



FMCA GRANT AWARDS GUIDING PRINCIPLES & PROCESS

What is the FAMILY MEDICINE CHAPTER ALLIANCE (FMCA)?

The Family Medicine Chapter Alliance (FMCA) is a collaborative program of the American Academy of Family Physicians (AAFP) Foundation and the Constituent Chapters and Chapter Foundations of the AAFP. Created in 2006, FMCA was originally called the Family Medicine Philanthropic Consortium (FMPC) until its renaming in 2023. The FMCA is convened by the AAFP Foundation and consists of one Voting Representative for each AAFP Constituent Chapter or Chapter Foundation as appointed or elected by the Chapter/Chapter Foundation. The FMCA Voting Representatives elect an 11-member Steering Committee which conducts the ongoing business of the FMCA and serves to bring recommendations to the full FMCA Voting Representative body for consideration prior to Board of Trustees' approval.

What is the FMCA GRANT AWARDS PROGRAM and what are its GOALS?

In May 2006, the FMCA created a competitive grant program to distribute a portion of Dues Check-Off revenue among the constituent Chapters and Chapter Foundations to support chapter-level philanthropic programs that align with our mutual missions of improving the health of all people. The FMCA Steering Committee adopted the following goals:

- To administer a fair and equitable grants process that will involve as many Chapters and Chapter Foundations as possible
- To support excellent programs
- To support programs that can be replicated among the constituents
- To support programs that have successful, measurable outcomes
- To support programs that will position the FMCA to attract national funding

What are the GUIDING PRINCIPLES for AWARDING FMCA GRANTS?

In 2006, the FMCA Steering Committee, whose members also serve as reviewers, established a set of guiding principles to focus the deliberation of the proposals and determination of grant awards. These guiding principles, which encompass the overall philosophy of the FMCA Grant Awards program, are working principles that have and will continue to evolve with the program.

1. Support Family Medicine projects that fall within identified **FMCA Priority Areas** identified as:
 - a. **Member Outreach** *A program/project that focuses on education, research, and/or humanitarian opportunities that target AAFP Family Physician members.*
 - b. **Public Health** *A program/project that focuses on the health of families and communities by promoting healthy lifestyles; conducting research and/or providing education for disease and injury prevention; and/or projects that are humanitarian or service in nature that improve the health of individuals or communities.*
 - c. **Student and Resident** (building the Family Medicine pipeline) *A program/project that focuses on education, research, and/or humanitarian*

opportunities for students (high school, undergraduate, or medical students) and/or Family Medicine residents.

2. . Encourage collaboration of Chapters/Chapter Foundations through supporting projects that impact FMCA Priority Areas in a collaborative manner.
3. Provide support for existing projects relevant to and potentially adaptable by other Chapters and Chapter Foundations. There is no limit on the number of times that a grant project can receive funding from the FMCA.
4. Stipulate a cap on grant awards to ensure that support is available for the largest number of high-quality grants.

What is the FMCA GRANT AWARD PROCESS?

I. Call for Applications

- The open application period begins on January 1 and ends on February 28.

II. Eligibility

- The applicant must be a Constituent Chapter or Chapter Foundation of the American Academy of Family Physicians and a 501(c)(3) organization or a 501(c)(6) organization.
- Program funding will only be made to support philanthropic activities.
- The amount requested from the FMCA must be at least 70% for program services with a maximum of 30% of the budget requested from FMCA used to support staff and administration.
- Funding requests will NOT be accepted that:
 - Support political campaigns;
 - Support lobbying of any public official;
 - Support Chapter or Chapter Foundation to accomplish fundraising.

III. Submission Requirements

- Application must be submitted by the Chapter and/or Chapter Foundation that is applying.
- Only one application per project can be submitted.
- Each state is limited to submitting a total of three (3) applications per funding cycle.
- Applications received after the open application deadline will not be accepted.
- Grant applications that fail to comply with all eligibility and submission requirements will not be considered for funding.

IV. Review of Grants

- Application initially screened by Program Manager for eligibility & compliance with instructions. Eligible applications are then sent to the Review Committee for scoring and comments.
- The Review Committee is made up of FMCA Steering Committee Members.
- Each application is scored by three reviewers with at least one physician assigned to each application.
- Number of applications scored by each reviewer should not exceed 15.
- If it becomes necessary to assign more than 15 applications to any reviewer the Program Manager will recruit additional reviewers, as needed, from the pool of supplemental reviewers. Supplemental reviewers are defined as former members

of the FMCA, Chapter Trustees from the AAFP Foundation Board, and as a last resort, the FMCA Convener.

- The Program Manager assigns applications to reviewers, taking special care to avoid conflicts of interest.
- Each reviewer receives their assigned applications and individualized score sheets.
- Reviewers who declare a conflict with an assigned application will return the application, which will be reassigned to another reviewer.
- Reviewers return all score sheets and comments to the Program Manager by an agreed-upon date.
- The Program Manager records all reviewer scores and comments.
- The final score for each application is the average of the three reviewers' scores.
- Final scores are sorted in order from high to low score.

V. Determining the Slate

- FMCA Steering Committee receives information on the amount of funding available for the distribution of awards and the summary of reviewers' scores and comments.
- Based upon final scores and amount of available funding the Steering Committee recommends a Slate of FMCA Grant Awards.
- The slate recommended by the Steering Committee then goes before the Voting Representatives of the FMCA for approval, during the spring semi-annual FMCA meeting.
- Following the FMCA's Voting Representatives' approval, the slate must be approved by the AAFP Foundation's Board of Trustees during their May Board meeting.

VI. Amount of Award

- Amount of available funding will be determined by the remaining funds from the Chapter Engagement Grants allocated to the FMCA Grant Awards and shall be no less than \$38,750.
- Since 2006, FMCA Grant Awards have generally ranged between \$1,000 and \$7,000. The maximum award has been capped at \$7,000 for the highest-scoring grants to ensure that funding is distributed widely among the applicants.

VII. Notice of Award

- Following final approval of the Slate of FMCA Grant Awards *all* applicants receive a Notice of Award, which is a letter stating whether the application was recommended for full funding, partial funding, or not recommended for funding. The Notice of Award also includes reviewers' comments and the final score.
- Applicants receiving a recommendation for full or partial funding will receive an FMCA Grant Award Agreement. For partially funded projects, modifications to the proposal and budget must be submitted prior to sending the Grant Award Agreement to the recipient.

VIII. Payment and Reporting Requirements

- Payment-in-full will be made once the agreement has been fully executed by all parties.
- A Final Report is required and due in August of the following year. A six-month extension on reports will be granted upon request. Unspent funds must be returned to the FMCA.