GUIDELINES

Diabetes Grants may be requested for up to US\$150,000 for single or sub-districts and US\$250,000 for multiple districts. The minimum amount that may be requested is US\$10,000. Local matching funds are required, and applicants can apply for up to 75 percent of the total project budget. Projects should take place within the applicant district or multiple district. Applications for activities in another country or district are not eligible. Projects have a timeline of two years for completion.

FOCUS AREAS

The Diabetes Grant only funds projects that fall into the four primary focus areas, which are outlined below.

Diabetes Camps

Definition: Organized community groups and activities designed to encourage interaction and education among peers in a positive, medically safe environment. Projects should enhance or expand the quality of overnight camps, day camps, retreats or symposiums that promote diabetes self-management and education.

Goals: To promote diabetes self-management and health education including: self-care, peer interaction and learning, medication administration, nutrition, physical activity, positive lifestyle and behavior changes and wellness.

Eligible expenses: General operating expenses for running camps or retreats (medical personnel per diem, programmatic expenses and consumables), facility upgrades and renovations to existing camps to expand programs and services.

Ineligible expenses: Individual sponsorships/scholarships, cost of participant travel to camp, cost of staff travel to camp, new construction and camp establishment, ongoing annual requests for the diabetes camps.

Screening Activities with Comprehensive Follow-up Care Plans

Definition: Community diabetes screening and awareness activities organized in partnership with healthcare professionals. Projects should increase awareness of diabetes and its complications for underserved individuals and communities by providing access to diabetes screening. A locally appropriate risk assessment must be utilized and referral networks must be in place to ensure participants have access to follow-up care.

Goals: Significantly increase the number of individuals and communities in underserved areas that are aware of diabetes and its complications, and the number of known and previously unknown persons with diabetes who gain access to comprehensive management and control services.

Eligible expenses: Logistical expenses, medical personnel or counselor per diem, facility rental and diabetes screening equipment and consumables

Ineligible expenses: Medical equipment that is not related to diabetes screening activities, individual costs/subsidies/reimbursements including insulin and other medications, glucometers, and continuous glucose monitoring devices and payment for follow-up care.

Infrastructure Development and Equipment Acquisition

Definition: Increase access to high-quality health facilities that provide diabetes services through infrastructure development, expansion and equipment acquisition for existing facilities. Projects should expand the quality and quantity of diabetes-related services provided to underserved populations.

Goals: Improve access to quality diabetes and diabetes-related services. Improve the sustainability of diabetes service-oriented health institutions.

Eligible expenses: Renovation of existing diabetes clinics or medical facilities, purchase of medical equipment used for diabetes diagnosis and care.

Ineligible expenses: Construction or establishment of new medical facilities, operating expenses (such as staff salaries, rent or purchase of land), non-diabetes specific equipment (such as equipment for research, dialysis or treatment of diabetic eye disease), gyms, exercise equipment and general recreational facilities.

Human Resource Training and Capacity Building

Definition: Training and capacity building to establish or expand professional-level medical expertise and community-level diabetes education. Projects should increase health personnel competencies in order to better provide diabetes prevention and management services. Projects may also train Lions as community diabetes educators who can promote diabetes prevention and management. Trainings should be provided by an accredited or recognized organization and should be organized using local resources, when possible.

Goals: Increase knowledge in diabetes-related subject matter to learn and communicate new approaches for engaging individuals (and communities), to increase competencies and to promote diabetes prevention and management.

Eligible expenses: Tuition/course fees, stipends and other expenses associated with medically supervised or credentialed training programs.

Ineligible expenses: Salaries of the newly trained professionals, training in another country, travel costs for international experts when appropriate local training exists, travel to general conferences, workshops and meetings.

Please note the following that applies to all projects:

- Activities for public awareness, education initiatives and support groups may be considered if incorporated into one of the four aforementioned focus areas. These activities are not eligible as stand-alone requests. Promotional materials for projects should be modest in cost and quantity and will be evaluated on a case-by-case basis.
- Projects to support scientific or clinical research are not eligible.
- Projects more appropriately funded by government or other institutions are not eligible.

