



*These are sample grant questions to help you prepare your own proposal for a Planning, Implementation or Resident project.  
Note: Actual questions may have more details on the respective applications.*

### **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)

### **The Community**

Please describe the community where your project will be located (e.g., agricultural, industrial, number of pediatricians and other health care professionals in the area, employment data, and socioeconomic data). (Maximum 300 words)

Please characterize the target community for the project. (Check all that apply)

Is the primary setting of your project academic or non-academic?

### **Target Population**

Please describe the target population (e.g., their health statistics, known unmet health needs, or demonstrated health disparities). (Maximum 300 words)

Do children with any of these types of health care coverage comprise 50% or more of the project's target population? (Check all that apply)

What is the race/ethnicity of the project's primary target population? (Check all that apply)

What is the developmental stage of the project's primary target population? (Check all that apply)

Does the project target any of these special populations? (Check up to 10 boxes)

### **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)

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)

### **Community Partners**

List your current community collaborative partners and describe their role in your project. Please do not use acronyms. (Maximum 300 words)

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)

### **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)

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.

What will be your responsibilities in carrying out the project? (Maximum 300 words)

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)

### **Project Goal and Objectives**

List the project goal and three (3) project objectives. Objectives should use the SMART format: specific, measurable, achievable, realistic and time-based. (*Note: List objectives -- not activities.*)

How will you measure the achievement of your SMART 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)?

### **Budget**

Budget MUST:

1. Clearly support the goals and timeline outlined in your application.
2. Include a complete description of each activity and expense.
3. Include a formula for ALL line items.
4. List each activity on a separate line.
5. Justify each staff position to a specific outcome if budget includes personnel compensation (hourly wage or compensation by project deliverables – no fringe benefits allowed).

### **Fiscal Agent**

Applicants must identify the fiscal agent during the application stage and attach a letter of intent. Review this [guidance document](#) for additional information.

Do you have a fiscal agent? Yes

No (*Note: if your project is funded, you are required to have a fiscal agent in order to receive funds from CATCH*)

If yes, who is your fiscal agent?

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)

What sources of future funding could help sustain your project?

While all applications include the above questions, contact CATCH staff at [CATCH@aap.org](mailto:CATCH@aap.org) if you'd like to request a blank application for the Resident, Planning, or Implementation grant that you are interested in submitting.