



Family Health Forums (FHF) Guidance



Lions Clubs International
FOUNDATION



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Introduction

Family Health Forums (FHF) provide a space for parents, caregivers, and siblings of people with intellectual disabilities (ID) to engage with health professionals, community leaders and social service providers. Additionally, this initiative introduces new families to Special Olympics (SO) and services available through Healthy Athletes®, Young Athletes and other community programs for people with ID.

FHFs are tailored to the unique needs of each community. Topics discussed over the years include diabetes prevention, fitness, oral health, HIV/AIDS prevention, navigating the health system, and access to health. Since 2013, over 45,000 individuals around the world have participated in Special Olympics Family Health Forum's supported by Lions Clubs International Foundation.

Hosting a FHF also offers the opportunity to:

- Build a solid foundation for future SO health programming.
- Enhance family engagement within the SO movement.
- Promote and introduce Lions Club services, programs, and products available to families.

PURPOSE

This guide is to support Programs applying for the Health Enhancement Grant – Family Health Forum subaward. This subaward provides financial support to SO Programs hosting FHFs. If there are any questions about the application process and implementation of your Forum, please contact your Regional Health Manager. Supporting resources are found on the [FHF resources page](#).

Subaward Overview

KEY DATES

Application Deadline – 30 November 2023

Applicants must be accredited and have submitted all reports and unrefunded surplus balance from past subawards on the date of application.

Subaward Letters and Event Start Date

Subaward letters will be sent for approved applications. Events can be held upon receipt of the signed subaward agreement.

Subaward Distribution – Ongoing 2024

Upon receipt of the signed subaward agreement, Special Olympics, Inc. will disburse up to 85% of the approved amount as advance. The remaining balance amount spent as per the approved budget or 15% of the total sub-award approved, whichever is lower, will be

disbursed upon receipt and review of Final Project & Financial/Expense Report along with all supporting documents and receipts to reflect actual expenses incurred.

For any subaward not exceeding \$5,000, Programs may submit a request for funds to be wired in one single payment. To do so, the Program must make a separate request to their Regional Health Manager (RHM) and include their justification while submitting applications for funding, otherwise, all funding will be distributed in two payments at the 85% - 15% rate mentioned above.

End of Subaward Cycle – 31 October 2024

All events must be held by this date. FHF evaluation and financial reports must be submitted within 30 days of the event's conclusion. All expenses/receipts reported must be within the subaward period as outlined in the signed agreement and approved budget. If there are event date changes or budget changes, Programs should submit a change request in Smart Simple before the end of their subaward period. Please note, for events held during October, Final Financial reports must be submitted by **15 November 2024** at the latest.

APPLICATION & BUDGET GUIDELINES

For a single event, Programs may apply for up to \$3,000 USD. If hosting multiple events, Programs can apply for a maximum of \$6,000 USD. Please submit one application for all events. Subawards cannot be granted for a previously funded event. For detailed instructions on how to submit a Health Enhancement Grant – Family Health Forum application, refer to the [**Grant Application User Guide**](#).

Programs will be solely responsible for any expenditures that exceed the award. For details on allowable expenses, please refer to the **2024 Budgeting Guidelines for Health Sub-Awards for Health Enhancement Grant – Family Health Forum**. All unused funds must be returned to Special Olympics International at the conclusion of the award reporting period.

The [**2024 Project Plan**](#) Word document must be completed and attached to the subaward application in Smart Simple. Application and Project Plan responses must be thorough and translated to English. No other documents can be submitted in lieu of the Project Plan Word document.

BRANDING

Banners with the Lions Club logo **must be displayed** at the event. **Banners must now use the Lions Club International Foundation logo**. Banner templates available here: [Vertical](#) | [Horizontal](#). **Photos showing the banner and Lions club members must be taken and submitted to SOI.**

REPORTING

The 2024 FHF Evaluation and financial report must be completed and submitted **within 30 days** of the event's conclusion. The evaluation is available via Qualtrics, while the financial report is submitted via Smart Simple. The financial report must include the following:

- Receipts for all expenses.
- A participant list for all participants.
- Signed per diem sheets for anyone receiving per diem.

At each event's end, Programs are encouraged to conduct a [Participant Exit Survey](#) to collect feedback for future events. Programs are not required to submit completed exit surveys to SOI.

Forum Overview

TOPICS

SO Programs should select a **maximum of 2 topics for a 1-hour Forum**. This will ensure the delivery of quality health education to families while effectively addressing their needs. Topic selections are based on the needs of local family members. Topics include but not limited to:

- Diabetes Prevention and/or Management (*priority topic for Lions Club*)
- Nutrition
- Parent and Caregiver Stress Management
- Fitness/Physical Activity
- Obesity
- Positive Parenting
- Human Rights/Inclusion
- Water and Sanitation/Hygiene
- Introduction to ID

STANDARDIZED CURRICULA

Standardized curricula are available for the FHF topics listed below. Materials include Facilitators Guide, Topic Guide, Facilitator Presentation and Participant Workbook. They are available in English and can be adapted to fit the needs of your community.

Programs are invited to take part in the pilot of these curricula during the 2024 subaward cycle. The pilot will include using the standardized resources during the FHF and providing feedback on the content. If interested, please contact your Regional Health Manager:

- [Healthy Eating](#) (*Currently available for pilot*)
- [Parent and Caregiver Stress Management](#) (*currently available for pilot*)
- Family Fitness (*Available for pilot March and April 2024*)
- Diabetes Prevention/Management (*Available for pilot March and April 2024*)

Additional curriculum materials and resources are currently available on [Positive Parenting](#) and [Advocating for your Family's Health](#) (including 1-pager on [How to Advocate for Your Family's Health](#))

DELIVERY OF FAMILY HEALTH EDUCATION

Family Health Forums can occur:

- As a stand-alone event
- During SO competitions, practices, or special events

- Alongside other health initiatives like Young Athletes, Healthy Athletes and Healthy Young Athletes

SO is committed to broadening family health education initiatives by offering families continuous year-round access to health education. This expansion includes a Family Health Forum Series and Family Health Education 8-week Program Model. The chart below highlights each program type, including topic and format guidance. As you consider your year-long strategies for engaging families in health programming, SO Programs are encouraged to consider all three family health education offerings to support families in adopting healthy behaviors and making healthy lifestyle choices.

Family Health Education			
Program Type	Family Health Forum	Family Health Forum Series	Family Health Education Model
Program Description	A single, standalone session held for 45 minutes to one hour.	A series of related session. Each session held for 45 minutes to one hour.	An 8-week program with weekly sessions. Each session held for 45 minutes to one hour
	Brief and targeted form of health education	More in-dept form of health education over multiple sessions	Ongoing, comprehensive form of health education
Topic Guidance	1 – 2 locally relevant topics	Minimum of 4 locally relevant topics	1 locally relevant topic
Format	In-person, virtual, or a combination of both		