DIABETES GRANT CRITERIA

1. Projects should serve many people, and ideally entire communities, to maximize the charitable impact of LCIF funding. Additionally, priority is given to projects serving the under resourced sectors of society and demonstrating financial need. Grants are not intended to fund individual assistance for project beneficiaries.
2. Grants are considered for projects exceeding the financial resources and fundraising capabilities of the applicant Lions multiple district, district and participating clubs. There must be at least two clubs involved in the financial support and implementation of the project. Financial involvement from a district or multiple district is considered representative of all its respective clubs.
3. In addition to Lions' involvement and identity with the project, the applicant Lions district or multiple district and participating clubs must make a significant financial commitment to the project. While the clubs involved may not contribute equal amounts in local matching funding, the amounts should be comparable to demonstrate that the project is not primarily funded by a single club. At least half of the local matching funds must be secured and/or raised by the Lions submitting the grant application. (Note: projects with the financial support of only one Lions club are not eligible.)
4. Grants shall not be made on a continuing basis to any single project.* Projects or institutions receiving a diabetes grant must wait one year after submission of the final grant report before applying for a new grant, provided that the previous grant for the same project has met its objectives.

*An exception to this requirement is a large-scale project that involves several districts. In these cases, each participating district may submit a grant application for separate and distinct elements of the overall project. These multiple requests will be considered on a case-by-case basis where a maximum of three diabetes grant applications may be considered for a single beneficiary project at any one time. Each applicant should demonstrate a significant and historical relationship with the beneficiary project.

5. Diabetes Grants are not available for projects more appropriately addressed through other LCIF grant programs. Information on other foundation grant programs is available at www.lcif.org or by contacting LCIF.
6. Grant proposals may be submitted by any Lions district (single, sub or multiple). Applications submitted by single or sub-districts must be signed by the current district governor and be certified via resolution by the district cabinet. Multiple district applications shall be signed by the council chairperson and certified via resolution by the council of governors. The appropriate cabinet or council meeting minutes at which the application was certified must be submitted.
7. The maximum grant amount that may be requested is US\$150,000 for a single district and US\$250,000 for a multiple district. The minimum grant amount that can be requested is US\$10,000. If approved, the grant funds shall not be disbursed until the required matching funds are collected locally, per the approved project budget.
8. Grants may only be requested up to 75 percent of the project budget for all countries. (NOTE: Maximum grant request is limited to US\$150,000 for a district and US\$250,000 for a multiple district).
9. The LCIF Board of Trustees meets three times annually. These meetings are held in August, January and May. The deadlines to apply are February 1, May 1 and October 1. Grant applications must be received at LCIF in completed form at least 90 days before an LCIF Board of Trustees meeting in order for possible consideration at that meeting. Since additional information is frequently requested, it is recommended that applications be submitted well in advance of the application deadline. NOTE: Applications that are incomplete or require additional time for clarification of details may be held over for review at a later board meeting.

10. Projects should foster activities and programs that are supportive of international and/or national diabetes goals. 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.
11. Funding for operating expenses may be included as a part of the project budget and grant request, but only when such funds would be used to initiate or significantly expand services. The applicant must demonstrate how such operating expenses will be sustained once LCIF grant funds are expended. Any proposed operating expenses should be a modest portion of the overall grant project budget.
12. Grant applications should include signed letters of support from all project collaborating partners. The letter(s) shall explain the role of the collaborating partner in relation to the proposed project and clearly state the nature of their support (resources, personnel, cash, in-kind, etc.).
13. Only one LCIF Diabetes Grant can be open and active per district or multiple district at any given time. For districts that include several countries, the limit is one grant per country.

