

Capacity Building and Service Delivery

16. Please provide the following information related to project impact and service delivery.

Capacity Building

Infrastructure: Specify if this is a new construction or a renovation of an existing facility.

Equipment: List the quantity and type of equipment provided whether diagnostic, surgical, rehabilitative, assistive technology, or other.

Workforce Training: If the project involved workforce training for Ophthalmologists, Optometrists, nurses, technicians, and other professionals, please provide data on the following:

- Type of trainings
- Number of trainings
- Number of professionals trained
- Type of certifications received
- Number of trained personnel who remain in the facility/region and continue providing services

Consumables: Type and quantity of consumables provided (i.e., sutures, needles, surgical knives and blades, test strips, eye drops, etc.)

- Exact amount (USD) spent on consumables
- Explain how costs for consumables will be funded in the future

Service Delivery

Eye Health Outreach

- Number of eye health or community outreach events organized
- Number of beneficiaries reached through outreach activities
- Number of beneficiaries referred for follow-up care and/or received care plans

Screenings and Surgeries

- Number of screenings or diagnostic services performed
- Number and type of surgeries performed, or treatments provided
- Number of outpatient consultations
- Types of eye conditions diagnosed (i.e., cataracts, diabetic retinopathy, glaucoma, astigmatism, presbyopia, visual impairment, low vision, macular degeneration, or other)
- Number of eyeglasses prescribed or provided

Services for the Blind and the Visually Impaired

- Number of people assessed for low vision
- Number of people receiving low vision services or training
- Number of people equipped with low vision devices or assistive technology (i.e., magnifiers, glasses, screen readers, braille keyboards, or other)

Eye Banks

- Number of viable tissues collected
- Number of sight-restoring transplants

Guide Dog Training Facilities and Programs

- Number of guide dogs trained
- Number of guide dog - handler teams created

17. Please share any other project metrics related to the project implementation or outcomes. Please note that LCIF technical advisors may contact you with additional questions regarding project implementation, outputs and outcomes.

Financial Details

A completed and accurate record of funds received, and expenses incurred must be reported. Follow the budget format below in reporting this information.

Be sure to submit the following documentation to LCIF with this report. Scanned copies of these documents should be presented in an organized format.

- Original paid invoices, receipts and supporting documentation for all costs incurred, including equipment purchased, construction work, training, and consumables paid for with the funds, per the approved budget.
- Copies of **original** bank statements for the project bank account, showing interest if applicable.
- Any unused LCIF grant funds and interests accrued on those funds should be returned to LCIF.

Income Sources	Amount	Project Expenses	Amount	Vendor Name	Receipt Number
Lions		Equipment			1
Other		Construction/Renovation			2
		Workforce Training			3
LCIF Grant		Consumable Supplies			4
Total:		Total:			

LCIF Identification and Project Publicity

Provide photographs of the completed project showing grant funded activity, including equipment, infrastructure (interior and exterior views), workforce training and consumables purchased with the grant funds. Include copies of any media publicity Lions received promoting this project in the community.

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 report and approved the submission to LCIF.

The grantee should retain a copy of the entire report, and all documents sent to LCIF. Please note that the electronic submission of the report is the preferred method.

Grant Administrator Signature	Email	Date
Current District Governor's signature (district-level projects)	Email	Date
Current Council Chairperson's signature (multiple district-level projects)	Email	Date

Please send the final report and the required documentation to the email address corresponding to your constitutional area as follows:

- 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