



American Academy of Family Physicians Foundation

## GRANT REQUEST GUIDELINES/REQUIREMENTS

### Eligibility Requirements

Grants are available to all new free health clinics that meet, or are in the process of meeting, the following eligibility criteria:

- Is a new clinic focusing on primary care
- Is completing the VIM development process
- Provides for chronic and acute care needs
- Provides services free of charge
- Targets populations of the uninsured and medically underserved with income restrictions
- Serves adults and children (as needed if SCHIP program not available)
- Uses active family physicians, residents, medical students, and retired family physicians as volunteers, as well as others
- Is nondenominational and open to all members of the community
- Supports a Culture of Caring
- Has a community-based Board of Directors
- Is funded primarily from private dollars
- Has involvement with AAFP chapters, Chapter Foundations, Family Medicine Residency Programs, and/or medical schools, whenever possible
- Includes recognition of the AAFP Foundation. A grant recipient packet will be provided upon notification of the grant award (framed award certificate information, media outreach protocol, website link, etc.).
- Has AAFP member family physician in leadership role. **Priority given to clinics with AAFP member Medical Director.**

### Grant Guidelines

- Awards may vary based upon approved needs and number of applicants.
- The grant must be used to help cover the start-up costs for tangible medical/health care items such as exam tables, EHR systems, etc.
- The AAFP Foundation does not provide grant funds for indirect or overhead costs.
- The applicant must be the family physician member of the AAFP as noted above (see last bullet point of Eligibility Requirements).
- The applicant must respond to every item in the application and the Applicant Agreement form to be considered.
- The application may be submitted within three to six months prior to opening.
- Upon receipt of the grant application by the Foundation, an acknowledgement will be sent to the applicant.
- The applicant will be notified in writing after a decision on the application has been made.

- All approved grantees must sign and return grant agreement documents.
- Four to six weeks after the AAFP Foundation Selection Committee has approved a grant, 80% of the award will be distributed. The remaining 20% will be distributed upon receipt of a reconciliation form (provided by the AAFP Foundation) documenting the use of the grant funds and a brief written report describing how the clinic has benefitted.
- Grant recipients are asked to provide clinic opening event photos, media coverage, etc.
- In addition grant recipients are requested to submit a brief written report six months after the receipt of the grant providing information such as numbers of patients seen and impact of the clinic on the local community.
- A free health clinic may receive funding only once.
- Non-monetary support may be requested as well, including but not limited to medical equipment and supplies, pharmaceutical products, etc.

### **General information**

The application is a PDF document that has been set up to be completed electronically. Use the tab key to move through the application. Please fill in all the necessary information, including how we may reach you should we have any questions or need additional information. After the application is complete, please print it out, sign it, and forward it to:

Susie Morantz  
AAFP Foundation  
*Family Medicine Cares*  
11400 Tomahawk Creek Parkway, Suite 440  
Leawood, KS 66211

**NOTE:** The completed application may be faxed to the AAFP Foundation at 913.906.6095 or sent electronically to Susie Morantz at [smorantz@aafp.org](mailto:smorantz@aafp.org)