APPLICATION FORMAT

The call for grants, entitled, "Expanding Access to Sickle Cell Disease Care in California – Education and Awareness" seeks to provide funding to organizations that serve persons with sickle cell disease (SCD) throughout California. The funding period is 12 months and based on the following budget period: July 1, 2021 –June 30, 2022. Organizations applying for the funding may request funding as noted in Section II: Award Information of the Request for Applications (RFA) over this 12 month period. Organizations may only submit one application on behalf of their institution.

The application must not exceed 10 pages (excluding attachments, cover letter, budget, and budget justification) and be emailed as one PDF document with all attachments. Budget should be sent in an excel format.

- COVER LETTER: Use the template labeled as COVER LETTER TEMPLATE 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 (1 Page): Write a one-page executive summary that includes:
     a. A brief description of the project.
     b. Outcomes you plan to achieve.
     c. Description of who the project serves and why it is important.
     d. Justification as to why your organization is qualified to implement the project and a brief overview of how the funds will be spent.

  2. ORGANIZATION SUMMARY (1 Page).
     a. State your mission.
     b. Provide background on your organization.
     c. Briefly describe qualifications of the Principal Investigator to lead this initiative.
     d. Summarize your organization's history in providing services to persons with SCD.
     e. Outline current programs and activities that support persons with SCD.
     f. Highlight past accomplishments.

  3. PURPOSE OF GRANT (8 Pages): This goal of this request for applications (RFA) is to develop initiatives that focus on the following areas of need: 1) SCD in emergency room settings, 2) pain management, and 3) quality of life. 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 must be provided regarding what unique service(s) the applicant would provide that are not otherwise accessible. We do encourage entities to propose innovative approaches to addressing the above mentioned areas of need 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.

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: 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 much 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 current/up to date 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. Letters of support. If you are collaborating with other organizations, a letter of support MUST be included in your submission package.