2017 Advocacy Training Grants  
Application Guidelines

The AAP Community Pediatrics Training Initiative (CPTI) will support 4 pediatric faculty-resident pairs (8 people total) to attend the AAP Legislative Conference in Washington, DC, on April 23-25, 2017. Following the conference, the faculty-resident pairs will be required to implement an educational project to strengthen the advocacy skills of others in their program and enhance their residency program’s advocacy training/curriculum. The project must be implemented in collaboration with their AAP chapter. Up to $1,000 in grant funds will be issued to the AAP chapter to support this educational activity.

Applications and required attachments are due by 12:00 pm Pacific/2:00 pm Central/3:00 pm Eastern Time on Thursday, December 15, 2016.

AAP LEGISLATIVE CONFERENCE
The 2017 conference will provide faculty and residents with many opportunities to strengthen their advocacy skills, including:

- Communicating with Members of Congress and their staff
- Experiencing the legislative process through hands-on work sessions
- Beginning to build relationships with peers, elected officials and the press

Attendees will learn about the federal and state legislative processes, acquire skills and techniques to successfully impact Congress and state legislatures, and develop strategies to effectively utilize the media for child health issues. Grantees will then share and apply these skills as they develop and implement their educational projects to strengthen the advocacy skills of their peers and colleagues at their residency programs.

GRANTEE NETWORKING SESSION
A dinner event will be held on Saturday, April 22, the evening before the conference begins, for grantees to discuss their projects and network with CPTI leaders and others doing similar work to share ideas and resources. Grantees will have the opportunity to connect with this cohort throughout the course of the conference for networking and to discuss application of what they have learned.

KEY BENEFITS OF GRANT

- Cost of registration, airfare or train, and 3 nights of hotel accommodations to attend the 2017 AAP Legislative Conference for each pediatric faculty and resident will be covered. Additional travel expenses (e.g. meals, baggage fees, taxis) are not covered.
- Opportunities for pediatric faculty, resident and AAP chapter collaboration on child advocacy.
- Collaboration with CPTI leaders experienced in implementing resident advocacy education and with advocacy-focused faculty and residents from other institutions.
EDUCATIONAL PROJECT REQUIREMENTS

After attending the AAP Legislative Conference, each faculty-resident pair must collaborate with their AAP chapter to implement a project that will train others at their residency program on advocacy skills, especially those crucial for impacting policy change. The target audience for the project should primarily be residents but may include faculty, medical students and fellowship trainees, community pediatricians and community-based organization leaders.

Projects must include a component on developing legislative advocacy skills - such as effective communication with policy makers or the media, coalition building, and negotiation - but may also address community-level advocacy and other child advocacy skills. When possible, projects should be linked to advocacy topics active in the grantee’s state (e.g. immunizations, helmet safety, gun safety) to provide a relevant, real-life learning experience. Projects should include activities that are interactive and offer the opportunity for hands-on advocacy skills practice.

Examples of activities of educational projects include but are not limited to:

- Skills workshops, such as engaging with media or letter writing
- Community meetings/presentations with child advocacy groups
- Grand rounds or noon conferences
- Curricular enhancements such as development of online modules or recurring educational experiences
- Presentations or panel discussions on public policy issues related to specific child health issues

ELIGIBILITY AND SELECTION CRITERIA

All applications will be peer-reviewed by representatives from CPTI, the Committee on State Government Affairs and the Committee on Federal Government Affairs. **Applicants must demonstrate the following prerequisites:**

- Pediatric faculty and residents must be members of both the national AAP and state AAP chapter. Canadian chapter members are welcome to apply.
- Faculty-resident pairs must apply in collaboration with their AAP chapter.
- Residents must be able to demonstrate that they are either continuing residency training during the grant period (April 26, 2017-March 31, 2018) as a resident or Chief Resident, or that they will remain working with the chapter on project activities following graduation.
- Fellowship trainees are eligible to apply but must demonstrate how their activity would engage the core pediatric residency program.
- Applicants must be available to attend the entire AAP Legislative Conference in Washington, DC, on April 23-25, 2017 AND the grantee networking dinner the evening of April 22.
- Only 1 application per residency program may be submitted; however, more than 1 application is allowed per chapter.
- Residency programs that received an Advocacy Training Grant in 2015 or 2016 are not eligible.
- Chapters that received an Advocacy Training Grant in 2015 or 2016 are eligible to apply but should partner with a different local residency program (where applicable).
Priority will be given to applications that:

- Show how the proposed project will address a need in the pediatric residency program’s advocacy training by developing the legislative advocacy skill set of its trainees.
- Demonstrate how the project will lead to enhanced partnership activities between the residency program and the chapter.
- Include interactive, hands-on training activities with elements that will sustain in the residency program’s advocacy curriculum beyond the grant period.

