Program Name: Impact Grants

Brief Program Overview/Description: The Cystic Fibrosis Foundation (CFF) offers funding to individuals or organizations that have developed, or would like to develop, a program or project for individuals with cystic fibrosis (CF), or their families, to support them in their daily lives.

Funding Amount: This award provides support for one year at a level of up to **$10,000** (indirect costs are not allowable). Awards will be made to the individual applicant or non-profit organization. Projects may be renewed for a second year, pending submission and approval of a renewal progress report and CFF's availability of funds.

Eligibility:
- Applicants must be U.S. Citizens or U.S. permanent residents
- Applicants may be an individual or from a non-profit organization. For-profit companies are not eligible to apply for Impact Grants
- Please refer to Section IV below for additional eligibility requirements.

Key Dates:

Published	January 15, 2020
LOI Submission Deadline	NA
LOI Applicant Notified	NA
Full Application Deadline	March 13, 2020
Committee Review Date	April/May 2020
Notification to Applicants	May 2020
Earliest Project Start Date	July 1, 2020

Table of Contents:

I. **About the Cystic Fibrosis Foundation**
The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis and to provide all people with CF the opportunity to lead long, fulfilling lives by funding research and drug development, partnering with the CF community, and advancing high-quality, specialized care.

II. **Program and Award Overview**
The Cystic Fibrosis Foundation (CFF) offers funding to individuals or organizations that have developed, or would like to develop, a program or project for individuals with cystic fibrosis (CF), or their families, to support them in their daily lives.

Possible Funding Implications:
Accepting funding from CFF may affect your Supplemental Security Income (SSI) or/and Social Security Disability (SSDI) eligibility. The CFF values the partnerships we have with individuals with CF. We work with members of the community who have a variety of backgrounds and want to be sure that no one with CF puts his or her health benefits at risk. If you receive SSI and/or SSDI, you need to know that:
- There are restrictions on how much income a person can accept when receiving benefits from SSI and SSDI.
- There are also limits to the activities that you can participate in because they may lead the Social Security Administration to think you are able to work.
- All assessments, by either SSI or SSDI, are based on an individual's current financial or physical situation.
- Before you accept a role or payment from the Cystic Fibrosis Foundation (volunteer, honorarium, consultant or employment), we encourage you to evaluate your own plan and situation by contacting the CF Foundation's Compass program. Call 844-COMPASS (7277) or e-mail compass@cff.org.

III. **Funding Amount**
- The maximum award amount is $10,000. Indirect costs (overhead) are not allowable.
- The award will be paid to the individual applicant or non-profit organization.
- Applications should be submitted for a one-year period. Projects may be renewed for a second year, but funding for Year 2 is contingent upon submission and approval of a renewal progress report and the availability of funds.

IV. **Eligibility**
- Applicants must be U.S. Citizens or U.S. permanent residents
- Applicants may be an individual or from a non-profit organization. For-profit companies are not eligible to apply for Impact Grants
- The following types of programs/projects are **not** eligible for funding:
  - Clinical or basic research
  - Solely for the purchase of equipment. No more than 50% of the award may be used to purchase equipment
  - Lobbying or fundraising activities
  - Provide direct financial benefit to individuals (e.g., gas cards, co-pay assistance, parking)
  - The purchase of "care packages" or other gifts for people with CF
  - Personal and individual narrative projects (e.g., books, documentaries) that do not engage the broader CF community in the creation of the content
  - Support for CF Foundation Chapters or accredited CF Care Centers (for example, Parent-Patient Advisory Councils, Chapters or Center-based support groups, etc.)
  - Projects/programs proposed by members of the Adult Advisory Council (AAC) or their immediate family members

o   Profess to give medical or clinical advice

Application Requirements:
Proposed projects/programs should:
- Contribute to the goals of CFF Community Partnerships, which are to collaborate with the CF community and other organizations to develop and support programs that empower people with CF and their families to live better todays, and to embed the voice of the CF community into the Foundation's goals and activities.
- Program content need not focus directly on cystic fibrosis to be considered.
- Comply with all relevant Foundation policies and guidelines, including the Infection Prevention and Control Guidelines.
- Benefit a significant number of individuals or an underserved segment of the CF community; or the program/project has the potential to be scalable to a national level
- Include active and ongoing involvement of people with CF or family members who will benefit from the program or project.
- Present a new and original idea, or an ongoing program/project that has evidence of a measurable impact in the CF community.
- Describe processes and resources necessary to implement and disseminate the program/ project, including:
  o   Clearly stated and focused aim (or aims)
  o   Specific milestones and measures of success
  o   A completed application, including a program/project plan, detailed budget and budget justification

Please note: While Impact Grant programs need not directly pertain to measurable health outcomes, any statistics cited within the application should be verifiable and applicant must provide citation to original source.