1. 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.
2. 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.
3. LCIF grants are intended for projects in early developmental (planning) stages. The project that LCIF is being asked to fund should not have commenced. This applies to equipment that is either partially secured or otherwise acquired on loan, through financing or by deposits made prior to LCIF rendering a decision. Additionally, completed projects are not eligible for funding, nor shall grants be used to repay loans, establish financial reserves or reimburse project expenditures made prior to grant approval. Projects requesting funding as a reimbursement are not eligible.
4. Grant applications submitted to LCIF must identify a single organization, entity, program or group as the beneficiary of the grant project. Applications for projects that propose support for multiple beneficiary organizations are not eligible.
5. Applications from a district or multiple district seeking to implement a project outside of the applicant district/ country will be considered on a case-by-case basis. If a grant project is to take place in a country outside the applicant's district, the project shall have the endorsement, and preferably, the active involvement of the local Lions district. In countries where there are clubs but no district structure, the local clubs closest to the project need to endorse the project. In all cases, detailed information on the role of local Lions in the project should be provided to LCIF. In countries where no clubs exist at present, the applicant Lions district must be able to demonstrate the ability to properly oversee, evaluate and report on the project. Grant applications from undistricted areas will be considered on a case-by-case basis and in accordance with LCI structures.
6. Grant applicants must submit their project proposals using the applicable grant application form, completing the application form in its entirety. The project budget must clearly itemize all project income sources and expense items; project income must equal expenses. Incomplete applications or proposals submitted in other formats will be ineligible.
7. Applicants failing to answer correspondence from LCIF on their application within 120 days will result in their application being subject to withdrawal. Resubmission may be required.
8. Applications previously withdrawn or rejected may be resubmitted only if they have been revised to address the reasons for denial/withdrawal.
9. The local matching funds may only be in the form of cash contributions. In-kind donations, whether land, labor or materials, will strengthen the proposal and should be highlighted in the project write-up, but such in-kind support 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.

10. If applicable, a minimum of one-half of the required local matching funds for a grant application shall be confirmed as collected prior to the application moving forward for consideration by the LCIF Board of Trustees or other approving body. A recent bank statement must be provided to confirm the status of the funds as collected. Grant programs which have their own specific guidelines for the collection of local matching funds prior to consideration of approval will follow those guidelines.
11. Applicants have six months from the date of approval to collect and secure their local matching funding.
Note: LCIF does not release grant funds until the local matching funding is collected and readily available for the implementation of the project. Approved grant-funded projects shall be implemented in a reason-able timeframe and completed within two years from the date of the grant approval. Extensions may be considered on a case-by-case basis. After sufficient consultation with the applicant, LCIF retains the authority to rescind grants that are either not initiated or not making sufficient progress within this two-year timeframe. Any disbursed funds that are not adequately documented shall be returned to LCIF if the grant is rescinded.
12. Approved grants are made payable to the appropriate Lions grantee entity as indicated in the grant agreement (club, district, multiple district). 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. In the case of club level grants, the club president 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 disburse funds to the project and account for the LCIF grant funding. 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 council. LCIF reserves the rights to replace grant administrators and project chairperson as necessary. The selection of grant administrators and project chairpersons from districts comprising more than one country and undistricted areas will be on a case-by-case basis.
13. Neither Lions clubs members nor their families shall receive individual or professional benefit as a result of an LCIF grant or have proprietary interest in projects receiving LCIF assistance. Considering LCIF's accountability to its donors and the public, the grantee must take all reasonable steps to ensure that the grant administrator, project chairperson and any other individuals with signing authority to allow for disbursement of the grant do not have personal, financial or professional interests that could conflict with, or appear to conflict with, the application or implementation of this grant. If there is or appears to be a conflict of interest, it must be disclosed to LCIF immediately.
14. The grantee shall recognize Lions International with support from its foundation, Lions Clubs International Foundation (LCIF), for its role in this project. For physical projects, a plaque or signage bearing the inscription, "This project made possible through the cooperation of Lions International and its foundation, Lions Clubs International Foundation" should be prominently displayed. All promotional materials must likewise acknowledge Lions International and LCIF's involvement with this project. Confirmation acknowledging Lions International and LCIF's involvement with the project must be included with your final report. Copies of any publicity received as a result of this grant should be submitted to LCIF as part of the record of grant activities.

15. Grantees are responsible for submission of a thorough report detailing project results and the exact use of LCIF funds upon completion of the project (report forms are issued with grant award letters). Grantees failing to submit such a report for a completed project will not be eligible to receive any additional grants.
16. Fluctuations in exchange rates or changes in project expenses that impact a grantee are beyond LCIF's control. LCIF assumes no obligation to provide other or additional support to a grantee.
17. LCIF claims no ownership of and disclaims any liability for any property or equipment that may be funded by an LCIF grant. In the event there is a desire to transfer or sell any property or equipment funded by an LCIF grant, the grantee shall inform LCIF and consult with LCIF staff regarding the intended beneficiaries of such transfer or sale. Unless otherwise specifically approved in writing by LCIF, any property or equipment funded by an LCIF grant shall be transferred or sold only to an appropriate charitable entity that will continue to utilize such property or equipment only for charitable purposes in the respective community in accordance with the intent and provisions of the original grant agreement and policies of LCIF. Additionally, any funds derived from transfer or sale of such property or equipment shall be utilized only for charitable purposes in the respective community and shall not result in any private inurement or personal benefit to any individual or non-charitable entity.
18. Grant applications requesting support for health care facilities shall only be considered for non-profit or public institutions with a demonstrated commitment to serving the poor and uninsured.
19. For grant programs that fund vehicle purchases, grant applicants should request assistance with no more than one vehicle per grant application. Grant applications asking assistance for the purchase of more than one vehicle will undergo additional scrutiny in the review process and justification of multiple vehicles will need to be provided. Furthermore, LCIF prefers applications where the vehicle purchase is not the sole major project expense, while acknowledging that in some well-designed projects, it will be the sole major project expense.

FREQUENTLY ASKED QUESTIONS

1. Who can apply for LCIF Diabetes Grants?

Lions districts and multiple districts can apply for Diabetes Grants. Individual clubs may not apply.

2. Would a project that has started or is completed qualify for funding consideration?

Diabetes Grants are only available for projects in the planning stages that have not begun in any way. Grants are not provided on a reimbursement basis. Significant project expense payments should not be made prior to the Board of Trustees rendering a decision. When submitting grant applications, it is important to consider the project start and completion dates, as well as the timing of the three annual LCIF Board of Trustees meetings where decisions are made on Diabetes Grant applications.

3. What is a pro-forma invoice?

A pro-forma invoice is a documented cost estimate or quotation that must be acquired from the manufacturer or vendor from whom the equipment will be purchased or from the construction company that will perform the work. This documentation is required in the submission of the application.

4. Are local matching funds in the form of cash required by a grant applicant?

Yes. While other types of donations such as in-kind donations are appreciated, they are not admissible toward the local Lions match. Additionally, Lions' volunteer time with the project may not be converted to a cash value. The local match must be new funds specifically raised for the project that LCIF is being asked to fund.

5. Is the construction of new diabetes facilities eligible?

No. Eligible projects should focus on expanding existing facilities.

6. Is a project focused on education and awareness eligible?

Education and awareness of diabetes are important. These activities may be a component of a larger project for diabetes camps, screening activities and follow-up care, infrastructure development and equipment acquisition or human resource training and capacity building.

7. What are the application deadlines?

Applications may be considered at the LCIF Board of Trustees meetings in August, January and May. Applications must be received by LCIF no less than 90 days before the board meeting date. Deadlines to apply are February 1, May 1 and October 1. It is recommended that applications be submitted well in advance of the application deadline. Applications that are incomplete or require additional time for clarification of details may be held over for review at a later board meeting.

