

## 2009 CATCH Planning Funds Call for Proposals

### The CATCH Planning Funds Program

#### *Program Goals*

The Community Access to Child Health (CATCH) Planning Funds program provides grants in amounts from \$2,500 to \$12,000 for pediatricians to **plan** innovative, community-based initiatives that increase children's access to medical homes\* or specific health services not otherwise available. These community-based projects should lead to the development of successful CATCH projects that can be replicated in other communities. All CATCH grants are awarded on a competitive basis.

*A pediatrician must lead the project and be significantly involved in proposal development and project activities.*

**Community-based** projects develop broad-based collaborative community partnerships for the planning phase of child health initiatives; for example:

- Grassroots associations
- Parents and children
- Faith-based groups
- Local businesses
- Local media
- Local cultural organizations
- Local public health service agencies
- Governmental and nongovernmental health agencies
- Hospitals

**Planning** project activities must lead to sustainable, community-based child health initiatives that increase access to care, especially for underserved children, and address health disparities among children. Activities may include needs assessments and community asset mapping, feasibility studies, community meetings/forums, focus groups, planning meetings, and development of grant proposals for future project implementation after the planning phase is complete.

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\*What is a medical home? A medical home is not a building, house, or hospital, but rather an approach to providing comprehensive primary care. A medical home is defined as primary care that is accessible, continuous, comprehensive, family centered, coordinated, compassionate, and culturally effective. In a medical home, a pediatric clinician works in partnership with the family/patient to assure that all of the medical and nonmedical needs of the patient are met. Through this partnership, the pediatric clinician can help the family/patient access and coordinate specialty care, educational services, out-of-home care, family support, and other public and private community services that are important to the overall health of the child/youth and family. For more medical home information visit: <http://www.medicalhomeinfo.org>.

## CATCH Planning Funds Application Guidelines

### *Eligibility and Selection Criteria*

All proposals are peer-reviewed by the American Academy of Pediatrics (AAP) District CATCH Facilitators (the oversight committee of the CATCH Program) and AAP Chapter CATCH Facilitators.

#### **Applications must demonstrate the following prerequisites:**

- *Only applicants from the United States and its territories are eligible to apply.*
- A pediatrician will lead the project.
- Include **planning** activities only.
- Increase children's access to a medical home or specific health services not otherwise available.
- Include plans for broad-based community partnerships.
- Include justification of need for funding.

#### **Priority will be given to proposals that:**

- Promote medical homes for hard-to-reach populations with health care disparities.
- Represent **new** initiatives within the community.
- Target areas with large numbers of uninsured children.
- Target areas with poor health outcomes.
- Demonstrate access needs in the community.
- Demonstrate community collaboration.
- Demonstrate collaboration with the State Children's Health Insurance Program (SCHIP) and/or state Medicaid programs, or address the uninsured and underinsured children in the target population.
- Include achievable plans for sustainability beyond the grant period.
- Are submitted by practicing community-based pediatricians.
- Are submitted by applicants who have not previously received a CATCH grant. (Former grantees may, however, apply.)

#### **Ineligible proposals**

- Include **implementation** activities
  - Pilot programs
  - Direct service delivery
- Include **professional education** activities
  - Physician, pediatric resident, or other health professional training or education
  - Conference support
- Planning projects for quality improvement of individual practices or health clinics/outreach to practice or clinic patients only
- Health fairs
- Research projects or literature reviews
- Purchase of materials for resident or medical student education
- Purchase of medical equipment or supplies (exception: select supplies for oral health projects)

## Use of Grant Funds

Planning activities may include needs assessments and community asset mapping, feasibility studies, community meetings, focus groups, and development of grant proposals for project implementation. Each budget line item must include an expense justification (description of activity and **formula**) and clearly support the project goals and timeline outlined in the proposal.

## Application Procedures

- Application must be submitted **online** at [www.aap.org/catch/planninggrants.htm](http://www.aap.org/catch/planninggrants.htm).
- Application must be submitted by a pediatrician.
- Résumés and curricula vitae will not be accepted as a substitute for the **narrative** biographical sketch requested in the application.
- Applicants may submit up to 4 one-page attachments. For example, minutes or agendas from community meetings; flyers; and letters of support, especially from AAP state chapters and current or future community partners
- Each attachment must include the applicant's full name.
- **Attachments may not be used to respond to or supplement questions contained within the application.**
- Please note that your responses to the survey questions contained within the application will not affect your scores or influence funding decisions.

## Guidelines for Developing Your Budget

Unallowable Expenses
Physicians' or dentists' salaries or fees
Indirect costs/administrative overhead/fiscal agent fee/fringe benefits
Pilot/research/implementation projects
Start-up funds for implementation
Quality improvement of individual practices or health clinics
Outreach to practice or clinic patients only
Supplemental funding to previously awarded grants and/or existing program activities
Capital equipment
Medical equipment or supplies (exception: select supplies for oral health projects)
Computer hardware and software
Web site design or construction
Building/office construction and related activities
Direct service delivery
Conference registration fees/support
Professional development programs (educational or training activities)
Procurement of materials for resident or medical student education
Purchase of cellular telephones

The following are examples of typical project activities.

