



American Academy of Family Physicians Foundation

REQUIREMENTS AND GUIDELINES for NEW CLINICS

Eligibility Requirements:

Grants are available to all new free health clinics that:

- Have opened or will open within 6 months of the application deadline date.
- Have completed or in the process of completing the Volunteers in Medicine America new clinic development process. www.volunteersinmedicine.org
- Will provide or are providing services at no cost to patients receiving care in the clinic. Clinics that solicit patient fees or donations, do not qualify for this grant.
- Have an AAFP member family physician who maintains active, ongoing involvement with patient care at the clinic.
- Exhibits a primary care focus.
- Target populations of the uninsured and medically underserved with income restrictions.
- Are nondenominational and open to all members of the community. Note: Clinics that target a specific sub-set of the population or a specific disease are not eligible to apply.
- Serve adults (and children if SCHIP program is not available).
- Will use or are using active/retired family physicians, residents, or medical students as volunteers.

New clinics that have or are developing partnerships/collaborations with hospitals, residency programs, medical schools, AAFP Chapters and/or Chapter Foundations, a Medical Director that is an AAFP member, and/or collaborate with other non-medical community organizations (e.g., food pantries, schools, health departments etc.) are given additional consideration.

Grant Guidelines

- **Application Submission:**
 - The Deadline is July 15. When the deadline date falls on a weekend, proposals are due the following workday.
 - Incomplete applications including applications that are missing required documentation (e.g., letters of support from community partners and physician champion; a business plan; Board and organizational structure information) will be rejected. Note: Applications not typed will be considered incomplete.
- **Letters of Support:** At least one letter of support from community or medical partners (e.g., health department, local hospitals, food banks, etc.) and one letter of support from the clinic's physician champion are required. Support letters are to be dated, addressed to the AAFP Foundation, written on an organization's or community partner's letterhead and signed.

- **Award Amount:** FMC USA Awards are available up to \$25,000 and vary based upon approved needs, number of applicants, and funds available. The funds provided must be used solely for the purposes outlined in the clinic’s application.
- The **Primary Clinic Contact** should be a person who can easily be reached and available to answer any application or administrative inquiries. If the clinic is open only a few hours a week, the primary clinic contact should include in the application their personal email or telephone number.
- **Family Physician (FP) Clinic Champion:** The FP listed should be an AAFP member and a “champion” of the clinic who maintains active, ongoing involvement with the patient care provided. Clearly state the FP’s leadership role in the clinic and the extent of his/her involvement.
- **Clinic Overview:** Describe clearly and concisely the following:
 - a. **Geographic Area.** Information to include a description of the patient population you serve or will be serving (e.g. include race, ethnicity, gender, and age whenever possible); types of services needed; estimated clinic hours and the numbers of hours of direct patient care by volunteer Family Physician’s per month.
 - b. **Organizational/Governing structure.** Provide information on how each of your Board members and their affiliations within the community support the clinic. If volunteers are in or will be in roles of leadership, what will that look like?
 - c. A **Sustainability Plan** is a tool used to help your clinic achieve its goals. Your description should include other types of resources, such as in-kind support, volunteer staff, or shared resources from other organizations that will help sustain the clinic long-term.
 - d. **Family Medicine Volunteers.** Provide clear examples of how the residents, medical students, active and retired family physicians support the clinic. What are or will be their roles and responsibilities in the clinic? If your clinic is in an area where there are no residency programs or medical schools close by, discuss how you recruit volunteers for your clinic.
 - e. **Partnerships/Collaborations** with the local community organizations (e.g., food pantries, schools, emergency services, health alliances, etc.) and the health organizations (e.g., public health department, hospitals, residency programs, medical schools, etc.) help increase a community’s recognition of the clinic. Describe your existing or potential new collaborations/partnerships and how they are/will be helping to enhance clinic sustainability.

Supporting documentation (e.g., organizational chart, a list of board members and their affiliations, summarized business plan) is recommended. Additional attachments may be provided if they will help reviewers have a clear understanding of your clinic and the population served. Please note: Applications must provide descriptions where requested. Applications directing the reviewers to “see attachments,” rather than a written response, will not be accepted as a complete application.

