**Planning Tool for a Successful CATCH Application**

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| ***Directions***: This tool is intended to help applicants develop a successful CATCH grant proposal. Applicants are strongly encouraged, at least 4 weeks prior to submission of a full proposal, to:* Respond to the *italicized* questions listed in the boxes below
* Share the responses with your [Chapter CATCH Facilitators](https://downloads.aap.org/AAP/PDF/CATCH-rosterchapterfac.pdf) (CCF) and/or [District CATCH Resident Liaisons](https://downloads.aap.org/AAP/PDF/CATCH-residentroster.pdf) (DRL)
* Review the responses as part of application technical assistance with your CCF or DRL

*Disclaimer****:*** *Using this document does not guarantee funding support.* |

**Step #1: Define the problem.** Convey a thorough understanding of the child health issue you plan to address. Consider including a story of a child you encountered in your practice. Review the current literature, particularly as it relates to your community.

*Community pediatric issue:* Click or tap here to enter text.

**Step #2: Define the community.** Be explicit. Whose voice needs to be heard? Will your “community” involve all children in your city or a subset of those children (i.e., students at one elementary school or a population of Somali immigrant children living in a particular neighborhood)?

*Community is*: Click or tap here to enter text.

**Step #3: Know the data:** Consider the relevancy of the data to your project. Is it current? Is it on local, state, and/or national levels? Does it involve your community of interest? If not, how is that community similar or different?

**Step #4: Know the literature**. It is essential to develop a strong knowledge base specific to that issue. Are there model programs? Contact article authors. Understand that ongoing learning is important to effecting change.

**Step #5: Explore existing resources.** What exists in my community? Look for needs and assets assessments by your local community hospital or public health department. If none, explore state, region, and/or national resources.

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| *Community resources are*: Click or tap here to enter text. |

**Step #6: Identify and engage community partners.** Recognize there is tremendous capacity in the community in which you will be working. Identifying this existing capacity is crucial. What community groups are involved with your issue? It is very important that you *are working WITH the community and*their voice is represented.

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| *Community partner(s) are*: Click or tap here to enter text. |

**Step #7: Your project goals and objectives** should be valuable to the community. Goals are broad statements of what your project will accomplish and generally are not measurable. Objectives are the measurable steps to achieve your goal. How? By when? How much change do you expect? Objectives should be in the SMART format.

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| *Goal(s) are:*  Click or tap here to enter text. |
| *Objectives are:* Click or tap here to enter text. |

**Step #8: Determine project activities.** Create a step-by-step action plan (see chart below)**.** Make sure they align with your community’s needs and assets.

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| Action Step | By Whom | By When | Resources and Support Needed |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| ***Resources for Further Information:**** AAP Community Pediatrics Training Initiative (CPTI) “[Project Planning tool](https://www.mededportal.org/doi/10.15766/mep_2374-8265.10630)”
* [Conducting a Community Needs Assessment](https://ctb.ku.edu/en/assessing-community-needs-and-resources)
* Asset Based Community Development from the [ABCD Institute](http://www.abcdinstitute.org/), Northwestern Univ.
* [Writing SMART Objectives](https://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf)
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