



2024 Innovation Grant Guidance

IMPORTANT DATES

Call for Applications; Guidance posted on website.....	May 1, 2024
Applications due	Jul 19, 2024
Award announcements and checks sent	Aug 26, 2024 (week of)
Grant-funded year begins	Sep 1, 2024
6-Month Progress reports due	Mar 15, 2025
Grant-funded year ends.....	Aug 31, 2025
Final Report due	Sep 15, 2025

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 or 501(c)(3).
- A copy of your organization’s W-9.
- If the application reflects a collaboration, the following **MUST** be included: 1) a letter(s) from each collaborating partner(s) **stating the role each partner will play in the implementation.**
- 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 (HAF) offers these funds 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 clotting disorders. Priority for funding is given to new projects aimed at *expansion of capacity, collaboration, and innovation.*

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.
- Federally funded Hemophilia Treatment Centers serving people with bleeding and clotting disorders.
- The 8 Maternal & Child Health Bureau and CDC federally designated and federally funded regional hemophilia core centers.
- National organizations focused on persons with heritable bleeding and clotting disorders. Although the National Bleeding Disorders Foundation is not eligible for funding, its national chapters are eligible.

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 determination status.
- It is not delinquent at the time of the grant submission for any outstanding previous HAF six-month or final grant reports. It has no outstanding unreturned unspent funds from previous HAF grants that were not returned as requested. If in doubt, please contact Audra@hemophiliaalliancefoundation.org.
- It has submitted an application by the deadline, COMPLETE WITH REQUIRED ATTACHMENTS.
- The project or service it describes is within HAF's guidelines.
- The project or service will be completed within the grant year (Sep 1, 2024 – Aug 31, 2025).

General Guidelines for All Applicants

Grant Ceiling for 2024

The maximum grant award for applicants for 2024 is **\$50,000**. Two grants will be awarded.

Examples of Projects

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

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

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.

Contracted Services, Consultants, and Speakers

Expenses incurred for the temporary contracting of services of individuals hired for the exclusive purposes of grant activities, consultants, and speakers are allowable. These individuals are NOT considered personnel. The cost of these contracted services will not count toward the maximum personnel costs allowed. However, the temporary nature of these duties must be made clear in the application. These individuals 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 administrative costs to administer the grant)
- Clinical or laboratory-based research projects or related costs
- Underwriting or sponsorship of fundraising events
- Recurring costs, such as office rent, utilities, or monthly phone bills for the applicant organization
- Salaries of staff for time not related to the application project
- Purchase of promotional items. Promotional items include branded giveaways that do not directly contribute to the program goals. Branded items, such as supplies, with a specific programmatic purpose are permitted. Example: Purchase of notepads and ballpoint pens with the organization's logo to facilitate note taking at an educational event would be permissible. If in doubt, please contact Audra@hemophiliaalliancefoundation.org.

Grant Scoring

The HAF Board scores innovation grants on the following criteria:

- How well the applicant describes its organizational mission and impact, indicating the geographic service area, and the number of patients or families served.
- A well described need for funding and how and why this project will improve the lives of persons and families with bleeding disorders.
- Appropriateness and clarity of the project's specific objectives that are "SMART": **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.
- How well the project will strengthen the organization.
- How well the budget aligns with the activities of the project, including all collaborators.
- The clarity and completeness of the budget. How clearly the budget and budget narrative outline how HAF grant funds will be used for the proposed project, and how

well the budget demonstrates a thoughtful and appropriate use of funds. The budget narrative should be Inclusive, detailed, and understandable, clearly justifying all budget line-items.

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.

For a short guide to “Developing Program Goals and Measurable Objectives click on link:

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

Additional guidance on writing SMART Objectives is available as a YouTube video. Click on link:

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

Guidelines for Project Collaborations

If collaboration between two or more 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.**

REMEMBER: If the application reflects a collaboration, the following **MUST** be included:

- A letter(s) from *each* collaborating partner(s) **stating the role each partner will play in the implementation of the project** (e.g., “we will recruit participants and our staff will supervise their activities.”)

