



2023 Innovation Grant Guidance

IMPORTANT DATES

Call for Applications; Guidance posted on website.....	May 2, 2023
Applications due	Jul 18, 2023
Decisions made by Foundation Board	Aug 23, 2023
Award letters and checks sent	Aug 27, 2023
Grant-funded year begins	Sep 1, 2023
6-Month Progress reports due	Mar 15, 2024
Grant-funded year ends.....	Aug 31, 2024
Final Report due	Sep 15, 2024

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.
- Letters of collaboration. 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 and budget.** Letters of support from participating organizations important to the project but NOT receiving funding from the grant are encouraged but not required.
- Detailed budget and narrative.

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

Purpose of Grants

The Hemophilia Alliance Foundation offers these funds for two purposes: (1) To encourage larger scale, creative, and unique projects; and (2) To serve the community with resources that will improve the lives of patients with inherited bleeding and thrombotic disorders.

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 and thrombotic disorders.
- Hemophilia Treatment Centers serving people with bleeding and thrombotic disorders.
- The 8 Maternal & Child Health Bureau and CDC federally-designated and federally-funded regional hemophilia core centers.
- National organizations not already funded by the Hemophilia Alliance and focused on persons with heritable bleeding and thrombotic 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.
- It serves people with inherited bleeding and thrombotic disorders, either directly or through its members.
- It has submitted an application by the deadline, COMPLETE WITH REQUIRED ATTACHMENTS.
- It has well-defined, measurable objectives for the project or service.
- There is a clear itemized budget and budget narrative to identify and justify each major item.
- The project or service it describes is within the Alliance Foundation's guidelines.
- The project or service is expected to be completed within the grant year (Sep 1, 2023 – Aug 31, 2024).
- 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 2023

The ceiling for applicants for 2023 is **\$50,000**. Two grants will be awarded.

Examples of Projects

The following are some examples of project grants that serve the heritable bleeding/thrombotic 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

Salaries for existing staff personnel for time spent on grant-related activities are allowable up to 25% of the total grant amount.

Expenses incurred for the temporary contracting of services of new personnel hired for the exclusive purposes of grant activities will be considered, however the temporary nature of these 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:

- 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 grant cannot exceed \$50,000. **The organization that submits the grant becomes the fiscal agent for the project, and therefore receives and disburses the project funds accordingly.**

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 the authorized official from the collaborating institution.

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 by May 2, 2023.

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.

Application submissions are due at the latest by July 18, 2023 at 11:59 PM PDT. 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 also 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 completed 2023 W-9 form.
- *Letters of collaboration* if applicable – a letter of collaboration is **required** from each tax-exempt eligible collaborating partner **stating the role and budget for each organization** and is signed by the authorized official of the collaborating organization.

In addition, a *letter of support* is **recommended** but not required from an organization or entity whose participation in the project is important 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.

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

Budget and Budget Narrative

Expenses must be itemized within the budget and justified within the budget narrative. **Each major item must be identified; along with the calculation showing how the item's total was derived. Failure to itemize and justify proposed expenses including personnel, names, roles and salary/hourly cost may result in a rejection of the application.** Click [HERE](#) to see budget example.

Applicant budgets must reflect the use of funds requested from this Hemophilia Alliance Foundation Grant. If other funding is being provided from other sources in order to support part of the cost of the project, please provide as a separate note **in the budget narrative ONLY**, the name of the source and the amount being provided, if known at this time. Applicant budgets must **clearly specify** how the \$50,000 grant from the Hemophilia Alliance Foundation will be utilized regardless of other funding sources.

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 on-line by **July 18th, 2023, at 11:59 PM PDT.**
- A 6-month progress report is due **March 15th, 2024** on the HAF website. If your project has been completed by March 15th, you may forgo submitting a progress report and submit your final report by March 15th, 2024.
- A final report is due **September 15th, 2024** on the HAF website. It is your responsibility to ensure your report is submitted on time. **It is expected that all unspent grant funds will be returned at the time of submission of the final report.**

NOTE: 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

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.** Note that the Hemophilia Alliance Foundation is not responsible for advising applicants that attachments are missing. These documents are:
 - IRS Tax Determination letter
 - Copy of completed 2023 Form W-9
 - Letter(s) from collaboration partner(s) describing their role in the project.
- **Failure to itemize and justify the budget.**
- **Failure to submit application on time.**
- **Missing reports or failure to return unspent grant funds from a 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 the budget and clear delineation of use of consultant.
4. Q. We were awarded a grant, but changes in the university or chapter organizational personnel have made 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 all of the funds 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. In general, the maximum time the grant may be extended is 6 months beyond the end of the grant year.
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, you are eligible to apply so long as you are in good standing with HAF and do not have any delinquent reports or unspent previous grant funds that need to be returned.

Still have questions?

Please email questions to the Hemophilia Alliance Foundation Grants Committee Chairman:
Ralph Gruppo, MD – ralph.gruppo@fuse.net

Please send copies of all email correspondence to our administrator:
Audra Ames, PhD - audra@hemophiliaalliancefoundation.org