

# Understanding LCIF



Lions Clubs  
International  
Foundation

## Front Cover Photos

- A. Blind visitors to the Cody Lions nature trail at Beck Lake Park can read signs in Braille posted along the walkway. District 15-B (Wyoming, USA), developed the nature trail with the aid of an LCIF Standard grant.
  
- B. Throughout Latin America, the Lions have established SightFirst Zones using funds from LCIF SightFirst grants. The aim of SightFirst Zones is to rid a targeted poor community of the backlog of unoperated cataract within a specific time period. Shown here is cataract surgery being performed in Panama, District D-1.
  
- C. LCIF Major Catastrophe and Standard grants to Multiple District 105 (United Kingdom) are being used to support the Lions in their efforts to relieve suffering in the former Yugoslavia. Pictured are some of the children who have benefited from these projects.



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## ADMINISTRATION

### 1. What is Lions Clubs International Foundation (LCIF)?

LCIF is a public, nonprofit, tax-exempt corporation as described in Section 501 (c) (3) of the U.S. Internal Revenue Code of 1954. The foundation was incorporated June 13, 1968, as the charitable arm of Lions Clubs International (LCI).

The foundation's mission is to support the efforts of Lions clubs around the world in serving their local communities and the world community through humanitarian service, major disaster relief and vocational assistance programs. The foundation was incorporated in the United States and is, therefore, governed by U.S. tax laws.

### 2. Who contributes to LCIF?

Lions clubs and individual members worldwide are primary contributors. Corporations, foundations, and individuals who are not associated with the organization contribute to the foundation as well. **LCIF does not receive any portion of Lions' dues.**

### 3. How is LCIF governed?

The foundation is governed by a board of trustees comprised of the LCI board of directors plus two appointed members. The immediate past international president of LCI always serves as chairman of the foundation.

### 4. How is the foundation's mission achieved?

LCIF's mission is achieved through its grants programs. (Refer to sections on SightFirst and Grants.)

- SightFirst supports projects that will provide long-term solutions to the problems of preventable and reversible blindness. SightFirst—Lions conquering blindness—mobilizes Lions' resources, at all levels, in responding to worldwide needs for the prevention of blindness. Projects supported by LCIF SightFirst grants must, among other criteria, combat the leading causes of blindness as identified by experts for a particular region. Projects must have a national impact on blindness and eye care services and work within a country's national blindness prevention program. In developing nations, the SightFirst program is training ophthalmic personnel to eliminate the backlog of patients awaiting sight-restoring cataract surgery.

The Lions Eye Health Program (LEHP), which is part of the LCIF SightFirst program, enables Lions to fight the two leading causes of blindness in developed countries: diabetic eye disease and glaucoma.

- Major Catastrophe grants relieve suffering caused by catastrophes of national or international proportions. Examples are grants made for restoration projects following hurricanes in Taiwan and India. And grants to Lions after the Red River flooded parts of the U.S. and Canada.

- Standard grants are approved for large-scale Lions service projects that address pressing humanitarian needs. Typical projects include care centers for the elderly and camps for disabled children. Standard grants also address universal needs such as health care. Many grants are awarded annually to develop mobile health screening units, Lions eye clinics and eye banks. For more information, request ***How to Apply for an LCIF Standard Grant*** (LCIF-109) from LCIF Public Relations.

- Emergency grants are approved for districts that request assistance when local nature-related disasters such as flooding, tornados and hurricanes strike. These grants provide funding for food, clothing, blankets and medical supplies.

- International Assistance Grants (IAG) provide matching grant funds for collaborative humanitarian projects between Lions in at least two countries. Each project includes a sponsoring Lions district or club that raises funds and other support for the project, and a host Lions district or club that handles project logistics and oversight in the target country. LCIF IAGs range from US\$5,000–US\$30,000. Examples are clean water projects, strengthening health care services, and aid for the disabled. For more information, request ***How to Apply for an International Assistance Grant*** (LCIF-110) from LCIF Public Relations.

• Core 4 grants support Lions' high-impact service projects in four program areas: *preserving sight, combating disability, promoting health, and serving youth*. Grants awarded under the Core 4 program are limited to a list of specific types of projects as identified under these top four humanitarian concerns of Lionism. For example, serving youth by expanding the Lions-Quest activities worldwide.

• Major International Service Program (MISP) grants are available to support the major international service program(s) of Lions Clubs International. Such programs as Diabetes Research and SightFirst have received MISP grants.

### **5. How are operating expenses paid?**

By ruling of the board of trustees, all administrative expenses **must be paid from interest on investments. Donated funds are never used to cover these costs.**

### **6. What is a corpus?**

A corpus is a reserve of assets that foundations maintain to meet needs, make grants, and assure the stability of the foundation.

### **7. Why is it necessary to have a corpus?**

A reserve fund assures governing bodies and other interested individuals or financial institutions of the foundation's long-term viability when undertaking large projects. Simply stated, a corpus is a necessary investment in the

future that ensures LCIF's continuing ability to make grants. A reserve fund is an indication of fiduciary responsibility. It is good stewardship to allow donated funds to generate more funds. LCIF's reserve fund earns unrestricted revenue that, in addition to paying all operational expenses, can be used for grants.

### **8. How is the amount of funds available for LCIF grants determined each year?**

Sixty percent of the prior year's total unrestricted revenue, less administrative and promotional costs of that same fiscal year, is available for grants, plus an additional US\$1 million can be used for Major International Service Program grants. (Unrestricted contributions plus interest on investments make up total unrestricted revenue.)

### **9. Is there a similar formula for determining funds available for LCIF SightFirst grants?**

All contributions restricted for Campaign SightFirst **must** be used for SightFirst projects.

### **10. How may I contact LCIF?**

The LCIF staff is ready to assist you. Day-to-day operations are supervised by the manager of LCIF, supported by six department managers. They may be reached as follows:

LCIF  
300 22nd Street  
Oak Brook, Illinois (USA)  
60523-8842  
Telephone: 630/571-5466

Administration: .....Ext. 383  
Development: .....Ext. 395, 396  
Donor Services—U.S.  
and Canada: .....Ext. 294, 574  
Donor Services—Outside  
U.S. and Canada: ....Ext. 581, 517  
Grants: .....Ext. 292, 580  
Public Relations:.....Ext. 386, 508  
SightFirst: .....Ext. 392, 393  
Fax: 630/571-5735  
Cable: "LIONSINTL"  
E-mail: lionlcif@worldnet.att.net  
Website: <http://www.lionsclubs.org>

## DEVELOPMENT

### **1. What is meant by the term "Planned Giving"?**

Planned Giving is the term used to describe a gift for which legal provisions are made during the donor's lifetime, that allow for all legal, tax, and estate issues to be addressed before making the gift. The most common methods of planned giving are a trust, a legacy, or a will as a bequest.

### **2. May I make LCIF the full or partial beneficiary of my estate?**

Yes. LCIF accepts bequests from individuals. The designation for the request should be Lions Clubs International Foundation. Ask your attorney to include wording such as this example in your will: "I hereby give to the Lions Clubs International Foundation, a nonprofit organization located in Oak Brook, Illinois, USA, the sum of \_\_\_\_\_ dollars (US\$ \_\_\_\_\_) to be used in support of its humanitarian projects."



### 3. Does LCIF accept gifts of insurance?

Yes. Gifts of insurance can be made by designating LCIF as full or partial beneficiary of the policy, or by designating LCIF as both owner and beneficiary of a policy.

### 4. Does LCIF accept gifts of stocks, appreciated assets, or real estate?

Individuals may give these types of gifts to LCIF; however, before doing so donors should contact the LCIF Development Department to receive information about transfer methods and to be sure the gift will be useable by the foundation.

### 5. May I name LCIF a contingent beneficiary of my estate, insurance policy, stocks, bank accounts or other assets?

Yes. The potential donor, however, is not eligible for recognition in the Heritage Club when LCIF is a contingent beneficiary.

### 6. What is the Heritage Club?

The Heritage Club is a means of recognizing individuals who name LCIF as the beneficiary of deferred gifts or bequests. Members receive an attractive lapel pin to signify their decision to include the foundation in their estate plan.

### 7. How may I get more information about LCIF's planned giving program?

Individuals may contact the LCIF Development Department directly, or ask their attorney

or financial advisor to gather information on their behalf.

**Note:** For information on donating to LCIF through U.S. government or corporation-sponsored workplace solicitation programs, please refer to the Donor Services section.

## DONOR SERVICES U.S. & CANADA — OUTSIDE U.S. & CANADA

### 1. What are unrestricted donations?

Unrestricted donations are those that are not identified by the donor to be used for a specific need. Unrestricted donations are the primary source of funds for LCIF Standard, Emergency, IAG, Major Catastrophe and Core 4 grant programs.