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:**

- A copy of the applicant organization’s W-9. For an example of W9, click [HERE](#).
- A copy of the applicant organization’s federal tax-exempt certification from the IRS, also called the IRS Tax Determination letter or 501(c)(3). For an example of an IRS tax-exempt certification letter click [HERE](#).
- 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 of the project.**
- *A letter of support* is **highly recommended, but not required**, from an organization or entity whose participation in the project is critical but is not a collaborating partner, that 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 HAF 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 to [HERE](#) see budget example.

Applicant budgets must reflect the **Total Line-Item Cost**, the **Amount Requested from the Alliance Foundation Grant**, and **Other Funding** being provided from other sources for each particular line item. Please provide in the **Budget Narrative** the name of the source of other funding being provided to support the project, 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.

Form of Transmission

Applications will be available online on the Foundation website as of May 1, 2024. **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 HAVE NOT BEEN RECEIVED.** Please contact Audra@hemophiliaalliancefoundation.org if you do not receive this acknowledgement.

Deadlines

- Applications are due on-line by **July 19th, 2024, at 11:59 PM PDT. Late applications will not be considered.**
- A 6-month progress report is due **March 15th, 2025** 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, 2025.

- A final report is due **September 15th, 2025** 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.

Remember, the required attachments include:

- IRS Tax Determination letter or 501(c)(3) of the applicant organization
- Copy of completed most recent Form W-9 of the applicant organization
- For collaboration projects, a letter of collaboration is **required** from collaborating partner **stating the role and budget for the collaborating organization** and signed by the authorized official of the collaborating organization.
- For collaboration projects, a letter(s) from **each collaborating partner(s)** must be provided **stating the role each partner will play in the implementation of the project.**
- Please note that the HAF will not be responsible for advising applicants that attachments are missing. The HAF reserves the right to request additional information as it considers an application.

Failure to itemize and justify the budget.

Failure to submit the application on time.

Missing reports or failure to return unused funds from a previous HAF grant cycle.

Resources:

- Example of successful grants: <https://hemophiliaalliancefoundation.org/wp-content/uploads/2021/11/Innovation-Grant-Example-1.pdf>
- Article on SMART objectives: <https://hemophiliaalliancefoundation.org/wp-content/uploads/2024/04/Developing-Program-Goals-and-Measurable-Objectives.pdf>
- Additional guidance on writing SMART Objectives is available as a YouTube video. <https://www.youtube.com/watch?v=6-qb1dPNPog>
- Example of IRS Letter of Exemption: <https://hemophiliaalliancefoundation.org/wp-content/uploads/2024/04/Example-IRS-Letter-of-Exemption.pdf>
- Sample Budget and Justification: <https://hemophiliaalliancefoundation.org/wp-content/uploads/2024/04/Sample-Innovation-Budget-and-Justification.pdf>

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. Yes, new furniture, better equipment, even the moving van cost would qualify. The new rent would not, because it is a continuing expense.
3. Q. We want to hire an expert consultant to assist us with specific expertise in our project. Would that qualify?
A. Yes, a consultant doing a time-limited project would qualify with documentation in the budget and a clear delineation as to the use of the consultant. Note that consultants are NOT considered personnel and therefore their cost should NOT be counted toward personnel costs.
4. Q. We were awarded a grant, but changes in the university or chapter organizational personnel have resulted in some unused grant funds. We would like to make some revisions in our grant timeline to complete the project. Can we revise the grant timeline?
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 were awarded a grant to send two individuals to receive musculoskeletal ultrasound (MSUS) training for use in patient evaluations. The cost of training was less than expected. Can we revise the budget to re-allocate unspent grant funds for another purpose?

- A. Yes, provided that these unspent funds will be used for a purpose within the scope of the original grant. For example, in this case funds may be re-allocated to be used to develop and print a patient brochure on the utility of MSUS in the evaluation of hemophilic joint changes. Prior to re-allocating unspent funds for another purpose, you must obtain **prior permission** from the HAF grants committee. You should request a change in the use of grant funds by contacting the HAF administrator, Audra Ames.
6. 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 require a W-9 and proof of nonprofit status, such as an IRS Tax Determination letter or 501(c)(3), **only for the organization that is applying for the grant** and who will have financial responsibility for the funds.
7. 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?

For questions or assistance, please email the HAF Board Chair, Michael Craciunoiu, at chair@hemophiliaalliancefoundation.org.

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