

Grant Guidelines & Application

Part 1. GRANT GUIDELINES

Program Description

The AAFP Foundation will provide one \$5,000 grant to each AAFP Constituent Chapter or Chapter Foundation to implement a turnkey educational presentation at their annual meetings to help improve the management of patients with diabetes. The AAFP Foundation *Highlight on Diabetes* Meeting Resource Kit, developed by the Foundation, will contain a comprehensive set of educational resources and exhibit materials designed to provide diabetes education to family physicians and the patients they serve.

Guidelines

- One-time grants in the amount of \$5,000 are available to all Constituent Chapters or Chapter Foundations.
- Grants will be used to host an exhibit and/or a non-accredited panel discussion on the management of diabetes, during the AAFP Constituent Chapters' annual meetings.
- The AAFP Foundation will provide a customizable *Highlight on Diabetes* Meeting Resource Kit at no additional cost to support the exhibit and/or panel discussion. The customizable Meeting Resource Kit, developed by the Foundation and a family physician consultant, will contain:
 - Presenter's guide
 - Informational video (2 minutes) containing current diabetes guidelines and other resources for patients and physicians on the diagnosis and management of diabetes
 - Core presentation slide show (for longer presentations)
 - Patient education materials (patient resource guide, patient education brochure)
 - Physician resource guide
 - Evaluation forms
 - Customizable ad and poster
 - Booth display panels
 - Click counter
 - Portfolio of offerings
- Constituent Chapters or Chapter Foundations are encouraged to have a family physician, patient, and/or diabetes educator at the exhibit or included in the non-accredited panel discussion.
- Constituent Chapters or Chapter Foundations will receive 50% of the grant funds no more than 1 month before the meeting date and the remaining 50% within 21 days after all required follow-up materials are received.
- Within 21 days following the annual meeting, the Constituent Chapters or Chapter Foundations will provide the AAFP Foundation with the following information:
 - Description and summary of how the resource kit was used/presentation of content
 - Number of physicians attending the presentation of content (exhibit and/or panel discussion)
 - Completed attendee evaluation forms
 - Completed Chapter survey
 - Additional information that may be requested pertaining to the annual meeting or resource kit

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Part 2. GRANT APPLICATION

Date of application: _____

Name of Chapter/Foundation: _____

Chapter/Foundation Executive: _____

Contact person, if other than Chapter/Foundation Executive: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

Phone number: _____

Fax number: _____

Name & Date(s) of annual meeting: _____

Average number of meeting attendees: _____

The AAFP Foundation would like to offer you the following customized and standard pieces for your meeting. Please check the box noting your Chapter's needs:

POSTER: Thank you. I will use the template on the website to create my poster.
Please contact me. I would like your help in creating a customized poster.

AD SLICK: Thank you. I will use the template on the website to create my ad.
Please contact me. I would like your help in creating a customized ad.

BOOTH DISPLAY*: No, I will not be using the booth display panels for my meeting.
Yes, please send me the booth display panels for my meeting. I understand that I will need to return the display panels upon my meeting's conclusion.

*Please note the table top Booth Display Panels are standard and cannot be customized.

Statement of Understanding: By signing below I agree that I have read the attached *Highlight on Diabetes* Grant Guidelines and understand that I will be responsible for completing the various components of the program, as outlined.

Signature: _____ Date: _____

Email or fax the completed Grant Application to: email: sgoodman@aafp.org; fax: 913.906.6095.

For questions, please contact Sondra Goodman at 1.800.274.2237 ext. 4457 or by email at sgoodman@aafp.org.

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