



2025 Project/Patient Assistance Grant Guidance

IMPORTANT DATES

Call for Applications; Guidance posted on website.....	Dec 2, 2024
Applications due	Feb 14, 2025
Decisions made by Foundation Board	Mar 7, 2025
Award letters and checks sent	Mar 17, 2025
Grant-funded year begins	Apr 1, 2025
6-Month Progress reports due	Sep 30, 2025
Grant-funded year ends	Mar 31, 2026
Final Report due	Mar 31, 2026

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 institution(s) **stating the role and specific responsibilities of the collaborating institution**.
 - 2) Each collaborating institution’s federal tax-exempt certification letter from the IRS or 501(c)(3).
- NOTE:** A W-9 *and* proof of nonprofit status, such as an IRS Tax Determination letter or 501(c)(3), are required **only** for the organization that is applying for the grant and who will have financial (fiscal) responsibility for the funds.
- 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.

Mission of the Hemophilia Alliance Foundation

The Hemophilia Alliance Foundation is a non-profit 501c3 corporation whose mission is to receive and administer funds to provide grants to charitable 501c3 organizations for assisting individuals and their families with inherited bleeding and clotting disorders (“the community”) in managing and improving their care.

Purpose of Grants

Specifically, the purpose of these Project/Patient Assistance Grants is to: (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 inherited bleeding & clotting disorders
- Federally funded hemophilia treatment centers serving people with inherited bleeding & clotting 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 focused on persons with inherited bleeding 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.
- Its mission closely aligns with the mission of the Hemophilia Alliance Foundation.
- 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 (April 1, 2025 – March 31, 2026)

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 Core Centers’ annual meetings

Grant Ceiling for 2025

The ceiling for local chapters, hemophilia treatment centers, and associations for 2025 is **\$8,000**. This includes local consumer-led organizations. Local chapters and consumer-led organizations may apply for both *project* and *patient/family assistance support* in the same grant, as long as the total requested funds for both is \$8,000 or less. How funds are 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 2025 grant period.

Grant Scoring

The HAF Board scores **Project Grants** based on the following criteria (maximum score = 70 points):

- How well the applicant describes its *organizational mission*, indicating the *geographic service area*, and the *number of patients or families served*. The mission of the applicant organization must closely align with the mission of the Hemophilia Alliance Foundation.* (10 points)
- A brief description of the *need* that the project addresses. Example for Patient Assistance Grant: “The chapter/association/HTC has identified 20 families who are not able to access care due to insurance/transportation, etc.”* (10 points)
- A brief *description of the project*. For Patient Assistance Grants attach your policy or guidelines for awarding assistance. ([Click here for sample of Patient Assistance Policy](#)). (10 points)*
- Appropriateness and clarity of the project’s *specific goals and objectives*. Objectives should be "SMART": **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound, with a concise timeline for meeting the project’s objectives. The time to completion should parallel the grant period. (10 points)
- How the success of the project will be *measured/evaluated*. Data collection methods should clearly align with the proposed activities of the project. Clearly identify ownership by one or more individuals tasked with managing/monitoring the evaluation process. (10 points)

- How well the project will *strengthen the organization* and improve the lives and care of persons and their families with bleeding disorders. Specific attention should be paid to *capacity-building proposals*, and *collaborations* with other groups. (10 points)
- How well the budget outlines *how HAF grant funds will be used* for the proposed project. The budget should demonstrate a thoughtful and appropriate use of funds and align with the activities of the project. The budget *narrative should be inclusive, detailed, and understandable*, clearly justifying all budget line items. The budget should include all collaborators and relevant allocations of funds. Please follow the budget example attached to these guidelines (See budget and budget narrative below).* (10 points)

NOTE: For *Patient Assistance Grants*, only the first three items marked with an * and the budget need to be completed.

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 HAF 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, educational programs, and outreach clinics are allowed.

