2024 Cycle
CATCH Implementation Grants
Call for Proposals

Release Date: November 1, 2023 | Application Deadline: January 22, 2024 @ 11:59 pm CST

The Community Access to Child Health (CATCH) Program is a national initiative of the American Academy of Pediatrics (AAP) that supports pediatricians to lead innovative, community-based initiatives that increase children's access to optimal health or well-being. Grants up to $10,000 are awarded annually on a competitive basis to pediatricians who plan to build broad-based community partnerships to address unmet child health needs.

CATCH offers both Planning Grants and Implementation Grants, and the applicant determines which application to submit. Applicants who are unsure whether their proposed community health project is focused on planning activities or will include implementation activities should contact their Chapter CATCH Facilitator or CATCH staff for consultation. **This document outlines the Call for Proposals for the CATCH Implementation grants.**

Implementation Grant
Grants of $10,000 are awarded to individual pediatricians or fellowship trainees for the initial implementation or to pilot innovative, community-based initiatives that increase children's access to optimal health or well-being.

Call for Proposal – Contents Overview (click on the links below to jump to that topic)
- **Key Components of a CATCH Implementation Project**
  - Implementation Project Requirements & Implementation Project priorities
  - Implementation Eligibility & Selection criteria
  - Special Funding Opportunity
- **Getting Started with an Application**
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KEY COMPONENTS OF A CATCH IMPLEMENTATION PROJECT
Implementation Grant Requirements
- Project must be new in your community.
- Project must provide services and/or outreach to children in the community, not just those served in your practice.
- Project includes plans for strong community partnerships.
- Project is for the initial phase of implementation (can include a combination of planning and implementation activities).
- Methods for measurement of project goals and objectives are clearly described.
- Budget reflects project timeline and activities and does not include unallowable expenses.

Implementation Grant Priorities
Project activities should lead to a program that will:
- Demonstrate creativity or innovation in the designated community.
- Predominantly serve a population of children with unmet health needs or with demonstrated health disparities.

- Aim to develop strong, broad-based community partnerships.
- Assess children's health or well-being and/or increase access to needed health services not otherwise available.
- Be led by a pediatrician who plays a significant role in the project.
- Address an important need and likely achieve stated goals.
- Include plans for sustainability beyond the grant period.

Eligibility and Selection Criteria
- U.S. and Canadian general pediatricians, pediatric medical subspecialists, pediatric surgical subspecialists, and fellowship trainees are eligible to apply.
- National and Chapter AAP memberships must be current before grant funds can be disbursed.
- Current CATCH grantees are not eligible; Prior CATCH grantees are eligible provided that their grant is closed (all grant project documentation submitted, and any unused funds returned).
- CATCH grants are prioritized for new awardees. If you have been successfully awarded multiple CATCH grants, please speak with your Chapter CATCH Facilitator. We encourage you to offer mentorship and guidance to new applicants in your chapter.
- Applications are peer-reviewed by AAP District and Chapter CATCH Facilitators.

SPECIAL FUNDING OPPORTUNITIES
CATCH is pleased to partner with the AAP Council on Child Abuse and Neglect (COCAN) to support a pediatrician to conduct a community-based project that advances child health and well-being.

The AAP Council on Child Abuse and Neglect (COCAN) is dedicated to improving the care of infants, children, and adolescents who are abused and neglected. The COCAN is seeking to fund ONE (1) project focused on the prevention, identification, or management of child abuse and neglect, or addressing the mitigating effects of trauma and toxic stress in children and youth. Funding is available for one project and interested applicants must be a member of COCAN and have a demonstrated interest in child abuse pediatrics and be enrolled in a child abuse pediatrics fellowship, or an early career board certified or board eligible child abuse pediatrician.

Note: This grant is part of the general Call for Proposals and therefore must follow the same application and reporting procedures and meet the same eligibility and selection criteria. To be considered for this targeted funding opportunity, applicants must describe in the application how their project will address the relevant child health priorities. CATCH will work with the sponsoring group to identify the approved application that best meets their specific criteria.

GETTING STARTED WITH AN APPLICATION
Assistance with Proposal Development
- Applicants are strongly encouraged to contact their Chapter CATCH Facilitator for feedback and support to strengthen their proposal. Learn more about the assistance that is available.
    Note: Applicants are awarded additional credit for receiving assistance from facilitators and staff.
- Canadian applicants are encouraged to seek feedback and support assistance by contacting CATCH staff at catch@aap.org.
- A planning tool is available as an option to aid in planning a CATCH project; if completed, an applicant should share the completed tool as part of a CATCH network feedback and support request.
- A template of the CATCH applications' narrative questions is available to help applicants draft an application and share it with their Chapter CATCH Facilitator for feedback.
- Application and budget reviews also are available from CATCH staff at catch@aap.org.
- For descriptions of previously awarded CATCH grants visit our Community Pediatrics Funded Projects List. Criteria may change from year to year, so please contact your Chapter CATCH Facilitator or CATCH staff before modeling your proposal on a past grant.

- Additional resources are available in the *Proposal Development Resources* section on the CATCH Grant Opportunities webpage.

Application Procedures
- Applications must be submitted online.
- A fiscal agent should be identified during the application process. A letter of intent from the proposed fiscal agent must be provided as an attachment to the application. A fiscal agent is a proxy that manages fiscal matters on behalf of another party. Review this document for additional guidance.
- Citations/references are optional.
- Attachments to applications are optional, not scored, and may not be used to respond to application questions. You may include up to four pages of attachments; for example, citations/references, minutes, or agendas from community meetings; flyers; letters of support, especially from AAP state chapters and current or future community partners.

