AACAP ASSEMBLY OF REGIONAL ORGANIZATIONS
OF CHILD AND ADOLESCENT PSYCHIATRY

2019 AACAP/Assembly Advocacy and Collaboration Grant
Guidelines and Application

The American Academy of Child and Adolescent Psychiatry (AACAP) is offering Regional Organizations (ROs) of the AACAP Assembly the opportunity to apply for a one-year grant, up to $4,000, which aims to support advocacy activities designed to improve children’s mental health and care within a community. Applications are due by January 15, 2019. Please note, incomplete applications will not be considered.

Previous grants have assisted Regional Organizations in implementing projects such as:
- Collaborative initiatives with pediatricians to improve access to mental health care;
- Advocacy trainings for AACAP members, mental health advocates and families;
- Collaborative symposia to bring together AACAP members, child-serving government agencies, pediatricians, and families; and
- The creation of statewide coalitions to jointly advocate for children’s mental health at the state level.

Preference in funding is given to programs creating innovative solutions that advance the mission of AACAP in collaboration with other established organizations.

Completed applications are judged on how they fulfill the goals and guidelines of the grant. Please note that all grant awards are contingent on funding availability and approval for 2019. Grant evaluation criteria are available upon request.

Application and Grant Timeline:
All applications are due to AACAP by January 15, 2019. Please note, incomplete applications will not be considered
- Please include:
  - Application form (attached);
  - Budget form (attached);
  - Letter of support from an officer of each of the collaborating organizations.
- AACAP will notify applicants of their selection by early February and disburse two-thirds of the grant amount.
- Projects must take place between March 1, 2019 and November 30, 2019.
- By December 13, 2019, grant recipients must submit:
  - A letter acknowledging AACAP’s support of the projects;
  - Follow-up form and reconciled budget (attached); and
  - Any deliverables created because of the grant award.
- Upon receipt of the follow-up material, AACAP will disburse the remaining grant award, as long as the reconciled budget shows that the full grant amount has been spent towards the completion of the grant project/goals.

Grant Requirements:
- All grant applications must be submitted by an AACAP Regional Organization (RO) with the endorsement of the RO President;
- The grant requires collaborative activities between AACAP Regional Organizations and allied organizations within their communities;
  - Examples of such organizations include, but are not limited to:
    - A local chapter of the National Alliance for the Mental Illness;
    - A chapter of Mental Health America;
    - The Federation for Families; or
    - Allied professional organizations, such as a state chapter of the American Academy of Pediatrics.
- Grant recipients must submit follow-up forms to receive the final disbursement of one-third of the awarded grant funds. Failure to provide this will prohibit your regional organization’s participation in future AACAP/Assembly grants; and
- Any developed material for the grant-funded activities much recognize AACAP’s support.
Grant preference may be given to:

- First-time applicants;
- Projects involving a greater number and diversity of collaboration partners;
- Development and implementation of new or innovative ideas;
- Programs combining other funding resources (including in-kind personnel/space/resources);
- Programs using alternative sources of funding to sustain programs/outcomes and/or tools/resources after the first year; and
- Programs which involve early career psychiatrists and trainees.

Funding limitations:

- While it is possible to use these funds to address large policy or legislative issues, as well as advocacy training, grants **cannot** be used for lobbying on any specific bill, legislation, government official, or in support of a political candidate;
- Grant funds cannot be used for stipends for CAPs;
- Grant funds cannot be used primarily for dinner meetings;
- Grant funds should not be used primarily for food (limit 25%); and
- Grant funds should not be used primarily for travel, lodging, rent, honoraria (*exemption for trainees/residents/families-consumers)
  (*budget allocations in these expenses will factor into the grant scoring).

Grant deliverables:

- Grant recipients will be invited to submit summaries and pictures of their projects for consideration for AACAP News articles or eNews clips. Summaries should be submitted by early October for highlighting at the fall Assembly meeting at the Annual Meeting.
- Grant recipients will be asked to serve as a resource for other ROCAPs who may have questions as they apply for grants for the first time;
- Grant recipients will be asked to share toolkit resources with other ROCAPs; and,
- Grant recipients may be asked to report progress at Assembly meetings.

