



## 2023 Project/Patient Assistance Grant Guidance

### IMPORTANT DATES

Call for Applications; Guidance posted on website.....	Dec 1, 2022
Applications due .....	Jan 31, 2023
Decisions made by Foundation Board .....	Mar 8, 2023
Award letters and checks sent .....	Mar, 2023
Grant-funded year begins .....	Apr 1, 2023
6-Month Progress reports due .....	Oct 15, 2023
Grant-funded year ends .....	Mar 31, 2024
Final Report due .....	Apr 15, 2024

**Please use the following checklist to ensure required documents are included 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 justification

**ALL GRANTS ARE SUBJECT TO THE AVAILABILITY OF FUNDS. THE HEMOPHILIA ALLIANCE FOUNDATION RESERVES THE RIGHT TO REDUCE GRANT AMOUNT REQUESTS.** Funds provided under this 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 via 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 hemophilia core centers for partial funding of their respective regional meetings
- National organizations not already funded by the Hemophilia Alliance and focused on persons with heritable 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 Hemophilia Alliance Foundation's guidelines
- The project or service will be completed within the grant year (April 1, 2023 – March 31, 2024)

## 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
- Regional hemophilia treatment centers' annual meetings

### Grant Ceiling for 2023

The ceiling for local applicants for 2023 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 may be determined by 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 2023 grant period.

## **Grant Scoring**

The HAF Board scores grants on the following criteria:

- How well the applicant describes how the project will improve the lives of persons with bleeding and thrombotic disorders
- The organization's mission and number of patients served
- A well described need for funding
- Appropriateness and clarity of the project's SMART objectives
- How well the project will strengthen the organization
- The clarity and completeness (with narrative) of the budget.

## **Suggestion of Types of Projects Designed to Strengthen an Organization**

- Proposing a strategic planning process to focus staff and volunteer efforts
- Purchasing office equipment to achieve efficiencies, and improve communication
- Publishing or updating a website to promote awareness of services
- Purchasing 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 the patient's/family's 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 the submitted project may be requested for up to 20% of the total grant amount.

## **Objectives**

Please write all objectives for the project using SMART format (specific, measurable, attainable, realistic and timely). Consideration for funding will be affected if objectives are not written clearly. Click on the link below for 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 for time not related to the 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. It is **REQUIRED** that you include your organization's **patient assistance policy**. [Click here for a policy example](#). To simplify the request for patient assistance funds, the portion of the grant requesting such funds does NOT require completion of the following sections: (9) *Objectives/Outcomes*; (10) *Measurement of success of project*; (11) *How the project will strengthen the organization*. However, in the *budget narrative* please estimate the number of patients/families expected to be helped by these funds and average amount of funds per patient/family. Personnel costs should NOT be included for the purpose of administering patient assistance funds.

## **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. **Failure to itemize and justify proposed expenses will result in a rejection of the application.** [Click here to see budget example](#).

## **Project Collaborations**

### **Collaboration Projects Are Encouraged**

By combining forces, larger projects are possible. If two eligible organizations collaborate on a project, the total funds 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 qualified entity, 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 \$20,500. The consumer-led entity could separately submit 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.

## **Required Attachments**

Applicants must also **include the following attachments with the application**. These attachments will not count against your application page limit. **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.
- 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**. A *letter of collaboration* is **required** for each tax-exempt eligible collaborating organization that is receiving funds for the submitted project. A *letter of support* is **highly recommended** from an organization or entity whose participation in the project is critical but is not receiving funding directly from the project’s budget. For example, if funds are requested to partially support the purchase of portable ultrasound equipment to be used by a physical therapist in hemophilia clinic, a letter of support from the physical therapy department stating their commitment to appropriately train a physical therapist in its use would be important to include with the project application.
- For patient/consumer assistance programs, attach your organization’s policy for granting financial assistance.

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

## **Form of Transmission and Deadline**

Applications will be available online on the Foundation website on December 1, 2022.

**Applications are to be filled out online and submitted online by pressing the SUBMIT button on the bottom of the application form.** Attachments must be submitted electronically by attaching them to the application. Applicants will receive an electronic acknowledgement 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](mailto:Audra@hemophiliaalliancefoundation.org) if you do not receive this acknowledgement.

**Application submissions are due January 31, 2023.**

## **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

Please note that in general, an HTC director within a larger institution is NOT authorized to sign contracts on behalf of the organization. If in doubt, check with your institution's grants management office or financial officer.

## **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 or failure to return unused funds from a previous grant cycle.**

## **EXAMPLES OF SUCCESSFUL GRANTS**

Click [here](#) for examples of previous successful grants.

**A 6 Month Progress report will be due October 15, 2023 on the HAF website. IF YOUR PROJECT HAS BEEN COMPLETED BY OCTOBER 15, 2023, YOU MAY FORGO SUBMITTING A PROGRESS REPORT AND SUBMIT YOUR FINAL REPORT BY OCTOBER 15, 2023.**

**Final report due April 15, 2024**

## **FREQUENTLY ASKED QUESTIONS**

- Q. Can I submit a proposal for less than \$8,000 (or less than \$10,000 for national organizations and regional coordinating centers)?
  - A. Absolutely yes.
- Q. We will apply for patient/consumer financial assistance funding. For an objective, can we just estimate how many people will ask for help and how much they might need?
  - A. Although the patient assistance portion of the grant no longer requires written objectives or measurement of success, it is requested that the budget narrative estimate the number of patients/families expected to be helped and the average amount of funds per patient/family.
- Q. We are moving to more efficient office space. Would the costs associated with the relocation be acceptable as a grant request?
  - A. Yes, new furniture, better equipment, even the moving van would qualify. The new rent would not.
- Q. We want to hire a consultant to assess our operations and help us improve. Would that qualify?
  - A. Yes, a consultant doing a time-limited project would qualify.
- Q. Can we apply for both project and consumer financial assistance funds?

- A. Yes, as long as you meet the eligibility requirements and follow the guidelines.
- Q. We didn't use all the dollars we received last year because it was for a camp improvement and camp was already in progress when we received it. We'd like to do the project this spring when the snow melts. Can we?
- A. You need to complete a report on last year's award and your progress. 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 can apply for the same project again, and return last year's funds.
- Q. We are partnering with our HTC to host a Men's Retreat later this year and they sent me their W-9 and 501c3 letter. The letter is a state sales tax exempt letter. Will this suffice?
- A. No, but you may not need it at all. We only require the attachments for the organization that is actually applying for the grant, not for the collaborators.
- Q. Can we send consumers to national meetings using patient/consumer financial assistance grant funds?
- A. No, you must use project funds if you wish to subsidize patient/consumer attendance at meetings/conferences.
- Q. We won't be able to complete our project before the deadline. Can we get an extension?
- A. HAF Board expects projects to be completed in the grant-year timeline. However, we do recognize that unanticipated circumstances may arise and requests for project, budget, and/or deadline changes may be considered. You can request an extension on your 6-month progress report.
- Q. Our grant was to fund our annual meeting or a community event, but we had to cancel and do something virtual. Can we use our funds for something else?
- A. HAF will consider project changes if circumstances don't allow for the original project to be executed, if the changes still fit within the grant guidelines. Send your requests to [info@hemophiliaalliancefoundation.org](mailto:info@hemophiliaalliancefoundation.org) and the board will review and decide.

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