### 2. What are restricted donations?

Restricted donations are funds handled by LCIF on behalf of the donor for a specific purpose. Donations marked for Campaign SightFirst are restricted for use in the SightFirst program. Restricted gifts may not apply toward Melvin Jones Fellowship recognition, **except** that donations restricted for the SightFirst program shall be considered unrestricted in regard to naming of a Melvin Jones Fellow through June 30, 2000.

In some cases, an account is set up to accept gifts restricted

for use in an area struck by a nature-related disaster. Please contact the LCIF Grants Department **before** sending any funds from individuals, clubs or districts for a specific disaster or area of need. The grants department will provide details on sending donations restricted for such use.

### 3. Should contributions be accumulated and periodically sent to LCIF?

Funds should be forwarded without delay. Doing so ensures prompt crediting of the donor's record and issuance of LCIF recognition and awards. In addition, cheques held for an extended period become stale-dated, sometimes requiring LCIF to request a new cheque from the donor.

### 4. How are donations to be sent?

In the U.S., it is best to send personal or bank cheques. Cheques sent from outside the U.S. should be in U.S. dollars drawn on U.S. banks, which expedites processing and reduces costly international bank collection charges. In countries where LCI or LCIF have bank accounts, funds may be deposited in local currency in amounts equivalent to the required U.S. dollars, using the association's official exchange rate shown on monthly club statements. A copy of the bank deposit receipt must be sent to LCIF along with completed contribution/MJF application form (LCIF-42). Such documentation may be faxed to LCIF Donor Services.

## 5. How are cheques or bank drafts to be made out?

Cheques or bank drafts must be made payable to "LCIF." If the gift is restricted, write the name of the restricted purpose on the cheque next to "LCIF" and on related documentation.

## 6. What other information does LCIF need?

On the face of the document, in the memo section, write the purpose of the donation, such as "Melvin Jones Fellowship/recipient's name"; "club plaque"; "36 contributing memberships"; "toward Melvin Jones Fellowship," etc.

## 7. What is the fastest means of sending funds to LCIF?

Wire transfer of U.S. dollars directly into LCIF's bank account in Chicago is the most efficient means of sending donations. In countries outside the U.S., many have found this to also be the most economical method, since purchasing U.S. dollars locally can often be done at a more favorable exchange rate.

### LCIF Wire Transfer Instructions:

LCIF Bank:  
Northern Trust Company  
50 South LaSalle Street  
Chicago, IL 60675  
ABA Routing No. 071000152  
Account Name: Lions Clubs International Foundation  
Account No. 79154 **(Be sure to use this account number.)**

To transfer funds from the donor's bank to LCIF's, present the above information to your bank along with the local currency amount, plus bank charges, and request the wire transfer of U.S. dollars to LCIF's bank.

Next, fax a copy of the receipt or wire transfer form to LCIF so that we can match it with the advice from our bank, ensuring completion of the transaction. Include on the form the recipient's name, district, club and member number as well as the donor's name, district and club number, and the form of recognition requested (i.e., MJF, club plaque, etc.).

## 8. May I charge my donation to my credit card?

LCIF accepts donations charged to Visa®, MasterCard® and American Express® credit cards. You will find a space for credit card donations on the contribution/MJF application form (LCIF-42) and Melvin Jones Fellowship brochure (LCIF-24). Be sure to indicate which credit card you want us to charge, give the account number and expiration date, and fill in the amount to be charged. **Sign your name as it appears on your credit card in the space provided on the donation form.**

## 9. How should donations of securities (stock) be made?

If the stock to be donated is held as a book entry (no stock certificate), the donor should request his/her bank or

brokerage firm to wire transfer the stock to:

Morgan Stanley Dean Witter  
DTC 015  
2211 York Road  
Oak Brook, IL 60523  
for the account of  
Lions Clubs International  
Foundation  
335-97107-061

Donors should be sure to advise LCIF of the gift by letter or fax at, or before, the time it is sent. If the stock is in the form of a certificate, or for further information, contact LCIF Donor Services.

## 10. Can individuals contribute to LCIF through U.S. government or corporation-sponsored workplace solicitation programs?

LCIF is a member of the Independent Charities of America (ICA) and participates in the Combined Federal Campaign for government employees. The foundation is listed with other nonprofit organizations in various publications allowing donors to select LCIF as a recipient.

## 11. Can a form of recognition such as a Melvin Jones Fellowship be sent out before donation is received by LCIF?

LCIF board policy requires receipt of donation at headquarters before recognition can be sent. To ensure accurate and timely processing, and the prompt issuance of recognition, please include necessary documentation, such as a completed Melvin Jones Fellowship application form.



