

2010 CATCH Planning Funds Call for Proposals

DATE OR TIMEFRAME	ACTION
05/03/2010	Call for Proposals opens
07/30/2010 2:00 PM CDT	Call for Proposals closes
12/31/2010 or sooner	Applicants notified of funding decisions
03/31/2011 or sooner	Submit signed award documents/begin project
6 months after start of project	Project completed or 6-month extension requested
30 days after end date	Submit final report

A pediatrician must lead the project and be significantly involved in proposal development and project activities

Purpose

The CATCH Planning Funds program provides grants from \$2,500 to \$12,000 for pediatricians to plan innovative, community-based initiatives that increase children’s access to medical homes* or specific health services not otherwise available. These projects should lead to the implementation of sustainable programs that can be replicated in other communities. All CATCH grants are awarded on a competitive basis.

*What is a medical home? A medical home is not a building, house, or hospital, but rather an approach to providing comprehensive primary care. A medical home is defined as primary care that is accessible, continuous, comprehensive, family centered, coordinated, compassionate, and culturally effective. In a medical home, a pediatric clinician works in partnership with the family/patient to assure that all of the medical and nonmedical needs of the patient are met. Through this partnership, the pediatric clinician can help the family/patient access and coordinate specialty care, educational services, out-of-home care, family support, and other public and private community services that are important to the overall health of the child/youth and family. For more medical home information visit: www.medicalhomeinfo.org.

Assistance with Proposal Development is Available

The CATCH Program has a network of pediatricians available to assist you as you develop your grant proposal. Contact information for your Chapter CATCH Facilitator is at www.aap.org/catch/RosterChapterFac.pdf. CATCH staff is also available to assist you at catch@aap.org.

Eligibility and Selection Criteria

Only pediatricians from the United States and its territories are eligible to apply

Applications are peer-reviewed by the American Academy of Pediatrics (AAP) District CATCH Facilitators (the oversight committee of the CATCH Program) and Chapter CATCH Facilitators.

Applications must demonstrate the following prerequisites

1. Project is for planning activities.
2. Project includes plans for broad-based community partnerships.
3. Budget reflects project timeline and activities.
4. Planning activities will lead to a program that increases children's access to a medical home or specific health services not otherwise available.
5. Methods for measurement of project goals and objectives described.

Priority will be given to projects that:

- Are new initiatives within the community
- Assess children's medical home status and connect children who previously had none with a medical home
- Increase access to needed health services not otherwise available
- Predominantly serve a population known to be underserved or with demonstrated health disparities
- Assess children's health insurance status and connects them with available insurance programs
- Address an important need and grant activities are likely to achieve the stated goals
- Will be led by a practicing community-based pediatrician
- Will be led by a pediatrician that plays a leadership role in the project
- Aim to develop broad-based community partnerships
- Include plans for achievable sustainability beyond the grant period
- Will be led by a pediatrician that has not previously received a CATCH planning or implementation grant—former grantees may apply

Community-based child health initiatives develop broad-based collaborative community partnerships

Businesses in your community
Cultural organizations
Faith-based groups
Governmental and nongovernmental health agencies
Grassroots community-based organizations
Hospitals
Media
Parents, grandparents, children, caregivers
Public health service agencies

Use of Grant Funds

CATCH cannot support

- Implementation projects or pilot programs
- Start-up funds for implementation
- Quality improvement of individual practices or clinics
- Programs for practice or clinic patients only
- Outreach to practice or clinic patients only
- Direct service delivery programs
- Physician or pediatric resident medical training
- Research projects

Unallowable Expenses

- Physicians' or dentists' salaries or fees
- Indirect costs/administrative overhead/fiscal agent fees/fringe benefits
- Supplemental funding to previously awarded grants
- Supplemental funding for existing program activities
- Building or office construction and related activities
- Capital equipment
- Medical equipment or supplies (exception: select supplies for oral health projects)
- Computer hardware and software
- Web site design or construction
- Professional development (educational or training activities)
- Conference registration fees or support
- Educational materials for residents or medical students
- Educational materials for target population except for planning purposes
- Purchase of cellular telephones
- Health fairs
- Literature reviews
- Speaker fees or speaker travel reimbursement—The AAP Council on Community Pediatrics offers Mentorship and Technical Assistance grants at www.aap.org/sections/socp.

Guidelines for Developing Your Budget

1. Budget must clearly support the goals and timeline outlined in your application.
2. Budget must include a complete description of each activity and expense.
3. All budget line items must include a formula.
4. Do not group multiple activities in one line item.

