



2024 Cycle CATCH Planning Grants Call for Proposals

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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. **Important:** if an applicant submits a Planning Grant application that includes implementation activities, there is a high probability that the application will not be funded. 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 Planning grants.**

Planning Grant

Grants of \$10,000 are awarded to individual pediatricians or fellowship trainees for planning 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)

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KEY COMPONENTS OF A CATCH PROJECT

Planning Grant Requirements

- Project must be new in your community.
- Project must include plans for developing 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 planning activities only.
- Methods for measurement of project goals and objectives are clearly described.
- Budget reflects project timeline and activities and does not include [unallowable expenses](#).

Planning Grant Priorities

Planning 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

More about CATCH Planning Grants

The CATCH Planning Grant, the first CATCH grant opportunity launched in 1993, provides pediatricians funding to examine an issue within their community, engage in community partnerships, and work collaboratively to identify a solution or mechanism to increase access to health care services or address an identified health disparity. A Planning Grant is intended for the early phases of the development of a community-based project, prior to any services being provided to the target population. CATCH Planning proposals:

- Explore an issue (via activities such as needs assessments, coalition building and focus groups).
- Work through the process of creating a solution/activity (through focus groups, coalition meetings, planning meetings, etc.).
- Do NOT include pilot testing or implementation activities.
- Supports strong community partnerships. Developing strong community partnerships is integral for all funded CATCH program grants. Review [Engaging with Community Partners](#).

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

Below is the list of unallowable expenses for all types of CATCH grant applications. ***In addition, Planning Grant budgets should NOT include any line items that would be considered implementation or pilot related 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 <i>This list of activities is not comprehensive.</i>	Description and Formula <i>Include description and formula for all expenses.</i>	Maximum Allowance (USD)
Personnel <ul style="list-style-type: none"> • 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 <i>(Cannot include fringe benefits)</i> Describe staff person, activities, and responsibilities.	\$7,000
Meetings <ul style="list-style-type: none"> • Focus groups • Planning/collaboration • Task force • Advisory board meetings 	Meals, beverages, community partner staff transportation, and meeting materials	\$2,000
Participant (parents, caregivers, children) Expenses <ul style="list-style-type: none"> • Child care • Transportation • Incentives 	Specify	\$4,000
Resources, Equipment, & Educational Materials <ul style="list-style-type: none"> • Support planning activities 	Specify	\$4,000
Promotion/Supplies <ul style="list-style-type: none"> • Flyers, posters, mailings, media • Printing • Telephone • Consumable office supplies 	Specify	\$2,000

Technology Development <ul style="list-style-type: none"> • Web site • Mobile application 	Specify	\$3,500
Other program expenses <ul style="list-style-type: none"> • 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 Planning Grant Budget

Activity Description	Description and Formula	\$ Amount (USD)
<u>Personnel</u>		
Community asset mapping	\$38/hr x 50 hrs = \$1,900	1900
Translation	Surveys, tools, flyers: \$30/hr x 35 hrs	1050
Administrative assistant	Clerical support, meeting preparation, maintain project goals checklist, collect meeting sign-in sheets, accounting support: \$15/hr x 150 hrs	2250
Data analysis	\$40/hr x 6 hrs	240
<u>Meetings</u>		
Collaboration/planning meetings with community partners and project staff	5 meetings x \$260 per meeting for food, beverage, materials for 10 participants	1300
Focus group meetings to identify barriers to health care	5 meetings x \$150 per meeting for food and beverage for 10 participants	750
<u>Participant Expenses</u>		
Participant travel to/from focus group meetings	50 1-day bus passes @\$10.00 each	500
Child care during focus group meetings	\$100 x 5 meetings	500
Focus group incentives	\$30 gift cards x 50 participants	1500
TOTAL		9,990
TOTAL MAXIMUM ALLOWANCE \$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

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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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