



Family Medicine Chapter Alliance



CHAPTER SUPPORT | LOCAL IMPACT

Grant Writing Tips


Updated Sept 2023



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FMCA Grant Opportunities

CHAPTER ENGAGEMENT GRANTS



- Guaranteed \$750
- No Review Process
- Painless Application Process
- Minimal Requirements
- 2-Question Final Report Form

FMCA GRANT AWARDS



- Up to \$7,000
- Awarded by Score
- Easy Application Process
- Minimal Requirements
- Easy Final Report Form

***Application Period for both grants is January 1- February 28 ***

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CHAPTER ENGAGEMENT GRANT Application

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Chapter Engagement Grants

- \$750 is available for every Chapter or Chapter Foundation
 - Where a Chapter and Foundation both exist, only 1 grant is available
- Funds can be used however needed
 - Printing costs, paid ads, outsourced copywriting, etc.
- Highlight your program for your members
 - Utilize story-telling to share your efforts
 - Social Media, Newsletter, Publications

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Eligibility and Requirements

- Funding will only be made to support philanthropic activities
- Proposed projects must align with one of the FMCA priority areas:
 - Student and/or Resident project
 - Member Outreach project
 - Public Health project
- Final Report required to be submitted after the project period
- Include acknowledgment text in your storytelling

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Chapter Engagement Grants Application

▪ What Is the FMPC Priority Area of Your Chapter's Project? *

(Select only ONE; if more than one applies pick the ONE that best reflects the PRIMARY focus):

- ☐ Student-Resident Project (Focus is on education, research, and/or humanitarian opportunities for students (high school, undergraduate, or medical students) and/or Family Medicine residents.)
- ☐ Member Outreach Project (Focus is on education, research, and/or humanitarian opportunities that targets AAFP Family Physician members.)
- ☐ Public Health Project (Focuses is 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 health of individuals or communities.)

▪ Brief Summary of Your Project *

▪ Expected Timeframe of Your Project? (Include start date and end date): *

▪ How Do You Plan To Share Your Story? *

(Examples: make a short video, share member photos of members in action on Facebook.)

The only requirement to receive the funding is to complete the application and use storytelling elements in highlighting the impact of the project through an electronic channel of the Chapter or Chapter Foundation choosing and linking to the AAFP Foundation's donation site.

Your Chapter story must include the following text:

"Financial support for this program is provided by the FMPC which is funded by members like you! Help programs like this continue to support family medicine by giving to the FMPC. Select "Chapter Grants" when making your gift online at <https://www.aafpfoundation.org/foundation/get-involved/give/donation-form.html>(www.aafpfoundation.org). Thank you!"

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FMCA GRANT AWARDS Application

The writing process does not have to be intimidating, especially if you follow the directions.

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FMCA Grant Awards

- Between \$38,750 and \$80,000 available annually
- Chapters/Chapter Foundations can submit up to 3 applications each year
- Projects may be new or existing and seeking continued funding
- Applications are scored by the Steering Committee and awards are slated based on the average of 3 scores.
- Application is open January 1 through February 28 annually

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Eligibility and Requirements

- Chapters and Chapter Foundations are eligible
- Funding will only be made to support philanthropic activities
- Proposed projects must align with one of the FMCA priority areas:
 - Student and/or Resident project
 - Member Outreach project
 - Public Health project
- Final Report required to be submitted upon completion of the project period

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Project Summary

▪ Project Title

- 8 words or less

*Titles that describe the project are best

▪ FMCA Priority Area

- Select one: Member Outreach, Public Health, Student/Resident

*Make sure project aligns with one these areas

▪ Type of Project

- Select one: New, First Year, Existing

*Existing projects no longer need to justify continued funding

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Project Summary cont'd

▪ Amount Requested

- Cannot exceed \$7,000

*Awarded grants are usually between \$500 and \$7,000

▪ Executive Summary

- Summary description and what you want to achieve

*Executive summary should be comprehensive and concise

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Project Description

▪ Target Audience

- Who are the participants, how many, how will you identify them

*The target audience should be focused and appropriate;

