



141 Northwest Point Blvd
Elk Grove Village, IL 60007-1098
Phone: 847/434-4000
Fax: 847/434-8000
E-mail: kidsdocs@aap.org
www.aap.org

June 8, 2009

Community Pediatrician, MD
123 Main
Chicago, IL 60001

Dear Dr. Pediatrician:

RE: Sample CATCH project

Congratulations! Of the XX total applications submitted, your application was one of XX proposals approved for a 2009 Community Access to Child Health (CATCH) Resident Funds grant.

The vision of CATCH is for every child in every community to have a medical home and other needed services to reach optimal health and well-being. This is a major goal of the Academy, and we are pleased that you have undertaken a commitment to help realize the vision of CATCH through your project.

Pending revision of your budget, your grant application has been approved in the amount of \$3,000 to carry out your project, and will be funded through ABC Foundation. As ABC Foundation may want to contact you to offer assistance with such things as public relations, we will provide your contact information to them unless you notify us by the end of June that you do not want your information to be released.

The following conditions apply to your 6-month CATCH Resident Funds grant (please note these are brief descriptions and you must review the accompanying grant award agreement to learn more about what you are required to submit in order to begin your project):

1. Funding will be released in two installments. Please visit the CATCH Grantees page, www.aap.org/catch/grantees, to learn more about what you are required to submit in order to begin your project.
2. In the event that you are not prepared to begin your project at this time, you may defer starting until September 30, 2009.
3. Your project is to be completed within 6 months after receipt of your first installment, at which time you must submit a final grant report (instructions are available at the CATCH Grantees page). If you cannot complete your project within the 6-month grant period, you are allowed to request a 6-month extension. Up to two 6-month extensions are allowed.

The CATCH Grantees page www.aap.org/catch/grantees should be accessed regularly and contains resources and FAQs to help you move through the grant process. Please be sure to give this Web address to any individuals working with you on this project.

Executive Committee

President

David T. Tayloe, Jr, MD, FAAP

President-Elect

Judith S. Palfrey, MD, FAAP

Immediate Past President

Renée R. Jenkins, MD, FAAP

Executive Director/CEO

Errol R. Alden, MD, FAAP

Board of Directors

District I

Edward N. Bailey, MD, FAAP
Salem, MA

District II

Henry A. Schaeffer, MD, FAAP
Brooklyn, NY

District III

Sandra Gibson Hassink, MD, FAAP
Wilmington, DE

District IV

Francis E. Rushton, Jr, MD, FAAP
Beaufort, SC

District V

Marilyn J. Bull MD, FAAP
Indianapolis, IN

District VI

Michael V. Severson, MD, FAAP
Brainerd, MN

District VII

Kenneth E. Matthews, MD, FAAP
College Station, TX

District VIII

Mary P. Brown, MD, FAAP
Bend, OR

District IX

Myles B. Abbott, MD, FAAP
Berkeley, CA

District X

John S. Curran, MD, FAAP
Tampa, FL

June 8, 2009
Page 2

Katie Milewski MPH, CATCH Program Coordinator, will be administering your grant from the Academy. Please return the required documents as specified on the CATCH Grantees page to her at 141 Northwest Point Blvd, Elk Grove, IL 60007. Feel free to contact Katie at any time with questions about your award, or to request a grant extension. She can be reached at kmilewski@aap.org, or 800/433-9016, ext 4916.

During the course of your project, we strongly encourage you to take advantage of the technical assistance that is available to you from your Chapter CATCH Facilitator(s), Resident CATCH Liaison, and AAP staff. Contact information for these individuals is available online at www.aap.org/catch/grantees.

We have heard from many grantees that this support and advice has been very helpful. In addition, your chapter president, executive director, and CATCH facilitator(s) will be receiving notification of your grant award. We encourage them to highlight your work within the chapter and hope that you will communicate your progress to them.

Additional resources that can help you with your CATCH project are posted at our Community Pediatrics Web site www.aap.org/commpeps and on the CATCH Grantees page at www.aap.org/catch/grantees.

We wish you much success with your CATCH project and look forward to seeing the results of your efforts!

Yours truly,

/s/

Denia A. Varrasso, MD, FAAP
Chairperson
District CATCH Facilitators

DAV/JCD/km

Attachments:

Award Agreement
Tax Implications Form
Sample Fiscal Agent Letter

cc: Chapter President
Chapter Executive Director
District CATCH Facilitator

/s/

Judith C. Dolins, MPH
Director
Dept of Community, Chapter and State Affairs

Chapter Vice President
Chapter CATCH Facilitator(s)
Resident Mentor