Key Dates and Deadlines

January 12, 2024	You may request assistance with proposal development from either your Chapter CATCH Facilitator(s) or CATCH staff at catch@aap.org up until this date.
January 22, 2024, 11:59 PM Central time	Application deadline.
By April 12, 2024	Applicants receive email notice of funding decisions.
By May 13, 2024	Grantees submit signed award documents.
June 1, 2024	Projects begin and are 12-months in length.

Budget Guidelines
Budget 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).

Unallowable Expenses
- Supplemental funding to previously awarded grants or existing programs
- Any payment to a pediatric care provider* or dentist
  - Any clinical encounter i.e., any service that is deemed a billable encounter
  - Professional development (conferences or educational/training activities)
  - Educational materials for a pediatric care provider* or medical student
  - Speaker fees or speaker travel reimbursement
  - Participation incentives (ie. gift cards) for pediatric care providers or dentists
- Medical equipment, medical supplies, or pharmaceuticals (Exception: select supplies for oral health projects)
- Quality improvement projects that do not meet application and budget criteria
- Research projects, such as clinical trials
- Health fairs or one-time events
- Building or office construction, maintenance, or repairs

- Capital equipment (durable items lasting beyond the project timeline including computers, tablets, furniture, etc.)
- Indirect costs, fringe benefits for personnel, or fiscal agent fees
    *Pediatric care provider includes a physician, nurse practitioner, or physician assistant

Budget Guide for categories, expenses, and maximum allowance for each. Applicants are encouraged to use the category headers that are bolded below along with their activity descriptions in the budget portion of the application. (Applicants should review the *CATCH Budget Guidance Supplement* for additional information.)

Activity Description *This list of activities is not comprehensive.*	Description and Formula *Include description and formula for all expenses.*	Maximum Allowance (USD)
Personnel • Community asset mapping • Design and production of needs assessment/evaluation survey • Outreach • Care coordination • Translation of surveys and/or materials • Data analysis • Grant writing • Project coordination/administration	$ per hour x number of hours *(Cannot include fringe benefits)* Describe staff person, activities, and responsibilities.	**$7,000**
Meetings • Focus groups • Planning/collaboration • Task force • Advisory board meetings	Meals, beverages, staff transportation, and meeting materials	**$2,000**
Participant (parents, caregivers, children) Expenses • Child care • Transportation • Incentives	Specify	**$4,000**
Resources, Equipment, & Educational Materials • Support program activities	Specify	**$4,000**
Promotion/Supplies • Flyers, posters, mailings, media • Printing • Telephone • Consumable office supplies	Specify	**$2,000**
Technology Development • Web site • Mobile application	Specify	**$3,500**
Other program expenses • Activities that are not listed above	Specify	**TBD based on need**
TOTAL MAXIMUM ALLOWANCE $10,000		
If your budget includes salaries, please justify by relating each staff position to a specific outcome.		

Sample CATCH Implementation Grant Budget

Activity	Description and Formula	$ Amount (USD)
Personnel		
Outreach to community programs	Contacting community programs to determine suitability for inclusion in the program. 40 hrs@$15/hr	600
Project coordinator	Recruitment of patients in the ED (must be bilingual Spanish); entering patient details into text messaging platform; disseminating information regarding the program; assessing follow up at the Adolescent Health Center/Dental/Mental Health/Optometry. 8 hrs/wk x 25 wks@ $15/hr	3000
Evaluation/Data analysis	Flat rate $1500	1500
Translation of text messages into Spanish	Translating text messages into Spanish and ensuring there are 160 characters (standard text message length). 40 hrs at $15/hr	600
Meetings		
Focus group meetings with youth for feasibility of the texting program by those patients enrolled	Food for 3 meetings @ $200/meeting	600
Participant Expenses		
Participant incentives	10 youth per meeting x 3 meetings 30 gift cards @$30 ea	900
Promotion/Supplies		
Flyers for the ED	Flyers to be distributed within the ED informing patients about the program. 1,500 flyers @ $0.50 each	750
Office supplies/telephone usage	Consumable office supplies, as needed @$325	325
Technology		
Text Messaging	Developing the content and creating the text messages for the program; ensuring that the text messages are delivered appropriately; carrying out follow up for all patients in the program. Estimated @$1,725	1725
	TOTAL	**10,000**

IMPORTANT DETAILS FOR FUNDED PROJECTS
Fiscal Agent

A fiscal agent should be identified during the application process. A letter of intent from the proposed fiscal agent must be provided as an attachment to the application. Grantees must appoint a tax-exempt fiscal agent once they receive their award notification. A fiscal agent is a proxy that manages fiscal matters on behalf of another party. This is a requirement for the grantee to avoid personal tax liability per federal tax law. Some examples include a community-based organization, university, health department, or state AAP chapter. *The institution or organization that acts as fiscal agent cannot be the grantee or co-grantee.* This additional guidance outlines the grantee's and the fiscal agent's role for financial matters.

Reporting Procedures

Grant funds will be disbursed in one installment at the start of the project. A final report including financial reporting will be due within 60 days after the 12-month completion date, or extended completion date. One 6-month extension is allowed, pending approval.
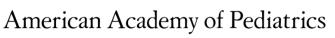
Publicity

The AAP may include information about your project in its program evaluations, publications, and promotional and technical assistance materials. In addition, descriptions of CATCH grant-funded projects are posted on the AAP Community Pediatrics Funded Projects List.

ACKNOWLEDGMENTS

The CATCH Program is made possible through the support of Roots & Wings Foundation; donations through the AAP Friends of Children Fund; and with additional support from various AAP Sections, Councils, and initiatives.

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

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