 **CATCH Application: Narrative Questions**

*These are sample grant questions to help you prepare your own proposal for a CATCH Planning, Implementation, or Resident project. This document is a fillable form that allows you to work off-line and share drafts for feedback and support during the application development process. All applicants are strongly encouraged to share drafts based on this document or the full, online application with the CATCH network of* [Chapter CATCH Facilitators](https://downloads.aap.org/AAP/PDF/CATCH-rosterchapterfac.pdf)*,* [District CATCH Resident Liaisons](https://downloads.aap.org/AAP/PDF/CATCH-residentroster.pdf) *and* [CATCH staff](mailto:catch@aap.org)*. Applicants are eligible for additional credit during the scoring process if they have received feedback and support from the CATCH network.*

***Note****: The CATCH application must be completed and submitted* [online](https://grants.aap.org/)*. This document only provides the narrative questions. Actual questions may have more details on the respective applications. If working offline, please allow plenty of time to complete the online application, as the online system does not allow late submissions.*

# Personal Experience

Describe the personal experience that led you to become interested in community pediatrics and/or choose this child health topic for a CATCH project. (*Maximum 150 words*) Click or tap here to enter text.

# Project Title *(Maximum of 6 words)*  Click or tap here to enter text.

# Project Summary

Please provide a full summary of your project (including but not limited to: the problem, primary setting, number of children affected, project goal, proposed intervention, and anticipated outcomes). (*Maximum 600 words – use of the aforementioned headers is strongly encouraged*) Click or tap here to enter text.

Please select ONE topic to serve as the project’s primary topic area. (*This will be drop down box; see* [list of topics](https://downloads.aap.org/AAP/PDF/CATCH-Topics.pdf)*.*) Click or tap here to enter text.

Then select up to FIVE additional topics to serve as keywords for your project. Include topics specific to the grant period only – not long term.(*This will be drop down box; see* [list of topics](https://downloads.aap.org/AAP/PDF/CATCH-Topics.pdf)*.*) Click or tap here to enter text.

# The Community and Target Population

Please introduce the **community** where the project will be located and, within this community, describe the **target population** you plan to serve. *(Maximum 350 words)* Click or tap here to enter text.

*This background information is helpful to those scoring your application to have a better understanding of your community and the children/families with whom you will be partnering. Examples of descriptors or data you can use, include community assets and strengths, socioeconomic data, community-level health disparities, main economies (e.g., industrial, health care, tourism, agricultural), employment data, and the target population’s demographic data, health statistics, demonstrated health disparities or unmet needs, known resilience factors/strengths, and resources.*

# Barriers and Access

Describe known or perceived barriers in your community that impact access to optimal child health and well-being for your target population AND explain how your project will identify or address these barriers (e.g., geographic, physical, socioeconomic, communicative). (*Maximum 600 words*) Click or tap here to enter text.

Describe how your project will assess children’s health or well-being and/or increase access to needed health services not otherwise available. (*Maximum 300 words*) Click or tap here to enter text.

# Community Partners

List your current community collaborative partners and describe their role in your project. Please do not use acronyms. (*Maximum 300 words*)  Click or tap here to enter text.

List any additional individuals, groups, or organizations you plan on partnering with during this project. Describe their potential role (e.g., grassroots associations, parents, caregiver or family member, faith-based groups, local businesses, local public health service agencies, nongovernmental health agencies, hospitals). Please do not use acronyms. (*Maximum 300 words*) Click or tap here to enter text.

# Project Activities

Describe project-related activities that have been completed to date. Also include those activities that are anticipated to be completed prior to the project start date. (e.g., had prior involvement with local community, conducted informal health assessment, attended community meetings focused on child health issues, read literature suggesting a need in the community, informally documented child health trend in own practice.) (*Maximum 300 words*) Click or tap here to enter text.

Describe the major project activities, with timeline incorporated, based on a 12-month project period.   
*Review the Call for Proposals for the project start date, which should be reflected in the timeline.*

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| *Activity (use separate lines for each)* | *Start date (month)* | *End date (month)* |
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What will be your responsibilities in carrying out the project? (*Maximum 300 words*) Click or tap here to enter text.     

All CATCH projects are expected to be completed. In case of any unanticipated challenges, how do you plan to complete your project? (*Maximum 300 words*)  Click or tap here to enter text.

# Project Goal and ObjectivesList the project goal and three (3) project objectives. Objectives should use the SMART(IE) format: specific, measurable, attainable, realistic, time- phased, inclusive, and equitable. *(Note: List objectives -- not activities.)*

|  |  |
| --- | --- |
| *Goal* | Click or tap here to enter text. |
| *Objective 1* | Click or tap here to enter text. |
| *Objective 2* | Click or tap here to enter text. |
| *Objective 3* | Click or tap here to enter text. |

How will you measure the achievement of your SMART(IE) objectives and project goal (such as completion of a community assessment, coalition formed, community forum held, number of grants submitted, number of committee or task force meetings, number of surveys, focus groups, or interviews)?  Click or tap here to enter text.

# Budget *(Please review the Budget Guidance Supplement* [Budget Guidance Supplement](https://downloads.aap.org/AAP/PDF/2023BudgetGuidance%20Supplement.pdf) *for additional directions and tips*.) All CATCH application budgets MUST:

1. Clearly support the grant activities in addition to goals and timeline outlined in your application.
2. Include a complete description of each activity and expense.
3. Use category headers along with their activity descriptions, as described in Budget Guide below.
4. List each activity on a separate line.
5. Include a formula for ALL line items.
6. Stay within the maximum allowance for each budget category.
7. Justify each staff position to a specific outcome if budget includes personnel compensation (hourly wage or compensation by project deliverables – no fringe benefits allowed).

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| --- | --- | --- |
| *Budget Line Item Description*  *(use separate lines for each and Category Headers as described in the Budget Guidance Supplement)* | Formula for each line item | Budget Total (per line item) |
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# Fiscal Agent

Applicants must identify the fiscal agent during the application stage and attach a letter of intent. *(Note: if your project is funded, you are required to have a fiscal agent in order to receive funds from CATCH.)*

Review this [guidance document](https://downloads.aap.org/doccsa/CATCHFiscalGuidance_ApplicationPhase.pdf) for additional information.

Do you have a fiscal agent? Yes/No

If yes, who is your fiscal agent organization?  Click or tap here to enter text.

Do you currently have additional sources of funding for this project? Yes/No

# Sustainability

Identify the project’s long-range goals and/or how you plan to implement activities beyond the grant period. (*Maximum 300 words*) Click or tap here to enter text.

What sources of future funding could help sustain your project?  Click or tap here to enter text.