**REPORTING REQUIREMENTS AND TIMELINE**

A final report on the grant will be due to the AAP no more than 60 days after completion of the educational advocacy activity. A financial report will also need to be submitted at that time.

- Applicants are required to provide a timeline for implementing the educational project, including the anticipated final completion date. (Must use provided template.)
- The timeline should directly reflect the project activities as described in the application.
- The timeline should include anticipated dates of implementation for each activity of the project (see example below).
- All educational advocacy projects must be completed between April 26, 2017 and March 31, 2018.

**Timeline Example**

<table>
<thead>
<tr>
<th>Educational Project Activity</th>
<th>Anticipated Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noon conference on Legislative Advocacy 101 and local initiatives in advance of National Bullying Prevention Month</td>
<td>September 2017</td>
</tr>
<tr>
<td>Workshop on identifying and partnering with community leaders on anti-bullying efforts</td>
<td>October 2017</td>
</tr>
<tr>
<td>Workshop practicing effectively engaging and communicating with local media on anti-bullying messages</td>
<td>November 2017</td>
</tr>
<tr>
<td>Feedback/evaluations of project activities compiled</td>
<td>End of December 2017</td>
</tr>
<tr>
<td>Final report due to AAP</td>
<td>February 28, 2018</td>
</tr>
</tbody>
</table>

**USE OF GRANT FUNDS AND BUDGET**

Chapters will be required to serve as the fiscal agent for the grant funds supporting the educational projects. Grants of up to $1,000 will be awarded. **Please consider the following while developing your proposed budget:**

- Applicants are required to provide a budget for implementing the project activities (Must use provided template.)
- Registration and transportation expenses associated with attending the AAP Legislative Conference will be handled separately and should not be included in the budget for the educational project.
- Budget line items should directly reflect the project activities as described in the application. Each item should include a formula or justification to describe how the amount requested was determined.
➢ No salary or indirect costs will be considered.
➢ A speaker honorarium, if budgeted, must not exceed $500.
➢ Grant funds cannot be used for lobbying activities to influence legislation; engaging in
electioneering or political campaign activities; paying honoraria to elected officials,
government officials or employees; producing or disseminating propaganda as defined
in Section 4945(d)(1) of the Internal Revenue Code; or engaging in other activities
restricted under the Code.

Budget Example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description/Formula</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion (flyers, posters)</td>
<td>100 copies @ $.25 each</td>
<td>$25.00</td>
</tr>
<tr>
<td>Meeting/training materials</td>
<td>250 copies @ $.25 each</td>
<td>$62.50</td>
</tr>
<tr>
<td>Lunch provided at workshops</td>
<td>35 people x $10/person x 2 workshops</td>
<td>$700</td>
</tr>
<tr>
<td>Travel for AAP chapter leadership to present</td>
<td>$.54/mile x 150 miles round trip x 2 people</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$162</td>
</tr>
<tr>
<td><strong>Total amount requested:</strong></td>
<td></td>
<td><strong>$949.50</strong></td>
</tr>
</tbody>
</table>

APPLICATION PROCEDURES
Applications and required attachments are due by 12:00 pm Pacific/2:00 pm Central/3:00 pm
Eastern Time on Thursday, December 15, 2016. Applicants will receive confirmation of receipt
of application and attachments via e-mail response.

Please submit the following documents by e-mail to cpti@aap.org:
➢ Application
➢ Timeline and budget (Must use provided template)
➢ 1 letter of support from AAP chapter
➢ 1 letter of support from pediatric residency program director

Grant recipients will be announced in January 2017.

GRANT APPLICATION ASSISTANCE
Assistance for applicants is available and strongly encouraged. If you have any questions or
would like to discuss your ideas for the educational project to ensure they align with the
intentions of this opportunity, please contact Jean Davis at 800/433-9016, ext. 4080 or
jdavis@aap.org.

AAP SCHOLARSHIP OPPORTUNITIES FOR LEGISLATIVE CONFERENCE ATTENDANCE
If not awarded a CPTI Advocacy Training Grant, the faculty and/or resident applicant may be
considered for other AAP scholarships from the Committee on Federal Government Affairs,
Section on Medical Students, Residents and Fellowship Trainees, and Section on Early Career
Physicians (as eligible). **To be considered, the interested faculty and/or resident must provide
additional information at the end of the Advocacy Training Grant application.** The
faculty/resident DO NOT need to submit the separate Legislative Conference scholarship
application to be considered for these additional scholarships.