8. What is the process once the application is submitted to LCIF?

LCIF will acknowledge receipt by email or letter. This communication from LCIF will confirm the receipt date, identify the LCIF staff person who will provide the preliminary review (to determine eligibility) and provide a tracking number for the application. LCIF staff will contact the district or multiple district with any questions to clarify the goals and objectives of the project. There could be a few questions or many, as LCIF works to determine the eligibility of the application and project.

In some cases, Lions may be asked to revise the proposal to more closely meet the grant criteria. Lions may be given a deadline by which to respond. Only applications that are complete and eligible will have an opportunity to move forward for review by the LCIF Board of Trustees.

DIABETES GRANT APPLICATION

Please review the Diabetes Grant criteria and regulations before completing this application. All information requested below must be provided to LCIF to determine eligibility for funding consideration. Please answer all questions, as incomplete applications impact the review process. LCIF reserves the right to request additional pertinent information as needed.

General Information

Date: _____

Project title: _____

Project location: _____

Amount of funds requested from LCIF in US\$: _____

Lions district or multiple district submitting the proposal: _____

PROJECT DESCRIPTION, GOALS AND OBJECTIVES:

1. Problem identification and justifications for the project. Explain the following:
 - a. Explain the prevalence of diabetes in the project area.
 - b. Please describe how diabetes is treated in your area. Please describe the current availability of public and private diabetes care services in the project area. How do patients typically pay for diabetes care services?
 - c. What are the detailed reasons and justifications for the project? What will the project accomplish/change?
 - d. Describe the goals and objectives to be achieved. List specific quantitative project outputs.
 - e. Provide the estimated number of people who will benefit from this project on an annual basis. How was this calculated?
2. Project strategy and plan of action. Provide the following information:
 - a. Provide a detailed plan for this project, indicating how the objective will be reached.
 - b. Include a project timetable for implementation and completion including key milestones.
3. Projects should be implemented in coordination or collaboration with diabetes associations, medical professionals, ministry of health or other nonprofit organizations. Please provide additional information about project partners and stakeholders.
 - a. Provide a brief history of each partner, including the number of individuals with diabetes served on an annual basis.
 - b. Please describe the services that are currently provided by the facility.
 - c. Describe each partner's roles and responsibilities in implementing and sustaining the project.
 - d. Include letters from each partner organization endorsing the project and noting their roles and involvement.
4. Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance and administrative expenses.
5. What will the role of Lions be in project management, fundraising, promotion, advocacy and project implementation? Include information on number of clubs involved, including their responsibilities.

6. Please describe plans for identifying the project as having been made possible by LCIF. Please note that any publicity materials and media regarding the project should acknowledge the support and involvement of both LCIF and Lions.
7. Key metrics should be captured throughout the project. The metrics will vary by project focus area. Please describe plans for collecting data for the metrics below.

Diabetes Camps	Screening Activities with Comprehensive Follow-up Care Plans	Infrastructure Development and Equipment Acquisition	Human Resource Training and Capacity Building
Number of: <ul style="list-style-type: none"> • Camp sessions • Camp attendees • Family members benefitted • Retreat or symposium attendees 	Number of: <ul style="list-style-type: none"> • Individuals screened with risk assessment • Individuals tested with A1C or blood glucose test • Individuals referred for follow-up care 	Number of: <ul style="list-style-type: none"> • Diabetes care or education facilities renovated, expanded or equipped • Individuals benefitted by the infrastructure improvements 	Number of: <ul style="list-style-type: none"> • Individuals trained as diabetes educators • Physicians or nurses trained or re-trained • Other health personnel trained or re-trained

PROJECT SPECIFIC INFORMATION

The following supplemental questions ask applicants to provide more detail, explanation and analysis on specific project activities. Applicants are **required** to answer the questions from **each** focus area targeted by their project.