- **Budget Detail:** Budget and budget description is to be item specific with estimated amounts rounded to the nearest dollar. Budget description should list the item, detail the clinic's need for this item and explain how it will be used to enhance patient care.
- **Allowable Items:** The grant is intended to be used to purchase durable, sustainable equipment and instruments necessary for diagnosis and treatment related to primary care, and no other specialty care (e.g., dental exams, eye exams, etc.). Start-up disposable supplies up to \$500 are allowable (vaccines, gloves, speculums, diabetic test strips, lancets, disposable probe covers, tab electrodes, cotton swabs, etc.). Advance purchase of eligible items can be reimbursed up to 90 days prior to the award announcement.
- **Non-allowable Items:** The AAFP Foundation does not provide grant funds for indirect or overhead costs (e.g., rent, phone, utility bills etc.) software upgrades, monthly subscriptions (e.g. hosting management and data connectivity fees), office supplies, waiting room furniture or equipment for the care and diagnosis of specialty care patients (e.g., dental, vision etc.)
- **Applicant Notifications:** Upon receipt and acceptance of the grant application by the Foundation, an acknowledgement will be sent to the applicant. The Foundation Board of Trustees meets the third week in November to approve funded applications. The applicant will be notified in writing within two weeks after a decision has been made.
- **Award Process:** For the initial distribution of funds, the following documents are to be returned within 45 days of award notice:
 - An **Acceptance Letter** written and signed by the awarded clinic indicating their acceptance of the award and proposed use of funds.
 - Completed **990 Information Form**
 - Signed and dated **Application Agreement**
- **Distribution of Funds:** Please note: This is a reimbursement grant. Only the 'actual' cost of the items requested will be reimbursed. Initially, 80% of the FMC USA award is distributed. The remaining amount of the award (up to 20%) will be distributed upon receipt of a completed **Reconciliation Form** (provided by the AAFP Foundation) along with receipts of purchases. Documentation of all expenditures must be provided within 6 months (180 days) of award notice. Otherwise, any remaining award funds will be forfeited.
- **Progress Report/Documentation Requirements** for up to three years following distribution of the award, grant recipients will be expected to complete and return a brief survey on a yearly basis documenting the number of Family Medicine volunteers and other general information about the clinic and patients served. This input will help AAFP Foundation donors better understand the impact of their support.
- **Media/Communication** information will be provided upon follow-up of the grant award (award recognition information, media outreach protocol, etc.). Grant recipients are requested to provide clinic opening event photos and media coverage, as well as recognition acknowledgement of the AAFP Foundation.

Review Process

The applications are reviewed and scored by a 10-member Family Medicine Cares Work Group, a subgroup of the Foundation's Board of Trustees. Applications can receive a maximum of 75 points. The following key criteria is considered when scoring the applications:

- **Clinic Overview** (Maximum 35 points): Applicant clearly defines the geographic area, patient population and day/hours of clinic operation; organizing and government structure;

sustainability plan; partnerships/collaborative efforts with community organizations, hospitals, residency programs or medical schools; volunteer involvement. The need in their community for primary care is clearly stated.

- Applicant Family Physician (Maximum 10 points): The applying family physician has a lead role such as the Medical Director, Board President or active volunteer in the clinic. Describe his or her role and level involvement.
- Budget (Maximum 15 points): Budget requests are appropriate, and items are considered durable medical instruments and equipment for the treatment of primary care.
- Application Quality (Maximum 15 points): Application is well written, cohesive and easy to read. Letters of support are appropriate and relevant. If appendices are provided, they are organized and easy to understand.

General Information

The application can be accessed on-line in a Word document that has been set up to be completed electronically. After the application is complete, please sign it (hand written or electronic signatures only. Do not use script font for the signature). Email or fax to:

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Family Medicine Cares USA
11400 Tomahawk Creek Parkway
Office: 913-906-6000 ext. 6006
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The mission of the American Academy of Family Physicians Foundation is to advance the values of Family Medicine through humanitarian, educational and scientific philanthropy dedicated to improving health. The Foundation advances those values through **Family Medicine Cares USA** by supporting free health clinics that provide a base of care infused with Family Medicine.