Please submit all required information to:

AACAP Government Affairs: 3615 Wisconsin Avenue, NW Washington, DC 20016
gov@aacap.org, Phone: (202) 587.9669, Fax: (202) 966.2891
1) AACAP Regional Organization (RO):

2) Name of Project Leader:

3) Project Leader contact information (mailing address, phone, email):

4) Do you have the endorsement of the RO President: Yes or No?

5) Name of RO President:

6) Name of RO Advocacy Liaison (if applicable):

7) Collaborating Organization(s):

8) Please identify the type of advocacy priority(ies) your project addresses:

   - Access to Treatment
   - Coalition Building
   - Consumer Education
   - Professional Education
   - Research
   - State/Local Government / Public Policy
   - Workforce Development/Recruitment
   - Other (please specify)

9) What immediate improvement or change do you want to bring about from this project and why?

10) Briefly describe your project and describe how you plan to conduct this project. Include the participants/speakers, your site/venue, your procedure (techniques/service/activity), specific topics, and the intended audience and/or target of your advocacy project. Discuss overall strategy or method. Use additional pages, if necessary.
11) Provide a timeline for your project. Include in the timeline the following dates and identify the action involved:
   (a) Planning begins:
   (b) Execution begins:
   (c) Key target dates & actions:

12) Objectives: Identify at least two (2) specific, measurable results that you expect to achieve with your project?
   (a) Identify specific measurable results:
   (b) Explain how you will evaluate if each objective is successful:

13) Summary: What is the significance of your project, and how will it improve care for mental health needs of children, adolescence, and families within a specific community, city, or state?

Please attach a preliminary budget to your application (a sample budget is attached).
# 2019 AACAP/Assembly Advocacy and Collaboration Grant

## Project Budget

**Project Title:**

**Project Leader:**

**Contact Information:**

<table>
<thead>
<tr>
<th>Income</th>
<th>Budgeted</th>
<th>Actual*</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACAP Advocacy &amp; Collaboration Grant</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Additional grants from foundations, corporations, etc.</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Regional organization contributions</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Collaborating organization contributions</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Event fees or products sold</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>In-kind support</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other Sources (Please specify):</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Total Income** $0.00 $0.00

*Please note no other source of funding is required to be considered for a grant.*

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budgeted</th>
<th>Actual*</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel/Per diem</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Travel (days, # people, method) <em>Describe in narrative</em></td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Space Rental</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Equipment Purchases/Rental (explain)</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Advertising/Marketing</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Printing and copying</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>Other (specify)</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expense** $0.00 $0.00

**NET INCOME**

*Please indicate which expenses will be supported by the Advocacy and Collaboration Grant in the “Notes” field.*

*If necessary, please attach another document to briefly explain expenses and any anticipated income*
1) REGIONAL ORGANIZATION NAME:
   a) Contact person and contact information:
   b) Collaborating organizations:

2) Total number in attendance: ________

3) Total number of child and adolescent psychiatrists attending: ________

4) Total number of pediatricians attending: ________

5) Total number of residents and medical students attending: ________

6) Total number of patients/consumers/public attending: ________

7) Briefly describe the results of the program:

8) Please rank the following on a five (5) point scale with five (5) being excellent and one (1) being poor:
   a) Overall quality of the program: ________
   b) Overall quality of the collaboration (i.e., success): ________
   c) Overall value of the AACAP grant program: ________

9) Relist your measurable objectives you set for the program in your application:

10) Did you achieve the measurable objectives set for your event?  
    Yes  
    No. 
    If “yes,” please explain how you achieved these objectives:

11) If “no,” did you achieve other measurable successes from your program/event?  
    Yes  
    No. Please explain:

12) Please describe the long-term benefits from this program or event:

13) What lessons did you learn from the less successful aspects of your program or event? How would you change the program going forward?