A. Diabetes Camps

- Please provide camp location and description. Include the history of providing diabetes camps and services.
What is the staff to camper attendee ratio?
- Demographics of attendees (age, Type 1 diabetes, Type 2 diabetes).
- How long is the camp? Will the camp be overnight or a day camp experience? How many hours/days will programming be offered?
- List of health personnel available to assist with camp supervision and/or implementation.
- Provide an example of the camp curriculum. Include daily topics covered and camp activities.
- Explain how camper medical data will be captured and followed during camp (i.e. paper-based, electronic).
- Explain post-camp services and follow-up plans, including assessments and surveys.

B. Screening Activities with Comprehensive Follow-up Care Plans

- Please specify how many screening activities are planned and the estimated number of people to be screened.
- Explain how attendees will be identified or recruited.
- Provide a detailed plan of the protocol to be followed for the screening events and follow-up care. You must ensure that people screened and found to have prediabetes or diabetes, or are otherwise at risk, have access to appropriate follow-up care.
 - Which diabetes risk assessment will be used at the screening events? Include a copy of the risk assessment with your application.

- ii. Of those screened, what percentage of individuals do you anticipate to be identified as at risk for diabetes? This should be based on local prevalence of diabetes in the area.
 - iii. How you will encourage individuals to attend follow-up appointments or services?
 - iv. What medical institution(s) will provide the follow-up care and how that care will be funded?
- d. Describe the roles, responsibilities and qualifications of the medical partners involved in the screening. Highlight particular experience in the screening, prevention, management and/or control of diabetes.
- e. Medical partners who commit to supporting screening activities or follow-up care should have their commitment documented via a Memorandum of Understanding (or similar document) with the Lions who are implementing the screening program.

C. Infrastructure Development and Equipment Acquisition

- a. Describe the existing diabetes services at the beneficiary facility, including the number and type of staff and the frequency and types of services available. Explain how the renovations and/or equipment will increase the quality or quantity of services provided.
- b. Provide copies of facility blueprints for any proposed facility renovations/expansions. Include a narrative justification for the proposed facility enhancements.
- c. Provide a current equipment list (including the age/status of the equipment) and a requested equipment list. Include a narrative explanation for the need of the requested equipment and a price quote or pro forma invoice for the requested equipment.
- d. Specify how this equipment is essential for the screening, diagnosis or management of diabetes and its co-morbidities. Please note that the LCIF Diabetes Program will not fund redundant equipment needs, equipment for research related questions or equipment that is not specific to diabetes and/or applicable to the general patient population.

D. Human Resource Training and Capacity Building

- a. Please explain what type of specialized education, training, certification or accreditation is planned:
 - a. Who will receive the training or certification?
 - b. Detail the need for this specialized education or training as it applies to the broader community needs and this overall project. How will the training have a long-term impact on diabetes care in the community, beyond the lifetime of the grant?
 - c. Outline the training program specifics. If multiple training types are planned, be sure to answer the questions for each training type.
 - i. Describe the education plan or training content.
 - ii. Specify the competencies and skills to be achieved through the training. Explain how learning will be measured or assessed.
 - iii. Identify the frequency and duration of the training (i.e. number of hours, days, months).
- b. Provide information on the program or organization that will provide the training. Trainings should be provided by an accredited or recognized organization or entity with a focus on diabetes-related care or an associated sub-specialty.

PROJECT BUDGET

1. Please provide a brief narrative for each project expense.
2. Include an itemized budget, using the template below, which covers anticipated income and expenses for the entire project. Income must equal expenses.
 - In the income section, list all funding sources separately and specify the amount that each is contributing. Please note that a minimum financial involvement of two clubs should be demonstrated.
 - Indicate the status of each income source as collected, pledged and/or anticipated. Collected funds should be documented with a bank statement(s) and pledged funds should be documented with letters from respective donors. Remember that one half of the local matching funds should be collected and verified at the time the application is submitted.
 - In the expense section, list and itemize all expense items. Please provide pro-forma invoices with items to be purchased.

