



**Grant Application Form to the Minnesota Lions Diabetes Foundation**

**Please expand this Word Document Application Form as needed or attach separate sheets.**

1. Date prepared: \_\_\_\_\_

2. Project title: \_\_\_\_\_

3. Amount of funds requested \_\_\_\_\_

**Needs Assessment/Current Situation:**

4. Please elaborate on critical issues regarding the project.

This section should include a brief overview of the project.

**(This is a word document – so add as many lines as needed to describe the project here and any place needed throughout the application.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Goals and Objectives:**

5. Please outline the goals and objectives. Ideally, applicants should commit to quantifiable targets. \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Review action steps and strategies to reach the above-stated goals and targets. Please be sure to include information on all aspects of the project, including: planning, staffing, infrastructure and equipment needs, delivery of services, etc. In addition to the above, the plan should include a time table and schedule for various action steps.

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7. Project management and oversight: Please explain the management structure and responsibilities, if working in partnership with another organization, the organization should complete a memorandum of understanding (MOU) or similar agreement.

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8. Also include plans for Lions recognition and publicity.

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**Financial Requirements:**

9. Attach project budget that shows both income and expenditures. Please be sure to list individually all separate sources of funding (by name and amount) for the project. (If privacy is an issue, than list as “private philanthropic gifts” and the dollar amounts). Also indicate the status of funding (e.g., collected, pledged or anticipated amounts). If the budget covers more than one year of activity, then please provide a budget broken down by each year.

Please attach with a footnote

10. Budget narrative:

- Income: Provide an overview of sources of funding.
- Expenditures: Please list and explain the cost estimates for all project expenditures. The explanation or narrative can be included as an attachment to the expenditures budget.

Can be an attachment

11. Budget documentation: The grant application should also include appropriate invoices and cost estimates for equipment items or other capital outlays.

Please attach as applicable

12. The applicant if approved agrees to submit a timely report 30 days after the project is completed, listing use of funds along with the goal outcomes and benefits of the project.

Signed by

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Project Chairman of the Partnering Organization

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Address

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Telephone, fax and e-mail contact information

**Submit Application to: Lion Bob Schirlinger, Grant Committee Chairman**  
801 N Payne St  
New Ulm, MN 56073  
Email: [bbschir@comcast.net](mailto:bbschir@comcast.net)  
Phone: (R) 507-354-8940 (C) 612-501-2719

**The following are Guidelines that applicants should be aware of to assist in preparing an application.**

### **GUIDELINES IN CONSIDERING GRANT APPLICATIONS**

#### **Criteria to be eligible for grants:**

Will consider grant applications that promote the prevention and treatment of diabetes and related complications by means of increased public awareness, patient education and improved access to treatment.

Will consider grant applications that address the specific diabetic educational needs of the people in Minnesota. A priority consideration will be given by the MLDF Trustees where measurable objectives can be demonstrated that will affect multiple communities within Minnesota.

Will consider grant applications that work closely with national and local health organizations, health facilities, diabetes advocacy associations, and/or research universities.

Will consider grant applications that fund research for a cure for Type 1 and Type 2 Diabetes with our foundation's partners.

Will consider grant applications that are sponsoring preventive diabetes health activities such as diabetes screenings and other health awareness educational programs.

Will consider grant applications to financially support our resource partners – Schulze Diabetes Institute, American Diabetes Association, and International Diabetes Center along with possibly others.

### **GUIDING POLICIES IN CONSIDERING GRANT APPLICATIONS**

The applicant project should be weighted with consideration given to those projects that benefit many people, therefore if matching funds are requested for a project in a district or districts, there must be two or more clubs jointly participating in the project to attract a larger number of participants thus greater benefits.

The Grants Committee will **not** consider grant requests for individual camp scholarships – The foundation feels that this should be a club or district responsibility.

### **GUIDING REGULATIONS IN CONSIDERING ANY GRANT APPLICATIONS**

The Grant Committee will allow individual clubs to be eligible for matching grants from the foundation.

**Grant applications are to be submitted 30 days prior to a regular quarterly meeting.**

**Grant applications are to be submitted to the Grant Committee Chairperson for distribution.**



## Mission Statement

The Minnesota Lions Diabetes Foundation, Inc. (MLDF) is dedicated to improving the quality of life for people with diabetes by funding research to cure diabetes, providing education and sponsoring preventative health activities.

The Application Form is available on the Minnesota Lions Diabetes Foundation website as a word document at <http://www.mnlionsdiabetes.org>

*The following is intended as a guide to the Grant Application Form so that it will better fit our guidelines, regulations and policies.*

\*\*Grant application has been updated to include the following items besides the: who, what, when & how of the project:

- \*The application should have an application budget that includes a list of the total income sources and a list of cost categories of the project. The total income & expenditures should be equal.

- \*The application should have a brief narrative about the dollars being requested from MLDF.

- \*The application should have a narrative about all separate sources of other dollars being requested or used in addition to the MLDF funds for the project.

- \*The application should identify the need of the project, and if applicable who & how many will be benefited.

- \*The application should address that part of our Mission that the grant request relates to.

- \*The application should provide sufficient documentation so the committee can have a reasonable understanding why this is relevant to our mission.

- \*The application should detail project objectives, operational procedures, time schedules, personnel, volunteer commitment, project partners, publicity and the person who has responsibility for grant management.

- \*As condition of a grant approval recipients will provide a report timely 30 days after the project is complete of how the funds were actually spent after receipt and an explanation of the benefits gained.

Approved 01-14-2012

Modified 10-16-2016 (Changed Recipient & Revised Mission Statement)

Modified 2-2023 (Changed Recipient)