

# SightFirst

## Grant Criteria and Regulations

Mission Statement SightFirst—The Lions Clubs International Foundation’s SightFirst program funds the efforts of Lions, nongovernmental organizations, government agencies and others to fight the major causes of preventable and reversible blindness through the support of eye health care delivery systems, training and infrastructure development.

1. Grants shall be considered for projects that:
  - a. result in a measurable reduction in the number of people with reversible blindness or the number of people who are at risk of becoming blind.
  - b. respond to major causes of blindness and crucial unmet needs at national or regional levels.
  - c. utilize existing professional expertise and resources whenever possible and develop professional expertise and resources, where necessary, to attain the objectives of the project.
  - d. employ cost-effective strategies using technology appropriate to local conditions.
  - e. serve many people who would otherwise not be served.
2. SightFirst projects shall not support predominantly pure scientific research.
3. Local Lions should be personally and actively involved in the project. Whenever appropriate, Lions' volunteer resources shall be utilized in support of project objectives. Where possible, the Lions name should be used in conjunction with the project, and request for authorization to use Lions name must be submitted, if necessary.
4. The project must reasonably ensure continued financial support after involvement by LCIF is concluded.
5. The project must have the acceptance, cooperation and support of the appropriate levels of government and be coordinated within the framework of a national blindness prevention strategy.
6. SightFirst grant funds are intended for projects in the developmental stages and are not intended to repay loans or to establish reserve funds.
7. The SightFirst Technical Advisor assigned to the region will assist the local Lions in developing a project that meets SightFirst project criteria. All SightFirst project proposals must be approved and signed by the SightFirst Technical Advisor.
8. Requests for funds must be submitted on a SightFirst Grant Application Form for review by the SightFirst Advisory Committee. The project budget should clearly detail all project income and expense including allocations by item and detail. It should show all sources of income and expense, both received and projected. Application forms must be received in the LCIF SightFirst office, in completed form, at least 60 days before a scheduled meeting of the SightFirst Advisory Committee in order to be placed on the agenda for consideration by the committee.

9. Grant proposals may originate from any district (single, sub or multiple). Applications must have the endorsement of the single or sub-district cabinet or the council of governors as evidenced by the submission of the minutes of the meeting at which the application was certified.

A SightFirst Project Committee shall be formed for the duration of the grant to assist with programmatic, fiscal and follow-up responsibilities. Said committee will be composed of the immediate past district governor, the current district governor and the vice governor. For multiple district projects, a comparable committee shall be formed consisting of the immediate past council chairman, current council chairman and the incoming council chairman or (if the incoming council chairman is not named) one other official in accordance with the particular multiple district's constitution and bylaws.

In the case of a project continuing beyond the fiscal year in which said committee has been formed, the committee shall change so that the three members are the immediate past district governor, district governor and vice governor for the new fiscal year, with comparable changes in the case of multiple district projects. This same procedure shall be followed each succeeding year until completion of the project.

A grant application originating from a single district must be endorsed with the signature of the district governor. A grant application originating from a sub-district must be endorsed with the signatures of the district governor, multiple district council chairman, and multiple district SightFirst chairman.

When a grant application originates from a multiple district, it must be endorsed with the signatures of the multiple district council chairman and the multiple district SightFirst chairman.

The SightFirst Project Committee shall submit three names in order of the Lions' preference for the position of project chairman with biographical material, including background and experience of each one, to the LCIF office. This shall be included with the SightFirst grant application. The person selected may be a past international officer or a past multiple district or district officer of Lions Clubs International, although this is not a mandatory prerequisite. These biographies shall be reviewed by the LCIF office, and final selection of the project chairman shall be made by the LCIF chairman with the concurrence of the SightFirst Advisory Committee.

10. Grants shall be made payable to the Lions district (single, sub or multiple) and shall be administered by a grant administrator. The SightFirst Project Committee shall submit three names in order of the Lions' preference, as well as biographical material, including background and experience in fiscal management on each one, to the LCIF office. This should be included with the SightFirst grant application. These biographies shall be reviewed by the LCIF office, and final selection shall be made by the LCIF chairman with concurrence of the SightFirst Advisory Committee.

The project chairman, grant administrator and SightFirst project committee shall work together to assure the execution of the granted project. They shall open a bank account requiring two signatures of project committee members, one of which must be the grant administrator, for disbursement of funds.

The project chairman and the grant administrator, when selected by the LCIF chairman, shall be requested to sign a copy of the grant agreement.

11. The roles of the grant administrator and project chairman regarding progress of the approved project plan shall be reviewed annually by LCIF, who retains the right to replace either position if such action is in the best interests of the project.
12. Projects shall carry a definite identification as having been made possible through LCIF and SightFirst.
13. Projects will not be considered in which Lions and/or their families receive preferential professional benefits or have proprietary interest.
14. Grant recipients are responsible for the submission of regular progress reports and a final report upon project completion. Appropriate forms will be provided to the grant administrator. The report form will request details concerning the results of the project and in particular, information concerning the exact use of funds made available through LCIF. Where feasible, the report should include photo-graphs, newspaper clippings and other documentation of work completed. A district failing to submit a final report will not be eligible to receive additional grants. For projects sustainable over a period of time, the grant administrator must submit progress reports on output for three years after LCIF funding ceases.