To avoid the possibility of personal tax liability, it will be necessary for you to appoint a tax-exempt fiscal agent once you receive your award notification. Per federal tax law, individuals are responsible for the taxes on unexpended funds at year-end. Individuals are also responsible for the taxes on expended funds for which an expense report has not been submitted at year-end.

Planning Activity Description This list of activities is not inclusive or exclusive	Description and Formula Include a description and formula for all expenses	Maximum Allowance
Meetings: Coalition/collaboration/planning/ task force/advisory board	Up to \$200 per meeting Meals, beverages	\$1,200 Maximum 12 meetings
Community asset mapping	\$ per hour x number of hours	\$1,500
Focus groups for needs assessment	Up to \$100 per meeting Meals, beverages	\$1,000 Maximum 10 meetings
Incentives for focus groups (parents, caregivers, children)	\$10 to \$15 gift cards per person	\$1,500
Transportation for focus groups or meetings (parents, caregivers, children)	Estimate	TBD based on need
Child care for focus groups or meetings (parents, caregivers, children)	Estimate	TBD based on need
Design and production of needs assessment survey	\$ per hour x number of hours	\$1,500
Translation of surveys and tools	\$ per hour x number of hours	\$1,000
Data analysis	Maximum \$50 per hour x number of hours	\$1,000
Consumable office supplies and percentage of telephone usage	Itemize/estimate	\$500
Staff local project-related travel (Physicians qualify for this reimbursement)	Number of miles @ \$.50/mile, or public transportation costs	TBD based on need
Administrative assistant/project coordinator: list activities	\$10 to \$15 per hour	\$3,000
Grant writing for sustainability	Maximum \$50 per hour x number of hours	\$2,000 Minimum 2 proposals
Promotion (eg, flyers, posters, mailings, media)	Number @ cost each	\$1,000
Other planning expenses If you will be incurring expenses for internal or external staff to carry out project activities, describe the activity, not only the staff person.	Itemize each activity, with formula, in separate line items	TBD based on need
Project manager	Percentage of time	In-kind
TOTAL MAXIMUM ALLOWANCE \$12,000		

**These are suggested activities and the list of activities not inclusive or exclusive.
Your budget should be individualized to your project.**

Application Procedures

- Application must be submitted online at www.aap.org/catch/planninggrants.htm
- Attachments to applications
 - Applicants may submit up to four 1-page attachments. For example, minutes or agendas from community meetings; flyers; letters of support, especially from AAP state chapters and current or future community partners
 - Each attachment must include the applicant's full name
 - **Attachments may not be used to respond to or supplement questions contained within the application**

Submission due date

Applications must be submitted by 2:00 pm central time, July 30, 2010. Only online submissions will be accepted. Applicants will be notified in writing of the outcome of their application review by December 31, 2010.

Reporting Procedures

Grant funds will be disbursed in two equal installments. Documentation of expenditures will be required before release of the second installment. A final report will be due 30 days after the 6-month completion date, or extended completion date. Up to two 6-month extensions are allowed. The first installment must be requested by March 31, 2011.

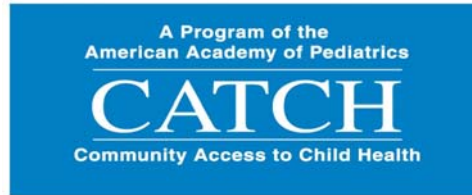
Publicity

The AAP may include information about your project in its program evaluations, publications, and promotional and technical assistance materials. In addition, a description of all CATCH grant-funded projects is posted at the AAP Community Pediatrics Web site at www.aap.org/commpeds/grantsdatabase.

Inquiries and Technical Assistance

- Applicants are strongly encouraged to contact their Chapter CATCH Facilitator with questions about proposal development or to discuss ideas for a CATCH Planning Funds project. Contact information is at www.aap.org/catch/RosterChapterFac.pdf.
- Application and budget review before submission also is available from CATCH staff. Contact staff at catch@aap.org, or 800/433-9016, ext 7632.
- Technical assistance publications, including *A Pediatrician's Guide to Proposal Writing* are available at www.aap.org/catch/ta.htm.

- To view descriptions of previously awarded CATCH grants, visit www.aap.org/commpeds/grantsdatabase. Please note that selection criteria may change from year to year. Contact your Chapter CATCH Facilitator or CATCH staff at catch@aap.org before modeling your proposal on a past grant.



The CATCH Planning Funds program is made possible through the generous support of **Pfizer Inc**, with additional support from individual donations through the **AAP Friends of Children Fund**.

On behalf of the children, the CATCH Program thanks its financial supporters, community partners, Chapter and District CATCH Facilitators, AAP chapters, AAP staff, the AAP membership, and most importantly its pediatrician CATCHers.

One pediatrician *can* make a difference!

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN™



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