

---

# **AACAP ASSEMBLY OF REGIONAL ORGANIZATIONS OF CHILD AND ADOLESCENT PSYCHIATRY**

## **2021 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 February 1, 2021. 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 2021. Grant evaluation criteria are available upon request.**

### **Application and Grant Timeline:**

All applications are due to AACAP by **February 1, 2021**. Please note, incomplete applications will not be considered

- Please include:
  - Application form (attached);
  - Budget form (attached); and
  - 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, 2021** and **November 30, 2021**.
- By **December 17, 2021**, 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 if he or she is not leading the project;
- 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 must recognize AACAP's support.

### Grant preference may be given to:

- Projects aiming to serve underserved or minority communities;
- 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 legislation either introduced or in draft form, 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%);
- Grant funds should not be used primarily for travel, lodging, rent, honoraria (\*exemption for trainees/residents/families-consumers and budget allocations in these expenses will factor into the grant scoring);
- Should the grant amount exceed the costs of the grant-supported project, the Regional Organization will be asked to refund to AACAP the excess grant amount; and
- The Assembly Executive Committee has full discretion to provide grant awards in differing award amounts in order to fund the maximum number of grant applications.

### 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.

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 2021. Grant evaluation criteria are available upon request.**

### Application and Grant Timeline:

All applications are due to AACAP by **January 15, 2021**. 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, 2021** and **November 30, 2021**.
- By **December 17, 2021**, 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 if he or she is not leading the project;
- 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 must recognize AACAP's support.

**Grant preference may be given to:**

- Projects aiming to serve underserved or minority communities;
- 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 legislation either introduced or in draft form, 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%);
- Grant funds should not be used primarily for travel, lodging, rent, honoraria (\*exemption for trainees/residents/families-consumers and budget allocations in these expenses will factor into the grant scoring); and
- Should the grant amount exceed the costs of the grant-supported project, the Regional Organization will be asked to refund to AACAP the excess grant amount.
- The Assembly Executive Committee has full discretion to provide grant awards in differing award amounts to fund the maximum number of grant applications.

**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](mailto:gov@aacap.org), Phone: (202) 587.9669, Fax: (202) 966.2891

---

# 2021 AACAP/Assembly Advocacy and Collaboration Grant Application

---

**SUBMISSION DEADLINE: February 1, 2021**

*(Please print clearly or type responses. All information is required. Use additional pages if needed)*

- 1) AACAP Regional Organization (RO):
- 2) Name of Project Leader:
- 3) Project leader's email, phone number, and mailing address:
- 4) Contact name and mailing address for grant payment (please indicate if this is the same as above):
- 5) Do you have the endorsement of the RO President: Yes or No?
- 6) Name of RO President:
- 7) Name of RO Advocacy Liaison (if applicable):
- 8) Collaborating Organization(s):
- 9) Please identify the type of advocacy priority(ies) your project addresses:

- |   |   |
|---|---|
| <input type="checkbox"/> Access to Treatment    | <input type="checkbox"/> Research                             |
| <input type="checkbox"/> Coalition Building     | <input type="checkbox"/> State/Local Government/Public Policy |
| <input type="checkbox"/> Consumer Education     | <input type="checkbox"/> Workforce Development/Recruitment    |
| <input type="checkbox"/> Professional Education | <input type="checkbox"/> Other (please specify)               |
| <input type="checkbox"/> Health Equity          |   |

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

- 11) 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.

12) 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:

13) 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:

14) 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).**

# 2021 AACAP/Assembly Advocacy and Collaboration Grant Project Budget

Project Title:

Project Leader:

Contact Information:

Income	Budgeted	Actual*	Notes
AACAP Advocacy & Collaboration Grant	\$	\$	
Additional grants from foundations, corporations, etc.	\$	\$	
Regional organization contributions	\$	\$	
Collaborating organization contributions	\$	\$	
Event fees or products sold	\$	\$	
In-kind support	\$	\$	
Other Sources (Please specify):	\$	\$	
<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	

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

Expenses	Budgeted	Actual*	Notes
Personnel/Per diem	\$	\$	
Travel (days, # people, method) <i>Describe in narrative</i>	\$	\$	
Space Rental	\$	\$	
Equipment Purchases/Rental (explain)	\$	\$	
Advertising/Marketing	\$	\$	
Printing and copying	\$	\$	
Other (specify)	\$	\$	
Other (specify)	\$	\$	
<b>Total Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<b>NET INCOME</b>	\$0.00	\$0.00	
<p><i>Please indicate which expenses will be supported by the Advocacy and Collaboration Grant in the "Notes" field.</i></p>			

*If necessary, please attach another document to briefly explain expenses and any anticipated income*

---

# 2021 AACAP/Assembly Advocacy and Collaboration Grant Follow-up Form for Awardees

---

**SUBMISSION DEADLINE: December 17, 2021**

*(Please use additional pages if needed and attach a reconciled budget form)*

Grantees must submit the additional material required at the end of the grant year along with this follow-up form, including:

- A letter acknowledging AACAP's support of the projects;
- Reconciled budget; and
- Any deliverables created because of the grant award.

*Please submit all required information to:*

*AACAP Government Affairs:* 3615 Wisconsin Avenue, NW Washington, DC 20016 [gov@aacap.org](mailto:gov@aacap.org),  
Phone: (202) 587.9669, Fax: (202) 966.2891

1) REGIONAL ORGANIZATION NAME:

a) Contact person name, email, phone number, and mailing address:

b) Contact name and mailing address for grant payment (please indicate if this is the same as above):

c) Collaborating organization(s):

2) Briefly describe the results of the completed grant-funded project:

3) Total number in attendance or impacted by the completed project (if known):

4) Total number of child and adolescent psychiatrists who participated in/or had a role with the completed project:

5) Total number of physicians, other than child and adolescent psychiatrists, who participated in/or had a role with the completed project:

6) Total number of residents and medical students who participated in/or had a role with the completed project:

7) Total number of patients/consumers/public who participated in/or had a role with the completed project:

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:

---

## 2021 AACAP/Assembly Advocacy and Collaboration Grant

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

- 11) Please describe the long-term benefits from this grant-funded project or event:
  
  
  
  
  
  
  
  
  
  
- 12) What lessons did you learn from the less successful aspects of your program or event? How would you change the program going forward?
  
  
  
  
  
  
  
  
  
  
- 13) Was the grant-funded project promoted anywhere outside of AACAP (i.e., on social media, a website, or local news media)? If “yes,” please provide links (if possible).
  
  
  
  
  
  
  
  
  
  
- 14) Is there any ongoing work, advocacy and/or collaboration as a result of the initial grant-funded project that will continue outside of the grant award year? If “yes,” please explain.
  
  
  
  
  
  
  
  
  
  
- 15) Based on your 2021 grant experience, would you apply for a future Advocacy and Collaboration Grant?
  
  
  
  
  
  
  
  
  
  
- 16) If there is any collateral (i.e., developed products) which resulted from the grant-funded project that could be shared with the Assembly Executive Committee, please remember to do so with the year-end materials you submit to AACAP.
  
  
  
  
  
  
  
  
  
  
- 17) Please provide any additional information related to your grant-funded project you wish to share with the Assembly Executive Committee: