



## 2022 Grant Guidance

### IMPORTANT DATES

Call for Applications; Guidance posted on website.....	Dec 1, 2021
Applications due .....	Jan 31, 2022
Decisions made by Foundation Board .....	Mar 8, 2022
Award letters and checks sent .....	Mar, 2022
Grant-funded year begins .....	Apr 1, 2022
6-Month Progress reports due .....	Oct 15, 2022
Final Report due .....	Mar 15, 2023

**Please use the following checklist to ensure required documents are include with your application**

- Your organization's federal tax-exempt certification from the IRS, also called the IRS Tax Determination letter
- A copy of your organization's W-9
- If the application reflects a collaboration, letter(s) from each collaborating partner(s) must be provided **stating the role each partner will play in the implementation**
- For patient/consumer assistance programs, attach your criteria or guidelines for granting financial assistance
- Detailed budget with justificaiton

**ALL GRANTS ARE SUBJECT TO THE AVAILABILITY OF FUNDS and the HEMOPHILIA ALLIANCE FOUNDATION RESERVES THE RIGHT TO REDUCE GRANT AMOUNT REQUESTS.** Funds provided under for these application may not be used for other purposes.

## **Purpose of Grants**

The Hemophilia Alliance Foundation offers these funds for two purposes: (1) to enable eligible organizations to build capacity in order to achieve their mission; and (2) to support direct consumer financial assistance programs in eligible organizations.

## **Eligibility**

### **Types of Applicant Organizations**

Grant applications currently are accepted from the following tax-exempt organizations:

- Local consumer-led organizations serving people with heritable bleeding & thrombotic disorders
- Treatment centers serving people with bleeding disorders
- The 8 Maternal & Child Health Bureau and CDC federally-designated and funded regional core centers for partial funding of their respective regional meetings.
- National organizations not already funded by the Hemophilia Alliance and focused on those with bleeding disorders.

### **Criteria for Consideration**

To be considered for funding, an organization must meet all of the following criteria:

- It operates under one of these IRS tax exemptions: 501(c)(3) or 170(c)(1) or other nonprofit status approved in advance and in writing by the Alliance Foundation board;
- It has submitted an application by the deadline, COMPLETE WITH REQUIRED ATTACHMENTS
- The project or service it describes is within the Alliance Foundation's guidelines; and
- The project or service will be completed in the grant year (April 1, 2022 – March 31, 2023).

## **General Guidelines for All Applicants**

### **Types of Grants Considered**

Three types of grants will be considered:

- Projects that strengthen the organization's ability to better serve its constituents;
- Patient/consumer financial assistance grants; and
- Regional hemophilia treatment centers' annual meetings.

### **Grant Ceiling for 2022**

The ceiling for local applicants for 2022 is **\$8,000**. This includes local consumer-led organizations and hemophilia treatment centers. A local consumer-led organization may apply for both project and family assistance support, as long as the total for both is \$8,000 or less. How it is divided is up to the applicant, as long as the total does not exceed \$8,000. National

organizations and the eight HHS-designated federally funded regional core coordinating centers may apply for up to **\$10,000** for the 2022 grant period.

## **Grant Scoring**

The HAF Board scores grants on the following criteria:

- How well the applicant describes a project that will improve the lives of people with heritable bleeding & thrombotic disorders
- The organization's mission and number of patients served
- Well described need for funding,
- SMART objectives
- How well the project will strengthen the organization
- The budget being clear and complete with narrative.

## **Examples of How to Strengthen an Organization**

- Strategic planning process to focus staff and volunteer efforts;
- Purchasing office equipment to achieve efficiencies, improved communication;
- Publishing or updating a website to promote awareness of services;
- Purchase of software to achieve efficiencies;
- Developing or purchasing educational materials to improve consumer or family or staff knowledge. Developed materials should contain acknowledgement of the Hemophilia Alliance Foundation as the source of funds. **NOTE: You will be expected to let other eligible organizations copy and use newly developed materials with appropriate credit to the developer.**
- Professional education to enhance staff knowledge (e.g., costs to attend conferences, take courses, etc.)
- Patient/consumer education related to patient/family medical condition and associated emotional and social support.

**NOTE:** Requests for travel funds to send patients/families to regional or national meetings should be included as part of the project award budget, not as patient financial assistance.

Recurring costs related to programs such as bleeding disorder camps, other educational programs, and outreach clinics are allowed. Staff salaries related to project may be requested for up to 20% of the grant amount.

## **Objectives**

Please write all objectives for a project using SMART format (specific, measurable, attainable, realistic and timely). Consideration for funding will be affected if objectives are not written clearly. Below is the link to a YouTube video of how to write objectives:

[Soft Skills - Setting SMART Goals](#)

## **Personnel Costs Allowed**

Personnel expenses up to 20% of total grant amount and incurred exclusively for the grant project activities will be considered, however the temporary nature of the duties must be made clear in the application. These may include;

- Data entry person to enter file information into a new digital system
- Consultant to lead a planning process or to develop a web site
- Speaker at a meeting or conference

## **Costs Not Allowed**

Grant funds will **NOT** be awarded for the following costs:

- Overhead or indirect costs (institutional or organizational costs to administer the grant)
- Basic, laboratory, or clinical research or related equipment
- Underwriting or sponsorship of fundraising events
- Recurring costs, such as office rent/utilities; monthly phone bills for applicant organization; salaries of staff not related to application project.

## **Guidelines for Awarding Patient Assistance from HAF Funds**

The Hemophilia Alliance Foundation (HAF) funds for patient financial assistance are intended to address family hardship. Include your organization's patient assistance policy .

## **Budget**

Expenses in the budget must be itemized and justified. **Each major item must be identified; along with the calculation showing how the item's total was derived.** The budget must reflect how the applicant arrived at each major line item's total. Click here to [see attached budget example.](#)

**Failure to itemize and justify proposed expenses will result in a rejection of the application.**

## **Project Collaborations**

### **Collaboration Projects Are Encouraged**

By combining forces, larger projects are possible. If two eligible organizations collaborate on a project, the total available for the project is \$16,000. If more than two organizations collaborate, the total maximum available is \$8,000 times the number of collaborating organizations. **The organization that submits the grant becomes the fiscal agent for the project, and therefore receives and disburses the project funds.**

### **Limit on Submitting both a Collaboration and an Individual Project**

Generally speaking, applicants may submit an application as a single entity or in collaboration with another, but not both *if the collaboration uses all the allowable project funds of each partner.* **However,** if the collaboration budget is less than the maximum allowable (\$8,000 x # of partners), one or more of the partners may submit an application for a smaller project as long as the sum of its part of the collaboration and its solo project does not exceed \$8,000.

*Example: a consumer-led organization and two treatment centers agree on a collaborative project. The total available to the collaboration is \$24,000. If the two centers budget \$8,000 each for their parts of the collaboration, and the consumer-led entity budgets its part of the effort to be \$4,500, then the collaboration budget is \$19,500. The consumer-led entity could submit separately an application for a project that would not exceed \$3,500.*

## **Additional Requirement for Collaborative Projects**

Applications for collaborative projects must include a letter from each collaborating organization that is **specific about its role in the project** (e.g., “we will recruit participants and our staff will supervise their activities”), and is signed by its Authorized Official.

## **Online Application Submission**

Applications will be available online on the Foundation website on December 1, 2021.

**Applications are to be filled out online and submitted online by pressing the SUBMIT button on the bottom of the application form.** Required documentation must be submitted electronically by attaching them to the application. Applicants will receive an electronic acknowledgement in the primary contact email that their application has been received [MAJ1][RBK2]. **IF YOU HAVE NOT RECEIVED AN ACKNOWLEDGEMENT OF RECEIPT, IT MEANS THAT YOUR APPLICATION MAY NOT HAVE BEEN RECEIVED.** Please contact [Audra@hemophiliaalliancefoundation.org](mailto:Audra@hemophiliaalliancefoundation.org) if you do not receive this acknowledgement.

## **Required Attachments**

Applicants must **include the following attachments with the application.. Applications will not be considered for funding if these required documents are not included:**

- Copy of the organization’s federal tax-exempt certification from the IRS, also called the IRS Tax Determination letter.
- A copy of the organization’s W-9.
- Letters of collaboration if applicable – letter(s) from each collaborating partner(s) must be provided **stating the role each partner will play in the implementation;**
- Your organizations’ policy for granting financial assistance, if applying for funds for patient/consumer assistance programs

**NOTE: The Hemophilia Alliance Foundation reserves the right to require additional information as it considers an application.**

## **Deadlines**

Applications are due online by **January 31, 2022**

6-month progress report is due October 15, 2022 on the HAF website. If your project has been completed by October 15<sup>th</sup>, you may forgo submitting a progress report and submit your final report by October 15<sup>th</sup>, 2022.

Final report due **March 15, 2023** on HAF website. It is your responsibility to ensure your report is submitted on time.

HAF will send out a courtesy reminder email when reports are due, but it is your responsibility to ensure your reports are submitted on time.

## **Authorized Signature**

Applications and letters of collaboration must be signed by the organization's authorized official, that is, the person with the authority to incur obligations on behalf of the organization. Such officials are recognized by their authority to:

- sign contracts on behalf of the organization
- approve the organization's budget
- add or subtract staff

## **Causes for Immediate Rejection of Application**

### **Failure to submit all required attachments.**

These documents are:

- IRS Certification letter
- Most recently filed Form W-9
- Patient/Consumer Assistance Guidelines (only if applying for Patient/Consumer assistance funds)
- Letter(s) from collaboration partner(s) describing their role in the project.

Please note that the Hemophilia Alliance Foundation will not advise applicants that attachments are missing.

### **Failure to itemize and justify the budget.**

### **Failure to submit application on time.**

### **Missing reports from previous grant cycle.**

## **EXAMPLES OF SUCCESSFUL GRANTS**

<https://hemophiliaalliancefoundation.org/resources/grant-application-examples>

## **QUESTIONS**

Please email the Hemophilia Alliance Foundation Board Chair, Brenda Riske, at [brendariske@hemophiliaalliancefoundation.org](mailto:brendariske@hemophiliaalliancefoundation.org) for questions. See FAQs [here](#).