## **Melvin Jones Fellowship**

### **1. What is the Melvin Jones Fellowship?**

The Melvin Jones Fellowship is a recognition of a commitment to humanitarian work. (It is not an award in the tradition of Lions awards presented for prescribed accomplishments.) The fellowship is an honor given to individuals who contribute the equivalent of US\$1,000 to LCIF, and persons for whom such donations are made by others. The fellowship is the foundation's highest honor and represents humanitarian qualities such as generosity, compassion, and concern for others. Beyond that description, LCIF does not provide criteria for selecting Melvin Jones Fellows but relies upon the donor's judgment to select those to be so honored.

### **2. When did the fellowship originate?**

Created in 1973, the fellowship is named for the founder of Lions Clubs International, Melvin Jones.

### **3. Is the fellowship for Lions only?**

The fellowship is not limited to Lions club members. It is open to non-Lions to whom identical recognition is presented.

### **4. May the fellowship be presented posthumously?**

Yes, the fellowship may be given in memory of a deceased individual. In those cases, the plaque is inscribed, "in memory of" and is presented with a

lapel pin and letter from the Chairman of the LCIF Board of Trustees, to the individual named by the donor to receive them. (Often the plaque, pin and letter are presented to a close relative of the deceased.) When filling out the application, please provide all of the information requested for the person to whom the recognition will be presented (the family member). That information is required to prepare an appropriate letter for presentation with the plaque.

### **5. Who can contribute toward a Melvin Jones Fellowship?**

Contributions can be made by individuals including non-Lions, clubs, or districts in one sum, or in installments of a minimum of US\$100 over a five-year period, but **only individuals** can receive fellowship recognition.

### **6. Is it possible to make a donation and then later choose an individual to receive the fellowship?**

Yes. You must tell us that the donation is to be applied toward an unnamed fellowship **at the time it is sent in.** Complete the yellow Melvin Jones Fellowship application (LCIF-42) **or** the application that is part of the Melvin Jones Fellowship brochure (LCIF-24). Write the name of individual to be honored, if known, or indicate, "Melvin Jones Fellow to be named later" on cheque or bank draft.

When an individual's or group of individuals' personal donation(s) are accumulated

for a club's use to select a Melvin Jones Fellowship recipient, LCIF requires documentation of the consent of the original donor(s) in writing, signed by each individual. When a club's donation(s) are accumulated for a fellowship recipient to be selected by the district, LCIF requires signed documentation of the consent of the club. Please include such documentation with the completed MJF application that is sent to LCIF Donor Services.

### **7. Can LCIF be authorized to charge a club's account with Lions Clubs International for a donation for a Melvin Jones Fellowship, Contributing Membership, etc.?**

No, LCIF cannot charge a club's account for any type of donation.

## **Melvin Jones Fellowship Progressive Program**

### **1. What is the "Progressive" Program?**

The Melvin Jones Fellowship Progressive Program is an opportunity for fellows to continue their support of LCIF. Levels of giving are identified in the **Recognition and Awards** insert.

### **2. What form should be used for Progressive donations?**

Complete LCIF-42 or LCIF-24, previously mentioned, indicating in the appropriate section that the donation is for Progressive recognition.

## Contributing Membership

Contributing Membership is an annual program that honors individuals who make an unrestricted donation of US\$20 to LCIF. Contributing Members receive a Contributing Member lapel pin identifying the fiscal year in which the donation is made.

The board of trustees has chosen November as Contributing Member Month each year, but Lions are asked to work throughout the year to encourage every Lion to become a Contributing Member. These unrestricted donations are used to support LCIF's humanitarian service projects worldwide.

Your club will be awarded a 100% Member Support banner patch and chevron for the first year of 100% Contributing Membership. For each subsequent year of 100% Contributing Membership, your club will be awarded a chevron.

The most efficient way to handle Contributing Member donations is to accumulate all contributions and send them at one time to LCIF Donor Services. **Please remember to include a list of donor names for appropriate recognition.** It is preferred that your donations be received by November 30 so that lapel pins will reach the club president for presentation to donors in a timely manner. Contributing Member donations, however, may be sent directly to LCIF Donor Services throughout the fiscal year.

## Recaps

### 1. What reports does LCIF Donor Services distribute?

LCIF provides district governors, multiple district & district LCIF chairmen with a quarterly recap of donations and several other reports. These officers can use the reports to provide information on donations and Melvin Jones Fellowships to all Lions. A description of each report follows.

