

CATCH Implementation Funds Call for Proposals

Applications must be submitted online at www.aap.org/catch/funds
by 2:00pm CST January 29, 2010

Program Goals

The Community Access to Child Health (CATCH) Program is pleased to announce a new cycle of CATCH Implementation Funds grants which should lead to the initialization of implementation projects aimed at increasing access to medical homes* and other needed services.

A pediatrician must lead the project and be significantly involved in proposal development and project activities. Grants of up to \$12,000 are awarded each year on a competitive basis to **pediatricians** who want to address the local needs of children in the community.

Assistance is Available!

CATCH has a network of pediatricians available to assist you as you develop your application. Visit <http://www.aap.org/catch/RosterChapterFac.pdf> for a list of Chapter CATCH Facilitators (CCFs).

The CCFs in your state should be your first point of contact for technical assistance, but you may also contact AAP staff kmilewski@aap.org. **You will receive additional points for receiving Technical Assistance.**

The CATCH Implementation Funds program is generously supported by grants from the AAP Richmond Center of Excellence, CVS/Caremark Charitable Trust, McNeil Consumer Healthcare and Wyeth with additional support from the American Academy of Pediatrics (AAP).

The following guidelines will assist you as you develop your application. Please review these guidelines prior to starting your application.

Application Procedures

Applications must be submitted by the pediatrician who is initiating and coordinating the proposed CATCH implementation project. A secondary contact (who may be a pediatrician or other child advocate) also may be named.

- **Application must be submitted online at <http://www.aap.org/catch/funds/>.**
- Application must be submitted by a pediatrician.
- Applicants may submit up to 4 single-sided 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 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.

* 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 non-medical 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. To learn more about medical home, please visit the National Center of Medical Home Initiatives Web site at: <http://medicalhomeinfo.org/>

CATCH Implementation Funds Application Guidelines

Eligibility and Selection Criteria

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

Applications must demonstrate the following prerequisites:

- **Applicants must be from the United States and its territories**
- **Applicants must be members of the AAP**
- A pediatrician must lead the project
- The project is for the initial phase of implementation (pilot program or new program)
- The project must include plans for community partnerships
- The proposed budget reflects project timeline and activities
- The project increases children's access to a medical home or specific health services not otherwise available
- The Methods for measurement of project goals and objectives must be described
- **Only fully completed online applications will be accepted**

Priority will be given to proposals that:

- Assess children's medical home status and connect children who previously had none with a medical home
- Increase access to needed health services not otherwise available
- Predominantly serves a population known to be underserved or with demonstrated health disparities
- Assess children's health insurance status and connect them with available insurance programs
- Address an important need and include activities that are likely to achieve the stated goals
- Are submitted by a practicing, community-based pediatrician
- Lead by a pediatrician
- Include broad-based community partnerships

Secondhand Smoke Exposure Reduction Grant Opportunity

The CATCH Program is pleased to partner with the AAP Julius B. Richmond Center of Excellence for Children (Richmond Center) to offer a new grant opportunity for pediatricians interested in developing projects focused on reducing secondhand tobacco smoke (SHS) exposure for children and youth. **Please note that applications should address SHS and should not solely focus on smoking cessation.**

The grants will be 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 as those under the CATCH Implementation Funds program.

As a helpful hint to applicants interested in applying for the SHS targeted grants, applications should incorporate the following:

- link to a medical home
- intervention focus on disadvantaged or minority children
- a strong pediatrician/target population engagement component
- identification of promising practices

Technical assistance is available through the CATCH Program and the Richmond Center. For best practice information from the Richmond Center, please contact Tracy Sesselberg, Senior Health Project Coordinator, at Tracy_Sesselberg@URMC.Rochester.edu. For CATCH information or application assistance, please contact Katie Milewski, MPH, CATCH Program Coordinator, at kmilewski@aap.org. Additional information can be found on the programs' Web sites at <http://www.aap.org/richmondcenter/> or <http://www.aap.org/catch/index.html>.

Use of Grant Funds

This is a 6-month implementation grant. Grant funds, which are disbursed in 2 installments, must be used for *initial* implementation or pilot activities only. The 6-month grant project period begins on receipt of the first installment.

