



2022 Innovation Grant Guidance

Have a Question? Read the Guidance

Still have a question?

Feel free to email the

Hemophilia Alliance Foundation Grant Committee Co-Chairs:

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IMPORTANT DATES

Call for Applications; Guidance posted on website.....	Apr 4, 2022
Applications due	Jun 30, 2022
Decisions made by Foundation Board	Aug 23, 2022
Award letters and checks sent	Aug 27, 2022
Grant-funded year begins	Sep 1, 2022
6-Month Progress reports due	Feb 15, 2022
Final Report due	Aug 30, 2023

CHECKLIST OF THE FOLLOWING ITEMS TO BE INCLUDED WITH YOUR APPLICATION:

- Your organization’s tax-exempt certification from the IRS, also called the IRS Tax Determination letter. This is a document from the federal government, not your state
- A copy of your organization’s W-9
- Other institution documents related to your application
- 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.**
- Detailed budget and narrative

PLEASE NOTE THAT ALL GRANTS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

Purpose of Grants

The goal of this grant is:

- To *encourage larger scale, creative, and unique projects*
- To serve the community with resources that will *improve the lives of patients with inherited bleeding and thrombotic disorders*

Eligibility

Types of Applicant Organizations

- A non-profit 501 (c) (3) organization
- An organization that has a history and documented track record of serving the inherited bleeding and thrombotic disorders community

Criteria for Consideration

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

1. 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;
2. It serves people with inherited bleeding and thrombotic disorders, either directly or through its members
3. It has submitted an application by the deadline, COMPLETE WITH REQUIRED ATTACHMENTS
4. The project or service it describes is within the Alliance Foundation's guidelines
5. It has well-defined, measurable objectives for the project or service
6. There is a clear, itemized budget and budget narrative to identify and justify each major item
7. The project or service will be completed in the grant year (Sep 1, 2022 – Aug 30, 2023).

*Priority of funding will be given to new projects aimed at expansion of capacity, collaboration, and innovation

General Guidelines for All Applicants

Grant Ceiling for 2022

The ceiling for applicants for 2022 is **\$50,000**. Two grants will be awarded.

Examples of Projects

The following are some examples of project grants that serve the inheritable blood disorders community:

- 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.

- Creative approaches to larger scale patient education projects including development of regional and shared programs that include curriculum, objectives, timeframe, etc.
- Collaborative projects are encouraged.
- Clinical research projects that evaluate outcomes of care

NOTE: You will be expected to let other eligible organizations copy and use newly developed materials with appropriate credit to the developer.

Examples of Personnel Costs Allowed

Personnel expenses incurred exclusively for the grant activities will be considered, however the temporary nature of the duties must be made clear in the application.

Costs Not Allowed

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

- a. Institutional or administrative costs or overhead may not exceed 8% of budget
- b. Basic, laboratory research, or related equipment
- c. Underwriting or sponsorship of fundraising events
- d. Construction costs
- e. Recurring costs, such as:
 - 1) office rent and utilities
 - 2) monthly phone bills for the applicant organization
 - 3) salaries of staff not related to the grant application

Guidelines for Project Collaborations

If collaboration between two **qualifying** organizations is planned, the total amount is \$50,000. **The organization that submits the grant becomes the fiscal agent for the project, and therefore receives and disburses the project funds.**

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

If other funding is being provided in addition to this request, please provide name of source and amount being provided and how the Hemophilia Alliance Foundation funding will be utilized in conjunction.

The Hemophilia Alliance Foundation must be referenced as a source of support in any publication of funded projects.

Online Application Submission

Applications will be available online on the Foundation website on April 4th, 2022.

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.

Applications must be received by June 30th, 2022 by 11:59 PST. **Late applications will not be considered.**

Applicants will receive an electronic acknowledgement in the primary contact email that their application has been received. **IF YOU HAVE NOT RECEIVED AN ACKNOWLEDGEMENT OF RECEIPT, IT MEANS THAT YOUR APPLICATION MAY NOT HAVE BEEN RECEIVED.** Please contact 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.**

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

Budget and Budget Narrative

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 an example of an itemized budget.

Failure to itemize and justify proposed expenses including personnel, names, roles and salary/hourly cost will result in a rejection of the application.

This budget is for funds requested from this Hemophilia Alliance Foundation Grant. Where applicable, the Hemophilia Alliance Foundation grant recipient acknowledges and agrees to comply with the Federal Anti-Kickback Statutes as found in Section 1128 D(b) of the Social Security Act and 42 U.S.C. Section 1330a-7b(b) and the grant recipient acknowledges and agrees to comply with all state and federal statutes.

Deadlines

Applications are due online by **June 30th, 2022**.

A 6-month progress report is due **February 15th, 2023** on the HAF website. If your project has been completed by February 15th, you may forgo submitting a progress report and submit your final report by February 15th, 2022.

A final report is due **August 30th, 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.

Resources:

Example of successful grants:

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

Article on SMART objectives:

<https://www.cdc.gov/std/Program/pupestd/Developing%20Program%20Goals%20and%20Objectives.pdf>

Link to YouTube video on how to write objectives:

<https://www.youtube.com/watch?v=6-qb1dPNPog>

Frequently Asked Questions

1. Q. Can I submit a proposal for less than \$50,000?
A. Yes.
2. Q. We are moving to more efficient office space. Would the costs associated with the relocation be acceptable as a grant request?
A. No.
3. Q. We want to hire an expert consultant to assist us with specific expertise in our project. Would that qualify?
A. Yes, with documentation in budget and clear delineation of use of consultant. Up to 25% of total budget may be used in the manner.
4. Q. Changes in the university or chapter organizational personnel make some revisions necessary as to grant fund use. Can we revise the timeline and budget?
A. You need to complete a report on the award and your progress. The 6-month report is to be used for this purpose. If the reason you didn't use it is compelling, you may request an extension and the board may approve the timing change. If not, you should return unused funds and describe the circumstances for changes.
5. Q. We are partnering with another organization for this project. Do we need to include this other organization's W-9 and 501c3 letter in our application?
A. No. We only require the attachments for the organization that is applying for the grant and who will have financial responsibility for the funds, not for the collaborating organization.
6. Q. If I have previously applied and successfully received a HAF grant, am I still eligible for this grant?
A. Yes.

Still have questions?

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