#### a. Recap of Donations

Reflects quarterly donations for the current fiscal year. Donations made in a prior year will not appear on the recap. This report is cumulative and at every quarter-end new donations are added.

#### b. Melvin Jones Fellows by District

This is a complete listing of all Melvin Jones Fellows in the district, including the date that plaques were shipped. The fellows should be listed under their current home club. This may not necessarily be the same club through which they received their fellowship. Members appear alphabetically. Please note that a fellow must appear on a club's current membership roster to be grouped with that club. This is why it is important to notify LCIF when members with fellowships transfer to another club. In other words, "the fellowship follows the fellow." Accordingly, LCIF adjusts records to reflect current club affiliations. Fellowships presented posthumously are included at the end of the district listing.

### c. Progressive Melvin Jones Fellowships

A complete listing of all Progressive Melvin Jones Fellows (PMJF) by district. The report provides total donations for each recipient along with the date of the most recently attained level. By dividing the PMJF total donation amount by \$1,000, one can determine the progressive level attained by each recipient.

### d. Status of Installment Payments

Displays funds that are available toward Melvin Jones Fellowships. The report shows all types of donations: those from individuals, unrestricted club/district and Campaign SightFirst, that have been identified toward future fellowships. The report is cumulative. The amounts shown represent the total of each donation type. Dates are shown for the initial and most recent donations.

### e. Number of Melvin Jones Fellowships by Club

All clubs are listed, displaying current total membership, the number among which have initial fellowships, plus the total fellowships presented by each club.

### f. LCIF Club Awards

Includes club plaques, banner patch & chevrons and certificates of appreciation presented by LCIF throughout the year. Dates are included for any awards that have been sent. (This report is produced at year-end only.)



## 2. What can you do to help LCIF Donor Services expedite answers to your inquiries?

LCIF Donor Services responds to inquiries from all who have questions or need information. To help us provide the best possible service, please plan ahead. Certain times of the year are much busier than others, and it may take longer to respond to requests for detailed information. You can contact us by mail, phone, fax, or e-mail. Always be sure to provide detailed information related to your inquiry. Complete contact information allows us to efficiently answer, and if necessary, contact you if we have questions. Responses are usually provided by the same means as your communication. Please have your six-digit club number available when phoning and include that number on any correspondence.

# GRANTS

## 1. What are LCIF Standard Grants?

“Standard” is the name of the LCIF grant category with which many Lions are, or will be, involved. LCIF Standard grants are approved for large-scale Lions service projects that address pressing humanitarian needs. To qualify, the project must serve many people and must be beyond the scope of traditional club and/or district fundraising activities. Typical projects include the development of children’s hospices, care centers for the elderly, camps for disabled children, and vocational assistance programs for

disabled persons. In addition, Standard grants also address universal needs such as health care.

Many grants are awarded annually to develop mobile health screening units, Lions eye clinics and eye banks, and to purchase essential equipment for community hospitals. Finally, LCIF Standard grants are available to expand services for persons with disabilities including hearing and visual impairment.

## 2. Who may apply for a Standard grant?

Any district (single, sub or multiple) may apply for a Standard grant.

## 3. What is the procedure for applying for a Standard grant?

Contact the LCIF office at International Headquarters; ask for LCIF-27—Grant Application/Criteria. Carefully review the criteria to see if your proposed project fits the guidelines. Also request *How to Apply for an LCIF Standard Grant* (LCIF-109) from LCIF Public Relations.

## 4. Does LCIF provide funds to cover the total cost of a project?

Each project must have significant financial support of the district, or of several clubs in the district. LCIF trustees approve Standard grants for up to 50 percent of the total project cost in amounts up to US\$75,000. Developing countries, as defined by the United Nations, may receive up to 75% of a total project budget in amounts up to US\$75,000.

## 5. After a project has been chosen and determined to fit the criteria, who should submit the grant application?

The district governor of the sponsoring district, and the multiple district council chairman (where none exists, the single district cabinet) must endorse the need for the grant and sign the application. If the application is from a multiple district, only the multiple district council chairman must sign the application. Minutes of the cabinet (for district application) or council (for multiple district application) meeting at which the application was endorsed must accompany the application.

## 6. How is a Standard grant application placed on the board meeting agenda?

As applications are received, they are reviewed to make certain that they meet the criteria. It is not unusual for additional information or project revisions to be requested after an application is reviewed. When the information necessary to complete the application is received, the grants department will notify the originator of the application that it will be on the agenda at the next scheduled meeting. Applications must be in completed form at least 60 days before a board meeting to be considered at that particular meeting.

