



2023 Cycle CATCH Planning Grants Call for Proposals

Release Date: November 1, 2022 | Application Deadline: January 23, 2023 @ 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. **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.

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 technical assistance to strengthen their proposal.
Note: Applicants are awarded additional credit for receiving technical assistance from facilitators and staff.
- Canadian applicants are encouraged to seek technical 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 technical assistance request.
- 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 13, 2023	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 23, 2023, 11:59 PM Central time	Application deadline.
By April 14, 2023	Applicants receive email notice of funding decisions.
By May 15, 2023	Grantees submit signed award documents.
June 1, 2023	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. Include a formula for ALL line items.
4. List each activity on a separate line.

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
- 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 (i.e., durable items lasting beyond the project timeline)
- Medical equipment, medical supplies, or pharmaceuticals (Exception: select supplies for oral health projects)
- Indirect costs 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.)

<p style="text-align: center;">Activity Description <i>This list of activities is not comprehensive.</i></p>	<p style="text-align: center;">Description and Formula <i>Include description and formula for all expenses.</i></p>	<p style="text-align: center;">Maximum Allowance (USD)</p>
<p>Personnel</p> <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 	<p>\$ per hour x number of hours <i>(Cannot include fringe benefits)</i></p> <p>Describe staff person, activities, and responsibilities.</p>	<p>\$7,000</p>
<p>Meetings</p> <ul style="list-style-type: none"> • Focus groups • Planning/collaboration • Task force • Advisory board meetings 	<p>Meals, beverages, staff transportation, and meeting materials</p>	<p>\$2,000</p>
<p>Participant (parents, caregivers, children) Expenses</p> <ul style="list-style-type: none"> • Child care • Transportation • Incentives 	<p>Specify</p>	<p>\$4,000</p>
<p>Resources, Equipment, & Educational Materials</p> <ul style="list-style-type: none"> • Support planning activities 	<p>Specify</p>	<p>\$4,000</p>
<p>Promotion/Supplies</p> <ul style="list-style-type: none"> • Flyers, posters, mailings, media • Printing • Telephone • Consumable office supplies 	<p>Specify</p>	<p>\$2,000</p>
<p>Technology Development</p> <ul style="list-style-type: none"> • Web site • Mobile application 	<p>Specify</p>	<p>\$3,500</p>
<p>Other program expenses</p> <ul style="list-style-type: none"> • Activities that are not listed above 	<p>Specify</p>	<p>TBD based on need</p>
<p>TOTAL MAXIMUM ALLOWANCE \$10,000</p>		
<p>If your budget includes salaries, please justify by relating each staff position to a specific outcome.</p>		

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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