V. **Mentorship Requirements**
    Not applicable to this RFA

VI. **Goals of Research Currently of Interest to CFF/Priority Areas**
    Not applicable to this RFA

VII. **Review and Award**
    All applications are evaluated by an external review panel (the CF Adult Advisory Council), whose recommendations are reviewed by the Vice President of Community Partnerships for final approval and funding. Funding of awards is based on the priority score awarded to each application and the recommendation of the external review panel. All awards are subject to observance of applicable regulations and the policies of CFF and are contingent upon the availability of CFF funds.

    Impact Grants will be paid in two (2) installments (Payment 1 will be 75% of the awarded amount, and Payment 2 will be the remaining balance), depending on the length of the program or project. The initial payment is contingent upon CFF receiving any requested documentation (e.g. signed acknowledgement of terms and conditions). The final payment is contingent on receipt, review and approval of a final expense report and report highlighting the results or achievements of the program/project. The final payment is subject to forfeiture if the final reports are not received within 90 days of the end of the designated award period. Any changes to this payment schedule must be approved by CFF in advance.

The CF Foundation reserves the right to terminate any award that is not aligned with the mission of the CF Foundation and/or the guidelines of the Impact Grants.

Chief reasons for assigning low priority scores to applications during review include the following:
- The proposed project/program does not engage the broader CF community
- Projects requesting support for fundraising activities
- Projects that provide direct financial benefit to individuals
- Unclear project/program description
- Insufficient information or documentation
- Failure of the applicant to meet all criteria described in the policy statement for a given award

VIII. Submission Information
Application Deadline: Friday, March 13, 2020 at 5:00 PM (Eastern)

Submit online through proposalCENTRAL: https://proposalcentral.com/
(Refer to Section X of these guidelines for specific submission instructions)

An application will be considered incomplete if it fails to comply with the instructions, or if the submitted material is insufficient to permit adequate review. CFF reviews applications electronically, and only documents submitted online at proposalCENTRAL will be reviewed. Late applications will not be accepted, and the deadline will not be waived.

General Timeline:
Application Deadline _____	March 13, 2020
Review _____	April/May 2020
Notification to Applicants _____	May 2020
Earliest Start Date for Awarded Projects _____	July 1, 2020

IX. Letter of Intent Guidelines
Not applicable to this RFA

X. Full Application Guidelines
Applications must be submitted online at proposalCENTRAL: https://proposalcentral.com/

Documents should be typed using:
- Font: Times New Roman 12 or Arial 11
- Margins: No less than a half inch on each side

Note: When all the documents have been uploaded to proposalCENTRAL, the system will compile them into a single PDF file in the correct sequence as shown in Section XIII. ELECTRONIC APPLICATION CHECKLIST.

Log-in at proposalCENTRAL: https://proposalcentral.com/

First-time applicants must register to create a username and password for proposalCENTRAL and will need to complete a profile online before applying. If you are registered and cannot remember your password, click on the **"Forgot Your Username/Password?"** link below the **"Application Login"** fields.

Award opportunities, including this Request for Applications (RFA), are listed on the opening screen, but you must be logged in first to see them.

Select the gray tab labeled **"Grant Opportunities"** found in the upper right-hand side of the page.

Click on the light blue **"Filter by Grant Maker"** button to the left and scroll down to locate **Cystic Fibrosis Foundation** in the list.

Locate the listing for the **"Impact Grants"** program. Click on the **"Apply Now"** button in the column on the far right to open the application form.

Applicants may stop at any point but must click the **"Save"** button before exiting in order to save their work. When logging in to continue, click on the blue tab, **"Proposals"**, and then the **"Edit"** button.

The following sections are listed in the navigation menu to the left of the application screen. Click on each section and follow the directions.

1. **Title Page**: Enter the title of your project and indicate whether this is a resubmission of an application that was reviewed earlier (if applicable).

2. **Download Templates & Instructions**: Download the available templates applicable to the project, fill them out and upload them when completed in Section #9. Templates available include:
   - Application Cover Page
   - Program/Project Summary and Comprehensive Description
   - Budget Justification
   - Biographical Sketch/Resume
   - Letters of Support (two)
   - Conflict of Interest Form
   - Appendices

3. **Enable Other User to Access this Proposal:** Complete this section online if you wish to designate access to another individual, such as an assistant who has registered on proposalCENTRAL. Enter the email address of the individual and in the "Permissions" column, use the pulldown menu to select the type of access you wish to give. Please note that only delegates who are granted "Administrator" rights can submit applications on behalf of the applicant. Click on "Accept Changes".

4. **Applicant/PI:** If a profile was completed upon registration, the fields in this section will already be populated with the information entered in your Professional Profile. If you need to make any changes, click the "Edit Professional Profile" button and follow the instructions. If a profile was not completed, enter the required information and click "Save".