# SightFirst Grant Application

## Instructions:

- Please read SightFirst Grant Criteria and Regulations before completing application.
- Complete this form. Please type or print in ink.
- Use separate page(s) for detailed explanations, referencing paragraph number.
- Submit application to the SightFirst Department at least 60 days before a scheduled SightFirst Advisory Committee meeting.
- Send completed grant application, including approval signatures and supporting documentation to:

Lion Clubs International Foundation  
SightFirst Department  
300 22nd Street  
Oak Brook, Illinois 60521-8842 USA

1. Date submitted \_\_\_\_\_
2. Project name \_\_\_\_\_
3. Multiple District/District (Country) \_\_\_\_\_
4. Amount of funds requested in US\$ (indicate exchange rate used) \_\_\_\_\_
5. Project plan
  - a. What is the objective of the proposed project? Give specific targets, i.e., number of surgeries, personnel trained, etc.
  - b. How will that objective be reached? Give main strategy, infrastructure, training, plan of action and timetable for project completion. Include pro forma invoices for any equipment, vehicles, materials or consumables. Also include evaluation plan for project outcomes.
6. Current situation
  - a. Describe major cause of blindness and public eye health concerns targeted by project. Provide an overview of existing eye health services in the area, including statistics on number of eye health professionals, number and location of existing eye hospitals or clinics, rate of blindness, etc.
  - b. Geographical area and population to be served \_\_\_\_\_
  - c. Involvement of other organizations or partners (include formal agreements) \_\_\_\_\_
7. Lions involvement
  - a. How will this project be identified as an LCIF/SightFirst-supported program? Describe promotional

plans and how the Lions' name will be used in conjunction with the project.

- b. How will Lions manage the project? Describe project committee structure.
- c. How will the Lions be involved with the day-to-day aspects of the project?

8. Project sustainability

Describe in detail how the project will be continued after support from LCIF is concluded. Include information on the involvement of Lions, government and other organizations and plans for management and funding after the completion of LCIF SightFirst funding.

9. Budget

Please attach budget on separate pages, using the format below.

- a. List individually all separate sources of funding for the project (i.e., clubs, district, community, business, government, other organizations, etc.). Include the amount that the sources are providing. Indicate if the funds have been collected or if they are anticipated amounts. The SightFirst grant should be listed as a source of funding. Specify which items in the budget are to be funded by SightFirst. Total expenses in 9b should equal total project cost in 9a. Budget should be in U.S. dollars, indicating the exchange rate used. All budgets for equipment should be itemized with pro forma invoices.

INCOME		EXPENSE	
Source	Amount	Item	Amount
_____		_____	
_____		_____	
_____		_____	
Total_____		Total_____	

- b. Give a breakdown of expenses, indicating which year project expenses will be incurred. Include expenses for more than one year, if applicable.

Amount	1st year	2nd year	3rd year	4th year	5th year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total \_\_\_\_\_

10. Government support

Proposed project must have the acceptance, cooperation and support of the appropriate levels of government. Please attach a letter from the appropriate government agency stating that they have reviewed the proposal as presented and indicating the nature and extent of government commitment of the project.

11. Application endorsement

Lions district cabinet or multiple district council endorsement must be included with every grant application. Please submit a copy of the minutes of the meeting at which the application was certified. For single and sub districts, the district governor and the multiple district SightFirst chairman and council chairman (if applicable) must sign the application. For multiple districts, the council chairman and multiple district SightFirst chairman must sign the application.

12. Project chairman and grant administrator

Please submit three names in order of preference for project chairman with biographical material including background and experience for each. Please submit three names in order of preference for grant administrator, with biographical material including background and experience in fiscal management for each. After funding is approved, the project chairman and grant administrator serve as co-chairmen of the project committee and retain these positions for the duration of the project. (See Criteria items 9 and 10 for additional information.) Include address and telephone number and fax numbers for all candidates.

13. Approval signatures

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 in my power to ensure proper and efficient administration of any funds granted, proper accounting and regular reporting to Lions Clubs International Foundation.

Signed \_\_\_\_\_

\_\_\_\_\_  
District Governor (Print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
District Number

\_\_\_\_\_  
Print address

\_\_\_\_\_  
Telephone and FAX numbers

Signed \_\_\_\_\_

\_\_\_\_\_  
Multiple District Council Chairman (Print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
M.D. Number

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Print address

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Telephone and FAX numbers

Signed

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Multiple District SightFirst Chairman (Print name)

(Signature)

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Print address

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Telephone and FAX numbers

Signed

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Technical Advisor (Print name)

(Signature)