## 7. When does the LCIF Board of Trustees meet to review Standard grant applications?

The board meets three times a year—October/November, March/April, and June/July.

## 8. Are there other types of LCIF grants?

In addition to SightFirst grants discussed in the SightFirst section of this publication, the foundation makes grants in six other categories:

**a. Emergency** grants are available to districts affected by local natural disasters; grant funds must be used to purchase food, clothing, medical supplies or blankets. (LCIF is not a relief agency as that term is usually understood.)

- The district governor of an area struck by a nature-related disaster may request an Emergency grant for up to US\$10,000. The district governor must give a description of the extent of damages, a plan for how funds will be used, and provide information on current relief efforts of the community, other organizations, and the Lions. To ensure quick action, the district governor should telephone or fax the LCIF office with the required information which will be relayed to the LCIF Chairman at once.
- If approved, a check will be issued within 24 hours.
- As soon as reasonably possible, the district governor must complete a grant application and grant report form and send them to the LCIF office.

**b. International Assistance Grant (IAG)** funding supports Lions projects that improve the quality of life through primary health care, food self-sufficiency, environmental protection, literacy and similar projects. A maximum of US\$2 million is available yearly for Lion-to-Lion projects.

- To qualify, Lions in at least two countries must be involved: a *sponsoring* Lions district, or club, that helps raise funds to match the funds requested from LCIF, and a *host* district, or club, in the country where the project will take place.
- Funding is available for a wide range of development projects that benefit disadvantaged communities as well as population groups with severe disabilities. Typical projects can include the development of physical therapy and mobility training services, equipment for rehabilitation centers, and some medical missions (short-term undertakings of Lions and other volunteers trained in primary health care programs such as screenings for eye diseases).
- Grants are available in amounts between US\$5,000 and US\$30,000.
- For projects requesting US\$10,000 and under, applications can be received throughout the year and can be approved by a committee of the Chairman, Board of Trustees, Executive Administrator, and the LCIF Division and Grants Department Managers. Grant requests for more than

US\$10,000 require the consideration of the LCIF Board of Trustees at a regularly scheduled meeting.

**c. Core 4** is the newest LCIF grant program. Core 4 supports high-impact Lions' service projects as identified by the LCIF Trustees in four program areas: preserving eyesight, combating disability, promoting health, and serving youth. The program provides grants up to US\$200,000 for projects organized primarily at the multiple district level. LCIF will fund these projects on a three-to-one matching basis, meaning that Lions applying for a grant need only raise 25 percent locally. Other key elements of the Core 4 program are:

- Enables Lions to address urgent needs in the areas of sight, disability, health, and youth. The LCIF Trustees will identify priority projects under each of these categories. Two examples of approved priority projects are:
  1. Under the "preserving sight" commitment, a children's eye screening program for amblyopia and related vision problems using the recently-developed photoscreening camera.
  2. The other project falls under the "serving youth" commitment. It is a grant initiative for the expansion of Lions-Quest activities worldwide.



- Focuses Lions' energies on pressing humanitarian needs and opportunities as identified under Core 4. Offers flexibility to add or change projects as identified through Core 4 to respond to the varying needs of developed and developing countries.
- Utilizes Lions' volunteer resources to the greatest extent possible; only projects of this nature will be considered. A guiding principle of the program is to identify projects in which every club can participate in the projects in a hands-on manner. That is why building construction projects will not be eligible for funding.

**d. Major International Service Program (MISP)**

grants are available to support the major international service program(s) of Lions Clubs International. Since 1982-83, this grant program has provided more than US\$3.4 million in support of the Lions SightFirst Diabetic Retinopathy Research Program. The SightFirst program has been awarded nearly US\$16 million in MISP funds for projects that respond to major causes of blindness and crucial unmet needs at national or regional levels.

**e. Major Catastrophe** grants may be awarded when a catastrophe of international impact occurs. Up to US\$1 million may be awarded each year.

**f. Humanitarian Award** grant amounting to US\$200,000, may be given to the recipient of the Lions Clubs International Humanitarian Award.

**g. Designated** grants represent restricted funds that LCIF handles for donors who wish to support a particular cause. *Be sure to contact the LCIF Grants Department before sending funds restricted for a specific recipient.* LCIF must set up a special account, and the eligibility of the recipient to receive an LCIF designated grant must be established. An example is an account that was set up to process donations for relief in Rwanda.