Implementation activities may include service delivery, community meetings, focus groups, and development of grant proposals in the context of a pilot project. Each budget line item must include an expense justification and clearly support the project objectives outlined in the proposal.

CATCH Implementation Funds will be disbursed in 2 equal installments. Payments are made to not for profit organization and must be supported by appropriate financial documentation. A financial report will be required.

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.

Allowable Expenses	Unallowable Expenses
Project staff salaries (non MDs) as long as they are related to the purpose of the grant and can be tied to a project objective	Physicians' and Dentists' salaries
Community forums	Capital equipment, including computer hardware and cell phones
Consultant fees (non MDs)	Construction and related activities
Focus groups	Indirect costs/administrative overhead, fringe benefits, fiscal agent fees
Pilot and implementation activities	Supplemental funding to previously awarded grants
Local project-related travel	Conference registration fees/support
Evaluation expenses	Professional development programs (physician education and staff training activities)
Grant writing as a minor portion of the proposal	Research projects
Supplies/telephone/postage	Existing program activities
Direct service expenses	Room rentals
Project promotion/outreach	Quality improvement activities (e.g., making enhancements to one's practice)

Guidelines for Developing the Budget

Activity (This list of activities is not inclusive or exclusive.)	Cost Range (Budget must include a formula for each line item.)	Maximum Allowable
Project management/coordination	Hourly rate @ number of hours	\$3,000
Outreach	Hourly rate @ number of hours	\$2,000
Translation services	Hourly rate @ number of hours	\$1,000
Promotion (brochure, flyer, etc)	Number of copies @ cost each	\$2,000
Community meetings	Up to \$200 per meeting	\$1,200
Staff local travel	Number of miles @ \$.585/mile	\$ _____
Evaluation/data analysis	\$50/h (maximum) x XX hours	\$1,000
Office Supplies (telephone, copy, office supplies)	Itemize	\$500
Pilot and implementation activities	_____/ item per X items	\$3,000
Participant incentives	\$_ per person per X people	\$1500
Grant preparation	\$50 per hour maximum	\$2,000
TOTAL MAXIMUM ALLOWANCE		\$12,000

The above budget is only a generic sample. Please individualize your budget based your project's purpose and activities needed to achieve your outcomes. "Cookie cutter" budgets are discouraged. If your budget includes salaries, please justify by relating each staff position to a specific outcome. For example, "the need for a dietician is directly related to objective #1: educating children on the nutritional values of certain foods."

Deadline for Submission

All applications must be submitted by **January 29, 2010 (2:00pm Central Standard Time)**. Only **online submissions are accepted in this grant cycle**.

- All attachments should be labeled with applicant's name.

Applications submitted after 2:00pm CST January 29, 2010 will not be accepted. Applicants will be notified of the outcome of their application in June, 2010.

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, or on completion of the project (grant extensions may be requested).

The information provided in your final report, including your contact information, will be added to the national database of CATCH programs and shared with future potential grantees and other interested health care professionals. In an effort to replicate successful implementation project models, inquiries may be directed to you and information about your project will be posted on the CATCH Web site as a technical assistance resource. After the completion of your project, you may be asked to provide additional information for CATCH Program evaluation purposes. This may include responding to surveys from the CATCH Program, serving as a case study, participating in a national meeting, or hosting a site visit.

Inquiries and Technical Assistance

The AAP Division of Community-based Initiatives administers the CATCH Implementation Funds program. Technical assistance for applicants is available from Chapter CATCH Facilitators and CATCH staff. **Applicants are strongly encouraged to request technical assistance from their Chapter CATCH Facilitators, as a first point of contact.** Their roster is available at <http://www.aap.org/catch/RosterChapterFac.pdf>. If you would also like technical assistance from AAP staff, please write to kmilewski@aap.org or call 800/433-9016, ext 4916. In addition, technical assistance publications (including *A Pediatrician's Guide to Proposal Writing*) are available at www.aap.org/catch/ta. To view previously funded CATCH Implementation Grants please visit: www.aap.org/compeds/grantsdatabase.

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Remember - one pediatrician working with their community can make a difference!

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

**CATCH Implementation Funds Program
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