Currency Type:_____

Exchange rate to US dollars:_____

Income				Expenses			
Source	Amount	Status	Notes	Expense Description		Amount	Explanation of Expense
Lions				1			
				2			
Partners				3			
				4			
LCIF		Anticipated		5			
				6			
Total	\$0.00				Total	\$0.00	

KEY CONTACTS

Provide contact information for all Lions and non-Lions who are involved in this project including their name, title and email address.

APPLICATION ENDORSEMENT

- 1. Cabinet or council certification must be included with every grant application. Please submit a copy of the cabinet (single or sub-district) or council (multiple district) meeting minutes at which the application was certified.
- 2. For single and sub-districts, only the **district governor** must sign the application.
- 3. For multiple districts, only the **council chairperson** must sign the application.

DISTRICT GOVERNOR’S ENDORSEMENT (SINGLE AND SUB-DISTRICT LEVEL GRANT APPLICATIONS)

This is to certify that I have reviewed the LCIF 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 as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation.

District Governor Name	District Number
Address	
Telephone	Fax
Email	
Signature	Date

COUNCIL CHAIRPERSON ENDORSEMENT (MULTIPLE DISTRICT LEVEL GRANT APPLICATIONS)

This is to certify that I have reviewed the LCIF 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 as administrator of any funds granted to assure their proper and efficient use, proper accounting and regular reporting to Lions Clubs International Foundation.

Council Chairperson Name	Multiple District Number
Address	
Telephone	Fax
Email	
Signature	Date

APPLICATION CHECKLIST

Before submitting your Diabetes Grant application, please take a moment to review this checklist to ensure that your application is complete and ready to be sent to LCIF.

- ✓ All questions have been answered in detail.
- ✓ Meeting minutes of the district cabinet (for district-level applications) or multiple district council meeting (for multiple district level applications) are included.
- ✓ Signature endorsement of the current district governor (for district level applications) or the current multiple district council chairperson (for multiple district level applications) is included.
- ✓ Required supporting documentation is included:
 - Equipment brochures, pro-forma invoices and supplier price quotations for all items to be purchased for equipment projects.
 - Memorandum of Understanding or letter from partner organization outlining roles in the project.
 - Bank statement(s) verifying local matching fund collection. At least half of the local matching funds should be collected and verified at the time the application is submitted.
- ✓ You have maintained a copy of the entire application for your records, prior to submission to LCIF.

APPLICATION SUBMISSION

Applications must be submitted directly to the LCIF Global Grants Division. Applications submitted through other departments may cause the application to be received after the application deadline date and will delay the review process. If you do not receive response in two weeks, please follow-up to ensure the application was received.

The completed application and required supporting documentation may be submitted to LCIF in hard copy or electronic copy. However, electronic submissions are preferred. Please only send one copy. If sending by regular mail, please send via a reliable courier service (i.e. DHL, FedEx, other). This ensures that the document can be traced if lost in transit.

Lions Clubs International Foundation | Global Grants Division | 300 W. 22nd Street | Oak Brook, IL 60532-8842

Constitutional Area I (United States) – **USAGlobalGrants@lionsclubs.org**

Constitutional Area II (Canada) – **CANADAGlobalGrants@lionsclubs.org**

Constitutional Area III (Latin America and the Caribbean) – **LATAMGlobalGrants@lionsclubs.org**

Constitutional Area IV (Europe) – **EUROPEGlobalGrants@lionsclubs.org**

Constitutional Area V (Orient and Southeast Asia) – **OSEALGlobalGrants@lionsclubs.org**

Constitutional Area VI (India, South Asia, and the Middle East) – **ISAMEGlobalGrants@lionsclubs.org**

Constitutional Area VII (Australia, New Zealand, and Indonesia) – **ANZIGlobalGrants@lionsclubs.org**

Constitutional Area VIII (Africa) – **AFRICAGlobalGrants@lionsclubs.org**