

## APPLICATION FORMAT

*The call for grants, entitled, “Expanding Access to Sickle Cell Disease Care in California – Education and Awareness” seeks to provide education and outreach to organizations that serve persons with sickle cell disease (SCD) and sickle cell trait (SCT) throughout California. The funding period is 12 months and based on the following budget period: July 1, 2020 –June 30, 2021. Organizations applying for the funding may request funding as noted in Section II: Award Information of the Request for Applications (RFA) over this one-year period. Organizations can apply for funding under more than one priority area. Separate applications and cover letters are needed for each priority area an entity chooses to apply to.*

*The application should not exceed 10 pages (excluding attachments and cover letter) and be emailed as one PDF document with all attachments.*

- COVER LETTER: Use the template labeled as COVER LETTER TEMPLATE V2 to provide an overview of your application. You MUST use the template provided.
- NARRATIVE. Please limit the narrative to 10 pages, single spaced. We ask that you use the format, numbering and headers as outlined below to structure your application.
  1. EXECUTIVE SUMMARY: Write a one-page executive summary that includes:
    - a. A brief description of the project.
    - b. Outcomes you plan to achieve.
    - c. Who the project serves and why it is important.
    - d. Why your organization should receive the funds to implement the project and how the funds will be spent.
  2. ORGANIZATION SUMMARY.
    - a. Provide background on your organization.
    - b. State your mission.
    - c. Summarize your organization’s history in providing services to persons with SCD and/or SCT.
    - d. Outline current programs and activities that support persons with SCD and/or SCT.
    - e. Highlight accomplishments.
  3. PURPOSE OF GRANT: This goal of this request for applications (RFA) is to promote outreach, education and awareness of Sickle Cell Disease and Trait in: Healthcare Delivery Systems, Healthcare Provider Training programs, and Community Based Organizations. There are a variety of approaches that can be used to address this goal. We ask that applicants identify the problem to be addressed and briefly describe the needs that will be met by their proposed project. A clear description should be provided regarding what unique service(s) the applicant would provide that are not otherwise accessible. While we have outlined activities that this RFA will support, these are areas we have identified as needing attention, but we do encourage entities to propose innovative approaches to addressing each of the priority areas in ways that best fit the community they serve.

- a. **NEEDS ASSESSMENT:** A needs assessment is used to determine priorities and assess areas in the target population where an intervention or additional resources may be needed. Please provide a detailed overview of the gaps your application will address to achieve the goals and objectives of the initiative and specific section you are applying for.
- b. **PROGRAM/PROJECT GOAL.** Describe the goals and overall impact of the project or program.
- c. **PROGRAM/PROJECT DESIGN.** Outline program objectives, activities, strategies, staffing, partners, timelines and explain how the design will enable you to address the problem or need. Identify the project as a new or expansion program. Provide confirmation that activities reported under this initiative are not duplicated elsewhere.
- d. **SUSTAINABILITY.** Specify your plans for financing the project at the termination of the grant. List other financing sources or strategies that you are developing.
- e. **EVALUATION/OUTCOMES.** Describe the proposed program or project outcomes and how they align with your organization’s mission. Provide an overview of the outcomes you want to produce by the end of the project period. Outline your plan to document progress and results. How will you measure expected outcomes and the effectiveness of your activities? What tools will you use to evaluate your program and organization (records, surveys, interviews, pre- and post-tests, community feedback, etc.)?

### **Program Evaluation Resources**

#### [CDC Evaluation Working Group](#)

The CDC Evaluation Working Group provides guidelines for program evaluation to help organizations use science as a basis for decision-making and action, perform effectively, and make efforts outcome-oriented and be accountable.

#### [W.K. Kellogg Foundation Evaluation Handbook](#)

This handbook provides a framework for thinking about evaluation as a relevant and useful program tool and is designed to encourage dialogue about the role evaluation should play at the project level.

- **BUDGET & BUDGET JUSTIFICATION:** When reviewing the RFA, it is essential to pay close attention to the funding levels in each priority area; to be sure you understand the program description and how the work that is proposed will translate into costs. Your request for funding will be limited by the amount of money available for a given priority area. Please review the

RFA, Section II: Award Information. These guidelines will be the basis for your own budget. **The budget MUST be submitted in excel format.**

*Budget:*

Describe all the costs associated with your proposed program fully and accurately, so that the reviewers can have the full picture of the cost implications of your program. The budget is your opportunity to describe the categories of costs that make up your budget. The budget is also where you describe your unit costs, so the reviewers can understand the resources required for your program in different terms.

- Personnel: the term “percent effort.” Percent effort is the unit of time your personnel will devote to his or her work. In the detailed budget and narrative, you should provide details about key personnel such as: each candidate’s name and position.
- Contractual/Consultants: Break down the costs for each consultant or independent contractor that you plan to work with to implement your proposed project.
- Fringe benefits are non-wage, or non-salary compensation that you provide to your organization’s employees. Fringe benefits cover such costs as: employee health insurance, tax contributions, or public transportation subsidies for example. Depending on how you allocate costs, sometimes holidays, sick and vacation days can be included in fringe.
- The Supplies line item is where you provide information on the office/operation supplies necessary to implement the program.
- The “Other costs” category is where you include expenses that do not fit neatly in the other major cost categories. These costs must be explicitly identifiable and necessary for the implementation for your proposed program.
- The travel line item is where you normally include costs for travel by air, or other mode of commercial transportation, for your project implementation staff.
- Indirect costs are costs that cannot be attributed to any one project. You would use an indirect cost rate to capture cost pools that must be spread and shared amount various projects. Typical examples of costs expressed as an indirect cost rate include: overhead expenses, general and administrative expenses that cut across your organizations’ activities, and sub-grants or contract management expenses

*Grant funds may not be used for the following costs:*

- Ongoing business expenses or organization costs defined as rent, telephone bills, insurance, etc.
- Expenses for new lines of business or start-up costs
- Advocacy activities
- Fundraising activities
- Lobbying activities
- Bad debts
- Equipment
- Contributions and donations
- Entertainment costs
- Alcohol

- Fines, penalties and judgements
- Interest and other financing costs
- Investment costs
- Capital expenditures or land acquisition
- Housing and personal living expenses

*Budget Justification:*

Prepare a narrative document that justifies and provides evidence to support each proposed cost with sufficient detail so the reviewers can understand how you propose to spend funds that are awarded to your agency. This is your opportunity to describe and explain each line item in your budget. You should provide enough detail so the reviewers can understand exactly how funds will be spent on the proposed project. Please note:

- Travel costs should be clearly explained. Your detailed narrative should explain the need for all project travel and justify the travel costs as necessary to achieve the RFA's desired goals. Include details, such as number of travelers, proposed days and times, and proposed destinations.
  - Indirect Costs can reflect your federally negotiated indirect cost rate or a lower rate. If you choose to apply your federally negotiated rate, please include a copy of your most recent negotiated indirect cost rate agreement (NICRA) with your application.
- **ATTACHMENTS.** The following documents will not be included in the page limit. Include the following attachments in the order indicated:
    1. Verification of 501(c)(3) tax-exempt status and public charities status.
    2. Financial information. Program/Project Budget and Justification (See Budget template).
    3. Include audited financial statements for the most recent year.
    4. *OPTIONAL:* Letters of support. If you are collaborating with other organizations or have a need that you want to substantiate, you may include letters of support.