

## ***Request for Proposals***

*Healthy People 2010 presents a comprehensive, nationwide health promotion and disease prevention agenda. It is designed to serve as a road map for improving the health of all people in the United States during the first decade of the 21st century. Healthy People 2010 represents the third time that the US Department of Health and Human Services (HHS) has developed 10-year health objectives for the nation.*

*The American Academy of Pediatrics (AAP) Healthy People 2010 Grant Program for Chapters provides 5 chapters with grants of \$20,000 each to develop innovative programs to accomplish pediatric objectives as defined by HHS.*

### **PROGRAM GOALS**

The overall goal of the AAP Healthy People 2010 Grant Program for Chapters is to work with a coalition of health care professionals as well as public health, scientific, parent, and media organizations to promote a healthy lifestyle by reducing children and adolescents' tobacco usage, and/or their exposure to second-hand smoke. The specific Healthy People 2010 objective to be addressed through this program is in Focus Area 27: Tobacco Use.

The Healthy People 2010 Grant Program for Chapters is funded by the AAP Friends of Children Fund.

### **ELIGIBILITY AND SELECTION CRITERIA**

**Chapters cannot apply for a grant if their program was funded the previous year.** All proposals are reviewed by the Healthy People 2010 Chapter Grant Review Committee, which is composed of members of the District Vice Chairpersons Committee. Proposed programs must demonstrate the following prerequisites:

- Specifically address an objective within the Healthy People 2010 leading indicator relating to tobacco.
- Be a new program, or include an innovative component that builds on existing community resources.
- Include a letter of support from the chapter (only one application per chapter).
- Include a description on how the program is integrated into chapter activities and strategic plan.
- Include an evaluation component to promote project sustainability.
- Include a concrete timeline for goals to be accomplished.

Priority will be given to proposals that

- Demonstrate innovative and creative approaches.
- Address hard-to-reach/high risk populations.
- Demonstrate continuation of the program beyond initial funding.

- Show collaboration with other organizations to promote a healthy lifestyle by reducing children and adolescents' tobacco usage, and/or their exposure to second-hand smoke.

**EXAMPLES OF PROGRAM ACTIVITIES**

Once you have identified a program that will effect positive change in children's well-being by reducing tobacco use or exposure to second-hand smoke, you should begin to work within your community to locate resources to help you implement your program. The following are examples of activities that might be included in these efforts:

- Partner with other stakeholders (e.g. Infant Mortality Reduction Coalition, Title V agency, Lung Association, American College of Obstetricians and Gynecologists chapter, obstetric and pediatric faculty/residents) to train/assist clinicians and staff at birth hospitals in engaging parent smokers in an evidence-based smoking cessation program.
- Work with mental health groups to teach chapter members how to apply motivational counseling techniques to an adolescent smoking cessation program in an office setting.
- Work with community partners to encourage legislative efforts to increase smoke-free environments within your community.
- Develop a Smoke Free Homes project to promote to chapter members and help them incorporate into the office practice.

**USE OF GRANT FUNDS**

Grant funds must be used for implementation of new programs. Operational costs of existing programs will not be funded. Each budget line item must include an expense justification and clearly support the project objectives outlined in the proposal.

**Allowable Expenses**

Community forums  
 Project staff salary  
 Consultant fees  
 Office expenses/supplies  
 Pilot, research, and implementation projects  
 Other direct expenses for implementation purposes

**Unallowable Expenses**

Construction  
 Capital equipment  
 Indirect costs/overhead  
 Existing program activities  
 Supplemental funding to previously awarded grants

## **SAMPLE BUDGET**

<u>Activity</u>	<u>Description/Formula</u>	<u>\$ Amount</u>
2 part-time staff	\$20/h x 300 h x 2	\$12,000
Teleconference calls	\$50/call x 5 calls	\$250
Staff local travel	700 miles @ \$0.50/mile	\$350
Coalition member meetings	8 meetings @ \$225/meeting	\$1,800
Bilingual consultant fee	\$50/h x 15 h	\$750
Consultant fee to design promotional pieces	\$50/h x 20 h	\$1,000
Production of bilingual promotional pieces	800 booklets @ \$3 each 200 posters @ \$1 each	\$2,400 \$200
Printing of evaluation follow-up survey	600 pages x \$0.06/page	\$36
Office supplies		\$200
In-kind services from the chapter (if applicable)		\$1,014
Total		\$20,000

## **REPORTING PROCEDURES**

Funds will be distributed to the chapter at the onset of the approved program, and all funds must be spent within 18 months of initial funding. An informal update/progress report will be due after 6 months, and a 12-month written report addressing program evaluation is required. A final report is due at the end of the funding period (within 24 months). The final report must include all of the following:

- Financial documentation on how funds were spent
- Copy of evaluation instrument
- Summary of data indicating the effect on the Healthy People 2010 leading indicator promoting the reduction of tobacco use by children and adolescents and/or exposure to smoke
- Analysis of outcome measurements
- Plans for continuation of program (if applicable)

The information provided in your final report will be evaluated and shared with AAP staff and chapter leaders for possible replication and/or future programs.

## **APPLICATION PROCEDURES**

An application for funding must be submitted by the pediatrician who is initiating and coordinating the proposed Healthy People 2010 Grant Program for Chapters, **and the application must be reviewed by the chapter president.** A secondary contact (who may be a pediatrician or other child advocate who is coordinating the administrative work) also may be named. Attachments are limited to 4 single-sided pages and may include, for example, letters of support, notes or agendas from previous community meetings, or flyers and brochures.

**Applications can be sent electronically or mailed and are due in the national office by 11:59 pm, Wednesday, March 31, 2010.**

Preliminary notification of award recipients will be made no later than May 31, 2010. The chapter, as well as the primary contact pediatrician, will be notified of the award in writing.

## **INQUIRIES AND TECHNICAL ASSISTANCE**

The AAP Division of Chapter and District Relations administers the Healthy People 2010 Grant Program for Chapters. Technical assistance for applicants is available from staff. Applicants are also encouraged to contact their District Vice Chairperson for guidance. All inquiries and completed applications should be addressed to

Healthy People 2010 Grant Program for Chapters  
Attn: Pat Stien, Manager, District Relations  
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