



2019 Cycle 2 CATCH Planning & Implementation Grants Call for Proposals

Release Date: December 3, 2018 | Application Deadline: January 31, 2019, 3:00 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 biannually on a competitive basis to pediatricians who plan to build broad-based community partnerships to address unmet child health needs.

Planning Grant

Up to \$10,000 is awarded biannually to individual pediatricians or fellowship trainees for planning innovative, community-based initiatives that increase children's access to optimal health or well-being.

Requirements

- Project must be new in your community but may exist in another community.
- Project must provide services and/or outreach to children in the community, not just those served in your practice.
- Project includes plans for 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.

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.

Implementation Grant

Up to \$10,000 is 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.

Requirements

- Project must be new in your community but may exist in another community.
- Project must provide services and/or outreach to children in the community, not just those served in your practice.
- Project includes plans for 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.

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

- General pediatricians, pediatric medical subspecialists, pediatric surgical subspecialists, and fellowship trainees from the United States and its territories are eligible to apply.
- National and Chapter AAP memberships must be current before grant funds can be disbursed.
- Former CATCH grantees must complete current grant project prior to submitting another application.
- Applications are peer-reviewed by AAP District and Chapter CATCH Facilitators.

Special Funding Opportunity

The National Dairy Council (NDC) is partnering with CATCH to provide a special funding opportunity to support projects that promote all healthy foods, *including dairy foods*, and build healthier communities for those impacted by food insecurity (41 million Americans including 13 million children). NDC will fund projects that develop innovative solutions for children ages 2-18 who are impacted by food insecurity and build partnerships with groups such as food banks/pantries, local farmers markets, and schools/community groups.

Assistance with Proposal Development

- Applicants are strongly encouraged to contact their [Chapter CATCH Facilitator](#) to strengthen their proposal.
Note: Applicants are awarded points for receiving assistance from facilitators and staff.
- 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.

Application Procedure

- Applications must be submitted [online](#).
- Attachments to applications are optional, not scored, and may not be used to respond to application questions.
- Maximum four 1-page attachments; for example, minutes or agendas from community meetings; flyers; letters of support, especially from AAP state chapters and current or future community partners.
- Each attachment must include the applicant's full name.

Budget Guidelines

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.

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
- Quality improvement projects only benefiting clinics or practices
- 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.

Activity Description This list of activities is not comprehensive.	Include description and formula for all expenses.	Maximum Allowance
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 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, 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 program 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
<u>Personnel</u>		
Community asset mapping	\$37.50/hr x 40 hrs = \$1,500	1500
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	\$30/hr x 6 hrs	180
<u>Meetings</u>		
Collaboration/planning meetings with community partners and project staff	4 meetings x \$200 per meeting for food, beverage, materials for 10 participants	800
Focus group meetings to identify barriers to health care	4 meetings x \$100 per meeting for food and beverage for 10 participants	400
<u>Participant Expenses</u>		
Participant travel to/from focus group meetings	40 bus passes @\$5.00 each	200
Child care during focus group meetings	\$60 x 4 meetings	240
Focus group incentives	\$25 gift cards x 40 participants	1000
TOTAL		7,620
TOTAL MAXIMUM ALLOWANCE \$10,000		

Sample CATCH Implementation Grant Budget

Activity	Description and Formula	\$ Amount
<u>Personnel</u>		
Outreach to community programs	Contacting community programs to determine suitability for inclusion in the program. 30 hrs@\$15/hr	450
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/Optomety. 8 hrs/wk x 25 wks@ \$15/hr	3000
Evaluation/Data analysis	Flat rate \$1000	1000
Translation of text messages into Spanish	Translating text messages into Spanish and ensuring there are 160 characters (standard text message length). 30 hrs at \$15/hr	450
<u>Meetings</u>		
Focus group meetings with youth for feasibility of the texting program by those patients enrolled	Food for 3 meetings @ \$100/meeting	300
<u>Participant Expenses</u>		
Participant incentives	6 youth per meeting x 3 meetings 18 gift cards @\$25 ea	450
<u>Promotion/Supplies</u>		
Flyers for the ED	Flyers to be distributed within the ED informing patients about the program. 1,500 flyers @ \$0.25 each	375
Office supplies/telephone usage	Consumable office supplies, as needed @\$250	250
<u>Technology</u>		
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	8,000
TOTAL MAXIMUM ALLOWANCE \$10,000		

Key Dates and Deadlines

January 14, 2019

You may request assistance with proposal development from either your [Chapter CATCH Facilitator](#) or CATCH staff at catch@aap.org up until this date.

January 31, 2019, 3 pm CST

Application deadline.

By May 1, 2019

Applicants receive e-mail notice of funding decisions.

By August 1, 2019

Submit signed award documents; projects are 12-month in length and may begin upon receipt of funds.

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 30 days after the 12-month completion date, or extended completion date. One 6-month extension is allowed.

Fiscal Agent

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. Some examples include a state AAP chapter, university, school of medicine, or health department. This is a requirement in order for the grantee to avoid personal tax liability per federal tax law. **The institution or organization that acts as fiscal agent cannot be the grantee or co-grantee.**

Sunshine Act Reporting

Some funds that support CATCH grants may be subject to Sunshine Act reporting. Please check with your institutional policy, if applicable. Should this apply to your grant, we will notify you when payment is made. For questions, email catch@aap.org.

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](#).

The CATCH Program is made possible through the support of Pfizer Inc., National Dairy Council, and Magic Pebble Foundation with additional support from various AAP Sections and Councils and individual donations through the AAP Friends of Children Fund.

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.

American Academy of Pediatrics

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