**Note:** For greater details on all grant programs, except SightFirst, contact the LCIF Grants Department, Exts. 292, 580. Direct your questions about SightFirst grants to the LCIF SightFirst Department, Exts. 392, 393.

**PUBLIC RELATIONS**

**1. Do you have publicity material that I may use in promoting LCIF?**

There is a wide range of publications designed to help you understand how LCIF functions. Material in all official languages is available on:

- the SightFirst program
- the Melvin Jones Fellowship
- estate planning
- how to apply for a grant
- how to submit donations
- awards and forms of recognition.

Limited quantities are sent at no charge for club and district meetings, forums, seminars and conventions. Ask for a Publications Order Form (LCIF-54).

**2. Can you help me prepare a presentation on LCIF?**

We are glad to provide:

- Facts and figures on club/district including grant and donation history
- Melvin Jones Fellow information for club/district
- Background data useful in preparing your presentation
- Print material in all official languages
- Video programs (refer to Resources section)
- Four-color, 22" x 28" poster

Contact Public Relations, extension 386 or 508, and we will fax the most up-to-date information the day before your presentation. If you do not have a fax machine, please allow enough time for the material to reach you by mail.

**3. How will my club or district benefit from my public relations efforts?**

You will notice several benefits as a direct result of your efforts invested in public relations. Publicity:

- identifies your project as a Lions project (name recognition)
- increases public awareness of Lions; stimulates community interest
- increases attendance at events

- makes fundraising easier
- makes recruiting members and volunteers easier
- provides a record of your activities.

#### 4. What is LCIF WEEK?

LCIF WEEK is an annual event that gives clubs and districts an opportunity to publicize the foundation. Many clubs and districts plan special events for the week in which January 13 falls. (January 13 is the birthday of Melvin Jones, the founder of Lions Clubs International.) This event is an excellent opportunity to discuss how LCIF supports the humanitarian efforts of Lions as they serve their local communities and the world community.

#### LCIF Resources

To receive a copy or quantity of any LCIF publication, complete the LCIF Publications Order Form (LCIF-54) and mail or fax it to LCIF Public Relations. You may also receive documents via facsimile by calling LCIF's fax-on-demand service at 732/544-2861. Request an index of available documents and then have the document faxed directly to your fax machine. This service can also be accessed through the foundation's web page at <http://www.lionsclubs.org>. (Fax-on-demand documents are in English only at this time.)

#### The LION Magazine

*LCIF In Action* and *SightFirst Update*, published in each issue of THE LION Magazine,

are excellent sources of information. Cover and feature stories about LCIF, including the SightFirst program, appear regularly in the magazine. Articles discuss humanitarian service projects supported by your donations to LCIF, as well as other topics of interest.

#### Newsletters

LCIF produces five newsletters that provide you with valuable information. Each publication is written for, and sent to, a specific group of individuals. Readership of these publications also includes international officers and directors. Our aim is to provide tools that are useful to you in your areas of responsibility. The newsletters are:

1. *District Chairman News*, produced four times a year for LCIF district and multiple district chairmen; also mailed to district governors (often contains publicity tips)
2. *LCIF Report*, produced three times a year for club presidents; also mailed to past and current district governors, multiple district secretaries and council chairmen
3. *Focus on SightFirst*, produced three times a year for SightFirst and LCIF district and multiple district chairmen, multiple district council chairmen and district governors
4. *SightFirst Profile*, produced twice yearly for SightFirst and LCIF district and multiple district chairmen, multiple district council chairmen and district governors (comprehensive listing of LCIF SightFirst grants)

5. *LEHP into Action*, produced four times yearly for U.S. Lions clubs participating in the Lions Eye Health Program. (Direct your inquiries about LEHP to extension 328.)

#### Audio/Visual Programs

*SightFirst...A Vision of Hope* is a 13-minute presentation spotlighting the progress of the SightFirst program. Available in Chinese, English, French, Japanese, Portuguese and Spanish. Order PR-26V.

*Lions Clubs International Foundation*, a 10-minute presentation describes how LCIF operates. Order PR-18S, 35 mm slides or PR-18V, video. Slide program comes with script in language requested. Video is available in all official languages.

*Giving and Gratitude* is a 10-minute video that takes you to three projects clearly showing how donations are used to support humanitarian projects. Order PR-24V; available in all official languages.

These video/slide programs are US\$19.95 each for NTSC broadcast system, plus shipping and handling. (PAL and SECAM systems are more.)

