**Overview**

Sponsored by Lions Club International, the Family Health Forum (FHF) initiative is designed to engage families of those with intellectual disabilities (ID) in Special Olympics and offer an environment where parents and caregivers can gain direct access to health information, resources, and support. This is the one grant opportunity for FHF events for 2020-21. **Please see the FHF Toolkit for additional details about the application, implementation, and reporting requirements.**

**Requirements**

**A separate application must be submitted for each funding request of up to $3,000.00. Maximum of 2 events.**

Special Olympics Programs should develop FHF that address the specific questions and concerns of their local family members, however there are some requirements that must be met to receive funding:

1. The event must be scheduled and held **between January 15, 2021 – September 15, 2021**
   1. For this grant cycle, there will be two application periods. The first application period is for events between January and May 2021. The second application period is for events between May and September 2021.
      * The first application period will be open from October 23, 2020 through November 25, 2020
      * The second application period will be open from March 15, 2021 through April 16, 2021
2. ***All fields of the application must be complete*** *(including budget justification)*
3. The agenda **MUST** include:
   1. ***At least one health topic***, but a variety of related topics can also be included – just be sure you have the time and resources to do more than one topic.
   2. ***A member of the local Lions Club*** tospeak to families about Lions Clubs International, the services offered at the local level, and the benefits of becoming a Club member.
   3. ***A description of Healthy Athletes***, Healthy Young Athletes (if offered), Family Health Engagement Opportunities, and why they are important, how family members can get their children to Healthy Athletes, find out results, and follow up as recommended.
   4. ***A question and answer period***.
4. ***Banner with the Lions Club logo MUST be displayed*** at the event and ***photos showing Lions Club banner and members MUST be submitted in report.***
5. The Special Olympics Program ***MUST by accredited and not have any outstanding reports*** for health or other funding from SOI. *Your application will NOT be reviewed if you have an overdue report that can’t be cleared within 1 month of submission.*
6. ***An online evaluation and financial report*** must be completed and submitted within **30 days** of the conclusion of the event.
   1. Financial report must include participant list and signed per diem sheets, if per diems are given.
   2. Programs are also encouraged to complete the participant exit survey and enter the data through the online survey system.

Additionally, some programs will be asked to complete a feedback form based on the topics presented at their FHF. *All evaluation materials will be provided after award letters are sent.*SOI reserves the right to reject any applications.

**Link to Application:** [**https://app.smartsheet.com/b/form/77294eca72b24c888b50479dbd87eb7c**](https://app.smartsheet.com/b/form/77294eca72b24c888b50479dbd87eb7c)

**Funding Limits**

Special Olympics Programs may **submit applications for up to $3,000.00** – you cannot get additional money for a previously funded event. **YOU MAY NOT APPLY FOR MORE THAN TWO GRANTS.** **Funding cannot be used for Healthy Athlete screening or other programming costs**. Programs will be solely responsible for any expenditures in excess of the award. The award monies will be disbursed in one payment, in US dollars (USD) only. (Use [www.oanda.com](http://www.oanda.com) for currency conversions.) Any unspent funds must be returned to Special Olympics International at the end of the award reporting period.

**Deadlines and Key Dates**

**November 4, 2020 First application period opens**

**November 25, 2020 Deadline: Application submitted through the Smartsheet form**

**December 4, 2020 Application approval notices from SOI**

**December 18, 2020 Deadline: Revisions and final application due in SmartSimple.**

**January 16, 2020: Award Letters will START to be sent for approved grants (some letters may be sent later, depending on date of event.)**

**January 15, 2021: Earliest event can be held (*For events in January/early February* *funding may not have been sent yet so Program may have to cover costs upfront and be reimbursed*)**

**March 15, 2021: Second application period opens**

**April 16, 2021 Second application period ends**

**September 15, 2021: Grant ends (all events must be held before this date)**

All Family Health Forums **must conclude before** **September 15, 2021 (due to reporting requirements from our funders)**. If you repeatedly cancel or change the dates of your event or do not turn in reports, you will risk not receiving FHF funding in the future.

***\* Reports are due to SOI 30 days after implementation.***

**Regional Health Managers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Africa** | **Asia Pacific** | **East Asia** | **Europe & Eurasia** | **Latin America** | **North America & Caribbean** | **North Africa and Middle East** |
| Mashane Nthutang  Maria Mueller | Avi Tania | Jason Zhan | Bjoern Koehler  Ilse Hemmelmayr | Gonzalo Larrabure | Ruth Emmanuel Michael | Leila El Shenawy |

**Contact Information for SOI Family Health Forum Coordinator**

Taylor Braun

Specialist, Athlete and Family Programs

Special Olympics International

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**Application Instructions**