Identify marketing/recruitment plans

▪ Problem/Need Statement

- Identify why this project is needed

*Support your need statement with data

▪ Goals, Objectives, Activities, and Outcomes

- S.M.A.R.T- specific, measurable, attainable, relevant, and time-bound

*Activities and objectives should support the goal, be clearly defined, and be measurable

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Project Description cont'd

▪ Evaluation Tools

- Describe the evaluation tools used to measure success
*Should directly correspond to goals, objectives, activities, and outcomes

▪ Timeline

- Provide an outline of when objectives/activities will be completed within project period
* Keep it simple: start & stop, key activities and milestones

▪ Partnerships & Collaboration

- Determine any opportunities for your project to be supported by, or developed in collaboration with a partner (community org., school, FMRP, FMIG, another Chapter, etc)
*Identify all areas of collaboration, be specific

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Project Description cont'd

▪ Potential Value of this Project to other AAFP Chapters

- Can the project be replicated or adapted?
*Identifying the potential impact on individuals, communities, or the specialty demonstrates value

▪ Budget

- Download and complete the budget worksheet from the website
*See next slide


▪ Attachments (Optional)

- One attachment may be included with supporting materials
*Can be marketing materials, outcomes from previous years, agenda and materials, photos, etc.; anything that adds value to your request for funding

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Family Medicine Chapter Alliance
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Family Medicine Chapter Alliance
2024 FMCA Grant Awards Budget Worksheet

INSTRUCTIONS:

- Complete and upload the budget worksheet with the application and attachments online.
- Completed application and attachments (budget and supporting documents) are due by 11:59 P.M. Central Time, February 28, 2024.
- Submitted application including attachments MUST NOT EXCEED 12 PAGES. Longer submissions will be disqualified.
- **QUESTIONS?** Contact Veronica Roberts at 913-906-6239 or email vroberts@aaafp.org.

BUDGET

1. TABLE OF ALL FUNDING SOURCES FOR THIS PROJECT

Keep admin costs low, not to exceed 30% of ask

Identify other sources of funding and in-kind

	FMCA REQUEST	OTHER FUNDING	IN-KIND or NON-CASH**	TOTAL BUDGET BY CATEGORY
STAFF & ADMIN <i>Include all staff and personnel, interns, consultants, volunteers, members, etc.</i>	\$	\$	\$	\$
SUPPLIES	\$	\$	\$	\$
EQUIPMENT	\$	\$	\$	\$
OTHER	\$	\$	\$	\$
TOTAL per Funding Source	\$	\$	\$	Grand Total
% of FMCA Staffing & Admin <i>Cannot exceed 30%*</i>				
(<i>*Calculate using FMCA Staff & Admin/Total FMCA Funding</i>)				

Don't forget to calculate percentage of admin costs

*For example, if total FMCA Request is \$2,000, FMCA Staff & Admin cannot exceed \$2,000 *30=\$600.
**In-kind or non-cash donations can be goods, services or labor of people assigned to accomplish the project.

2. **BUDGET NARRATIVE (500 words or less):** This section should be comprehensive and address funding requested from FMCA, as well as funding from other sources and in-kind support. For all categories, please explain the need for the cost and how costs were estimated.

**Budget should be specific and supported.*

**Budget narrative should be detailed and clear.*

**Costs need to be reasonable and justified.*

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General Tips

- Use the objective, activity(ies) & evaluation tool(s) to “follow a straight line to the targeted outcome”
 - An OBJECTIVE is an outcome that’s concrete, measurable & achievable during the grant period
 - ACTIVITIES are defined by the objective (breaks it down into the how and when)
 - EVALUATION tool(s) measures the outcome & proves success or continuous improvement
 - Be REALISTIC; promise what you can deliver

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General Tips

- Grammar and spelling are important
- Pay attention to word limits; be concise
- Never assume that the reviewer will “get it”
 - Clearly state your ideas, relevance, data, etc..
- Don’t be afraid of bullet points
- Applications that are highly organized and detail their objectives help the reader to understand the vision

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Questions?

Contact Ashlyn Ewing at aewing@aafp.org.

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