Objectives

Please write all objectives for the project using **SMART** format (**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imely). 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:

[Developing Program Goals and Measurable Objectives](#)

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

[Soft Skills – Setting SMART Goals](#)

Personnel Costs Allowed

For **project grants**, personnel expenses **up to but not exceeding 25% of the total project grant request** and incurred exclusively for the grant project activities will be considered. These may include:

- Part-time data entry person to enter file information into a new digital system
- Program manager who may create, deliver, and/or evaluate the program
- Nurse or physical therapist who may be facilitating the program/activity

NOTE: Consultants and speakers (for example at a meeting or conference) are NOT considered personnel and therefore should NOT be counted toward personnel

For **Patient Assistance Grants**, personnel expenses **up to but not exceeding 10% of the total grant request** may be included for the purpose of administering patient assistance funds.

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)
- Clinical or laboratory-based research projects or related costs
- Underwriting or sponsorship of fundraising events
- Recurring costs, such as office rent/utilities, monthly phone bills for the applicant organization, salaries of staff for time not related to the application project.
- Purchase of promotional items. Promotional items not allowed would 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.

Guidelines for Awarding Patient Assistance from HAF Funds

The 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](#):

The patient assistance policy must include the following criteria:

- Eligibility criteria
- Explanation of how funds are distributed
- Process of approval and/or qualifying entity(s) of approval
- Application process for eligible consumers

- Patient assistance policy must be dated with the approval date by the organization

NOTE: To simplify the request for **patient assistance funds**, the portion of the grant requesting such funds does **NOT** require completion of the following grant application sections: *Goals and Objectives; Measurement of success of the project; How the project will strengthen the organization*. However, in the *budget narrative* you **MUST** estimate the number of patients/families expected to be helped by these funds and the average amount of funds per patient/family.

Budget

Personnel expenses for the project grant and personnel expenses for the patient assistance grant should be listed as **SEPARATE LINE ITEMS** in the budget. Clearly identify the individual(s) who will be performing these grant-related activities in the 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 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 total grant funds being requested from the Hemophilia Alliance Foundation will be utilized regardless of other funding sources.

Acknowledgement

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.

Project Collaborations and Partnerships

Collaboration Projects Are Encouraged

By combining forces, larger projects are possible. If two **grant-eligible organizations** collaborate on a project, the total funds available for the project are \$16,000. The maximum award available for collaborative projects **may not exceed \$24,000. The organization that submits the grant becomes the fiscal agent for the project, and therefore receives and disburses the project funds.**

In general, collaborating institutions should *function separately* and be *financially separate* with separate Employer (or Taxpayer) Identification Numbers (EIN/TIN). If grant applicants intend to

submit a collaborative project, but are unsure of their eligibility as collaborating organizations, please contact Audra@hemophiliaalliancefoundation.org for board approval.

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

- A copy of the submitting organization's W-9 (only the fiscal agent's organization needs to submit their W-9).
- **Each organization's** federal tax-exempt certification letter from the IRS or 501(c)(3).
- A letter from *each* collaborating institution **stating the role each partner will play in the implementation** (e.g., "we will recruit participants, and our staff will supervise their activities") and signed by its Authorized Official. Also include **the names of the persons who will participate in grant-related activities, and an estimate of the time each person will spend on grant-related activities.**

Project Partnerships

A **Partnering Organization** is an organization or entity whose participation in a project is critical, but that organization 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. In this case, the physical therapy department would be considered a partnering organization.

Limits on Submitting Grant Applications

Applicants may submit a grant application as a *single entity* or in *collaboration with another qualified entity*, but not both. An eligible organization may submit **only one grant** for each grant cycle.

An eligible organization may submit a **collaborative Project Grant** along with a **maximum of two other eligible organizations (maximum grant \$24,000)**.

Alternatively, an eligible organization may submit a **Patient Assistance Grant** along with a **maximum of five other eligible organizations (maximum grant \$48,000)**.

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 applicant organization's federal tax-exempt certification from the IRS, also called the IRS Tax Determination letter or 501(c)(3). For collaborative projects **each collaborating organization** must submit a copy of their federal tax-exempt certification letter.
- A copy of the applicant organization's W-9. For collaborative projects, **only the submitting organization (fiscal agent)** must submit a copy of their W-9.