1. This year we are asking that Programs please complete their application through this [Smarthsheet form](https://app.smartsheet.com/b/form/77294eca72b24c888b50479dbd87eb7c). The application questions are below to help you prepare. Please be aware of your overdue reports and accreditation status.
2. Programs will work with their Regional Health Manager (RHM) to submit an application through the form by November 25, 2020.
   1. RHMs will review and revise applications as needed before they are submitted.
3. SOI will review all applications and send Programs approvals and instructions to finish the application process in SmartSimple by December 4, 2020
   1. Programs must enter the information in SmartSimple by December 18, 2020
4. SOI’s Finance team will process award letters and send for signatures through SmartSimple.
5. Once the award letters have been signed, the Finance team will process the signed award contract and disburse payment to the Program, as soon as possible.
6. Programs must submit the final narrative and financial report, including detailed receipts, photos, and a program evaluation are submitted through the online Qualtrics System no more than 30 days after the event or activity.

*NOTE: Your username and a link to the survey will be included in your award letter.*

1. Program to submit the participant exit surveys (optional, but encouraged) via the online system.

Applications must be completed by SO Programs and include **ALL** of the following:

1. Program Information
2. All answers to the Family Health Forum Description questions
3. Project Budget, in the required format

**The application below is meant to help Programs prepare to fill out the form in Smartsheet. The same questions will be asked.**

1. **Program Information**

\*Required

|  |  |
| --- | --- |
| **PROGRAM INFORMATION** | |
| \*Region |  |
| \*Special Olympics Program |  |
| \*Program Contact Name |  |
| E-mail |  |
| \*How many events will take place under this grant? |  |
| \*US$ Amount Requested  *(up to $3000 allowed per event)* |  |
| \*Are you applying for an event between January 2021 and May 2021 or between May 2021 and September 2021? |  |
| \*Use the table below to indicate when you will host your event(s) and if they will be in-person or virtual. | |

|  |  |  |
| --- | --- | --- |
| **Month** | **In-Person** | **Virtual** |
| **January** |  |  |
| **February** |  |  |
| **March** |  |  |
| **April** |  |  |
| **May** |  |  |
| **June** |  |  |
| **July** |  |  |
| **August** |  |  |
| **September** |  |  |

|  |  |
| --- | --- |
| \*Approximate length of event (in hours) |  |
| \*Location (City or Platform) of the Event |  |
| \*Event Setting | Standalone Event  During SO Competition  During Healthy Athletes  During or Young Athletes |
| \*Anticipated # of Participants  *(primary focus should be on families)* | Family members: |
| Athletes: |
| Other: |
| **Total:** |

1. **Family Health Forum Description (Use additional pages as necessary)**
   1. \**Explain how this FHF supports the broader health work of your Program and the health needs of your athletes and their families and your Program strategies (e.g., with Fitness, Healthy Athletes, recruiting new participants, better engagement of families*).
   2. \**If you have conducted FHFs in the past, how will this one differ? What have you learned from prior FHFs that will make this one stronger*?
   3. \* *What topics will be discussed? How were these topics selected? Please include a rough outline of the agenda*?
   4. *Lions Club now has a focus on Diabetes Prevention and Education. Will diabetes prevention and/or management be a topic covered during your Family Health Forum? (we strongly encourage you to work closely with the Lions on this topic)* Yes\_\_\_ No\_\_\_
   5. *What role will Athlete Leaders play in designing and delivering this event*?

**Recruitment and Audience:**

* 1. \**Will non-Special Olympics families of people with ID be included*?

\_\_\_*Yes*

\_\_\_*No, only existing Special Olympics athletes and families will be invited*

* 1. \**Has a Lions Club member been engaged*? Yes\_\_\_ No\_\_\_
     + *If yes, have they confirmed participation*? Yes\_\_\_ No\_\_\_
  2. \**What type of speakers (other than Lions club) will be invited and how will you recruit them*?
  3. \**Will any community partners be invited to participate*? Yes\_\_\_ No\_\_\_\_

*If yes, which ones? What will their role be*?

1. **Project Budget (see Toolkit for an example budget)**

The budget portion of the application will be completed through SmartSimple once your Program has received an approval notice from SOI. The attached excel Budget Template is meant to help you plan your Family Health Forum.

Funds will be disbursed 85% in advance of the event and 15% after submission of report.

* Please complete the budget provided for all relevant project expenses (in US $).
* Note which expenses will be funded by the award (up to $3,000) in tab 2, and which will be in-kind (tab 3).
* Funds may be used to provide up to US $100 honorariums (per speaker), if necessary. Transportation, food and beverages may be included. **NO GIFT CERTIFICATES OF ANY KIND**
* Must provide a brief description and per person or per item cost for all expenses listed in the budget.

*For Reporting, you will be responsible for providing receipts for all expenses that Special Olympics International provides through the award and will upload them in these categories into online grants report systems.*

***\*For report, must have participant list for all participants.***

***\*For Report, must have signed per diem forms for anyone receiving per diem.***