*To avoid the possibility of personal tax liability, it will be necessary for you to appoint a tax-exempt fiscal agent once you receive your award notification. Per federal tax law, individuals are responsible for the taxes on unexpended funds at year-end. Individuals are also responsible for the taxes on expended funds for which an expense report has not been submitted at year-end.*

<b>Description of Typical Activities</b> <small>(This list of activities is not inclusive or exclusive.)</small>	<b>Formula/Cost Range</b> <small>(Budget must include a formula for each line item.)</small>	<b>Maximum Allowance</b>
Coalition/collaboration/planning/ advisory board meetings (eg, meals, beverages, meeting materials)	Up to \$200 per meeting	\$1,200 (maximum 12 meetings)
Focus groups for needs assessment	Up to \$100 per meeting	\$1,000 (maximum 10 meetings)
Incentives for focus groups (parents, caregivers, children)	\$5 to \$10 gift cards per person	\$500
Transportation, as needed, for focus groups	Estimate	TBD based on need
Child care, as needed, for focus groups	Estimate	TBD based on need
Design and production of needs assessment survey	\$ per hour x number of hours	\$1,500
Translation of surveys and tools	Number of hours @hourly rate	\$1,000
Data analysis	\$ per hour x number of hours	\$1,000
Consumable office supplies/percentage of telephone usage	Itemize	\$500
Staff local project-related travel	Number of miles @ \$.44/mile, or public transportation cost	\$ _____
Administrative assistant <b>(Describe activities)</b>	\$10 to \$15 per hour	\$3,000
Grant writer	\$ per hour x number of hours	\$2,000 (complete at least 2 proposals)
Promotion (eg, flyers, posters, mailings, media)	Number @ cost each	\$1,000
Other direct expenses for planning purposes: Specify If you will be incurring expenses for internal or external staff to carry out project activities, <b>describe the activity</b> , not the staff person.	Itemize each activity, with formula, in separate line items	TBD based on need
Project manager	Percentage of time	In-kind
<b>TOTAL MAXIMUM ALLOWANCE \$12,000</b>		

**Please note that the above is a sample of typical activities only and the list of activities is not inclusive or exclusive. Your budget should be individualized to your project.**

## Deadline for Submission

All applications must be submitted by **4:00 pm CDT, July 31, 2008. Only online submissions will be accepted.** Applicants will be notified in writing of the outcome of their application review in December 2008.

## Reporting Procedures

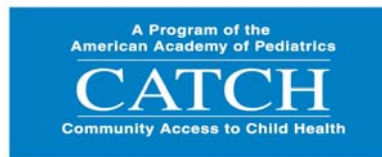
Grant funds will be disbursed in two equal installments. Documentation of expenditures will be required before release of the second installment. A final report will be due 6 months after receipt of the first installment; up to two 6-month extensions are allowed. The first installment must be requested within 6 months of the award notification.

## Publicity

The AAP may include information about your project in its program evaluations, publications, and promotional and technical assistance materials. In addition, a description of all CATCH grant-funded projects is posted at the AAP Community Pediatrics Web site at [www.aap.org/commpeds/grantsdatabase](http://www.aap.org/commpeds/grantsdatabase).

## Inquiries and Technical Assistance

- Applicants are strongly encouraged to contact the Chapter CATCH Facilitator(s) in their state with questions about proposal development or to discuss ideas for a CATCH Planning Funds project. Contact information is available at [www.aap.org/catch/RosterChapterFac.pdf](http://www.aap.org/catch/RosterChapterFac.pdf).
- Assistance with proposal development also is available from CATCH staff by writing to [catch@aap.org](mailto:catch@aap.org), or calling 800/433-9016, ext 7632. Application and budget review before submission also is available from your Chapter CATCH Facilitator and CATCH staff.
- Technical assistance publications, including *A Pediatrician's Guide to Proposal Writing* (a guide for development of grant proposals for future project implementation after the planning phase is complete), are available at [www.aap.org/catch/ta.htm](http://www.aap.org/catch/ta.htm).
- To view project descriptions of previously awarded CATCH grants, visit [www.aap.org/commpeds/grantsdatabase](http://www.aap.org/commpeds/grantsdatabase). To access grantee contact information enter the site through the AAP Member Center Web site at [www.aap.org](http://www.aap.org). Please note that selection criteria may change from year to year. Contact CATCH staff at [catch@aap.org](mailto:catch@aap.org) before modeling your proposal on a past grant.



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

**One pediatrician *can* make a difference!**

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