- If the application reflects a collaboration, a letter from *each* collaborating institution **stating the role each partner will play in the implementation** (e.g., “we will recruit participants, and our staff will supervise their activities.”) The letter must be signed by its Authorized Official.
- A *letter of support* is **highly recommended** from **partnership** organizations critical to the success of the project, but not receiving funds from the project’s budget.
- For patient/consumer assistance programs, attach your organization’s policy for granting financial assistance.

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

Form of Transmission and Deadline

Applications will be available online on the Foundation website as of December 2, 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 NOT HAVE BEEN RECEIVED.** Please contact Audra@hemophiliaalliancefoundation.org if you do not receive this acknowledgement.

Application submissions are due February 14, 2025.

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 include:

- Federal tax-exempt certification letter
- Most recent W-9

- Patient/Consumer Assistance Guidelines (if applying for Patient/Consumer assistance funds)
- For collaboration projects, a letter(s) must be submitted from each collaborating partner(s) describing their role in the project.
- For collaboration projects, each collaborating partner must submit their own federal tax-exempt certification letter
- For collaboration projects, only the responsible (submitting) fiscal agent needs to submit their most recent W-9

Please note that the HAF will not be responsible for advising applicants that attachments are missing.

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.

EXAMPLES OF SUCCESSFUL GRANTS

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

A 6 Month Progress report will be due September 30, 2025 on the HAF website.
IF YOUR PROJECT HAS BEEN COMPLETED BY SEPTEMBER 30, 2025, YOU MAY FORGO SUBMITTING THE PROGRESS REPORT AND INSTEAD SUBMIT YOUR FINAL REPORT ON SEPTEMBER 30, 2025.

Final report due March 31, 2026 on the HAF website.

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. Yes. 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 cost would qualify. The new rent would not, because it is a continuing expense.
- 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. Note that consultants are NOT considered personnel and therefore their cost should NOT be counted toward personnel costs.
- Q. Can we apply for both project and consumer financial assistance funds?
- A. Yes, as long as you meet the eligibility requirements, follow the guidelines, and do not exceed the maximum \$8,000 award total (\$10,000 for National organizations and the eight HHS-designated federally funded regional core coordinating centers.
- 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. In general, the maximum limit for extensions is 6 months. If the project cannot be completed at that time, unspent funds should be returned to HAF. You can consider applying for the same project again, for the subsequent year.
- Q. We are collaborating with our HTC to host a Men's Retreat later this year and they sent me their state sales tax exempt letter. Will this suffice?
- A. No. For collaborative projects we require the federal tax-exempt certification letter from the IRS *from each of the collaborating partners* that are applying for the grant. A state sales tax exempt letter will not suffice.
- 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. The use of patient financial assistance grant funds to reimburse patients/families for the cost of travel to or from the treatment center for treatment or a comprehensive visit is permissible.
- Q. We won't be able to complete our project before the deadline. Can we get an extension?
- A. The 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. Remember that, in general, the maximum limit for extensions is 6 months. If the project cannot be completed at that time, unspent funds should be returned to HAF.
- Q. Our grant was to fund our annual meeting or a community event, but we had to cancel the event. 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, as long as the changes fit within the scope of the original grant and the goals remain similar. Otherwise grant funds would need to be returned to HAF. Send your requests for project changes to info@hemophiliaalliancefoundation.org or audra@hemophiliaalliancefoundation.org and the board will review and decide on your request.
- Q. Our medical center has separate pediatric and adult hemophilia treatment centers. Can the centers submit a collaborative project grant for \$16,000 (\$8,000 each)?
- A. In general, the answer to this question is "No." Collaborating eligible institutions must function separately and be financially separate with separate Employer (or Taxpayer) Identification Numbers (EIN/TIN). If you are in doubt, please email the HAF Board Chair, Michael Craciunoiu, at chair@hemophiliaalliancefoundation.org.
- Q. Our HTC staff also supports the Sickle Cell Center at our institution. Our HTC would like to include the patients from the Sickle Cell Center with our bleeding disorder patients in an educational activity about methods of pain relief. Can we include the cost of attendance at the educational event for sickle cell patients in our HAF grant budget?
- A. HAF patient assistance/project grants do not currently include sickle cell centers as eligible entities. Similarly, HAF grant project funds cannot be used for patients other than inherited bleeding or clotting disorder patients.

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