Order from Lions Clubs International, Club Supplies U.S. & Canada, Ext. 254 or Club Supplies Outside U.S. & Canada, Ext. 261. **Please do not send order to LCIF.**

# SIGHTFIRST

## 1. What is the SightFirst program?

SightFirst is a global service initiative that mobilizes Lions' resources, at all levels, in responding to worldwide needs for the prevention of blindness. The initiative was launched at the 1990 Lions Clubs International Convention, and is funded by LCIF.

Supporting Lions in this effort are ophthalmologists, representatives from governments, the World Health Organization and other non-governmental organizations.

## 2. How does the SightFirst program approach the problem of global blindness?

SightFirst supports projects that fill the gaps between what is being done and what needs to be done to curb the rapid growth of preventable and reversible blindness. SightFirst projects must respond to one or more of the leading causes of blindness that affect large segments of the population. The major causes of blindness are:

- cataract (clouding of the lens of the eye)
- trachoma (a contagious infection marked by scar formation and granulation within the eye)
- onchocerciasis (river blindness, an infection carried by parasites)
- xerophthalmia (vitamin A deficiency blindness found mainly in children)

- glaucoma (pressure within the eye that can lead to blindness)
- diabetic retinopathy (a complication of diabetes).

## 3. What is the primary difference between a SightFirst project and a sight-related project?

SightFirst projects that are awarded LCIF SightFirst grants respond to the major causes of blindness at national or large regional levels. These projects target populations that are underserved or that do not have access to eye health care services. For example, SightFirst is funding a national cataract project in Indonesia.

Sight-related projects focus on community needs rather than national or international needs. Such projects may qualify for an LCIF Standard grant. An example is a project to purchase equipment for an eye clinic. (Refer to the Grants section.)

## 4. Who may apply for an LCIF SightFirst grant?

A SightFirst grant proposal may originate from any single, sub or multiple district. To guarantee that the proposed activities meet blindness prevention and eye care needs, Lions work with a SightFirst technical advisor assigned to their area.

*Before you begin the application process*, it is important that the technical advisor, appropriate government officials, local ophthalmologists and the SightFirst staff discuss the proposed project. You may wish to send a brief abstract of

the proposed project to the LCIF SightFirst Department to determine if the project meets grant criteria. If it does, an official SightFirst Grant

Application must be completed with detailed information about project strategies, budget and timetable. The application must be signed by the district governor, council chairman, SightFirst chairman and SightFirst technical advisor.

***How to Apply for an LCIF SightFirst Grant*** (application guide and grant criteria/SF-203) is available from the LCIF SightFirst Department, Extension 393.

## 5. How are SightFirst project sites determined?

SightFirst focuses on developing nations where the opportunities in blindness prevention are greatest. Numerous projects are in process, or have been completed, in Africa, Latin America, South and Southeast Asia.

In developed countries, Lions are participating in the Lions Eye Health Program (LEHP). LEHP is a community-based eye health education program that helps Lions communicate the importance of a dilated pupil exam to those at risk for glaucoma and diabetic eye disease. Multiple districts in the United States, Japan and the United Kingdom are participating in the program at this time.

Of the estimated 38 million people who are blind globally, 40 percent are blind due to cataract. Many SightFirst projects have been established to reduce the tremendous

backlog of patients awaiting sight-restoring cataract surgery. In Latin America, for example, SightFirst Cataract Zones are targeting communities with the goal of eliminating the cataract backlog within a specified time frame. As the program evolves, large-scale cataract projects are being developed. In other areas of the world, SightFirst cataract projects take locally appropriate approaches to blindness prevention.

### **6. How are SightFirst projects developed?**

Projects are developed at the multiple district level to maximize their impact. Lions work with governments, the ophthalmic community and a SightFirst technical advisor assigned to the region to develop projects within the framework of a national blindness prevention plan. An example is the SightFirst project in progress in Nigeria where SightFirst has a five-year commitment to treat an estimated 2.8 million people for onchocerciasis (river blindness).

### **7. How are SightFirst grants approved?**

Completed applications with all required signatures must be received by the LCIF SightFirst Department at least 60 days before the SightFirst Advisory Committee (SAC) meeting. After a preliminary review conducted by the LCIF SightFirst Department staff and SAC secretary, applications providing all necessary information are placed on the SAC agenda. The SAC, comprised of Lions leaders and global blindness prevention experts, reviews and approves projects for LCIF SightFirst grant funds. The SAC reports all actions to the LCIF Board of Trustees.

### **8. When does the SightFirst Advisory Committee meet?**

The committee meets three times a year in conjunction with the Lions Clubs International Executive Committee meetings in January, May, and August.









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