   If applying as an individual and a complete profile was not created upon registration, click the "Edit Professional Profile" button, and on the next screen click the Add hyperlink located in the Contents of Professional Profile gray navigation bar to the left. On the next screen enter N/A in the Institution Name (partial) field. Click "Display Results" and select the radio button for the N/A institution and click "Select". On the next screen, also enter N/A in the Position Title field and enter your Address and Contact information, including phone numbers, and then click "Save". To return to the application click the "Return to LOI/Proposal" button located at the top of the screen. Click "Save" prior to proceeding to Section #5.

   If applying via an organization, and a complete organization profile (listed as Institution Profile in proposalCENTRAL) was not created upon registration, click the "Edit Professional Profile" button, and on the next screen click the Add hyperlink located in the Contents of Professional Profile gray

navigation bar to the left. On the next screen search for the name of your organization in the Institution Name (partial) field. Click "Display Results" and, if listed, select the radio button for your organization and click "Select" at the bottom of the page. If there are no matches, click "Create New Institution" and follow the instructions to create your organization record and fill out the required fields (required fields are marked with a red asterisk). To return to the application click the "Professional Profile" tab near the top right of the screen, then click the "Return to LOI/Proposal" button located at the top of the screen to return to the Applicant main section. Click "Save" prior to proceeding to Section #5.

5. **Institution & Contacts:** If applying as an individual, click "Change Institution" and enter again N/A in the Institution Name (partial) field. Click "Display Results" and select the radio button for the N/A institution and then click "Select". If applying via an organization, click "Change Institution" and search for your organization again by entering the name in the Institution Name (partial) field and clicking the "Display Results" and select the radio button for your organization and then click "Select". Click "Save" prior to proceeding to Section #6.

6. **Abstract of Program/Project Description:** Provide a concise summary description (no more than 150 words) of the proposed program or project and clearly state the program goals by answering the following question: "What is the issue you aim to support and what is known about the problem you aim to solve?"

7. **Budget Period Detail:** Fill in the start date and end date of your proposed project. If awarded the start and end date listed here will represent the Award Period for the project. Charges incurred during the Award Period are eligible for reimbursement under this program. Fill in the applicable fields and amounts requested for each expense category listed in the form. Click the **"Save"** button. The system will add up the amounts.

8. **Budget Summary:** No information is required in this section since it is a read-only summary that pre-populates with the information entered in the Budget Period Detail section above.

9. **Research Plan & Supporting Documents**: In this section, upload the completed templates downloaded in Section #2 above in PDF format. Fill out the fields describing the attachment, select the attachment type from the pulldown menu, choose the file to be uploaded, and click the "Upload Attachment" button to upload the file. Do this for each attachment.

   Below are instructions specific to each template as well as additional information regarding other application components.

   A. **Application Cover Page (template available for download)**
      Complete the Application Cover Page and provide the required information. The Application Cover Page must be signed by the Applicant and, if applicable, by the authorized organizational official.

   B. **Program/Project Summary and Comprehensive Description (template available for download)**

      The document should be typed per the following:
      • Font: Times new Roman 12 or Arial 11 font
      • Margins: No less than a half inch on each side
      • Page limit: Four (4) single-sided pages

Please address each of the following items:
1. **Background**: What is the issue you aim to support and what is known about the problem you aim to solve?
2. **Program Summary**: Provide a statement summarizing the relevance of the proposed program/project to the CF community and to the CFF mission.
3. **Program Detail**: Explain the program/project that is being proposed or fulfilled, ideally with a proposed program/project timeline.
4. **Community Involvement**: Please include your plans for outreach/recruitment, including how many program participants you hope to reach and how you plan to reach them, and describe how the project incorporates active and ongoing involvement of people with CF or family members who will benefit from the program or project.
5. **Program Metrics**: Describe how you measure (or plan to measure) outcomes for the program/project.
6. **Resources**: Describe the unique resource(s) or talents you or your organization provide or plan to provide or utilize to benefit the CF community.
7. **Past and Future**: Share historical successes with the program/project (if applicable) and explain future goals of the program/project. Note: If submitting on behalf of a project that includes the production of published content, you may wish to include past examples of your work or the work of your organization (e.g. links to websites, videos, virtual newsletters, etc.). If this is a new project, you may want to include a detailed outline that describes the components of the content you plan to produce.

C. **Budget Justification (template available for download)**
   Use this template to describe the nature of costs listed in the "Budget Summary"

   - **Personnel** – List the names and roles of all personnel involved in the program/project. Organizational applicants can include fringe benefits of the personnel involved.

   - **Equipment** – List all items of equipment requested and the reason they are needed. Equipment is defined as tangible nonexpendable personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost of $5,000 or more per unit. Examples of equipment include devices, machines and tools. *Note: No more than 50% of the award may be used to purchase equipment.*

   - **Supplies** – Itemize supplies and briefly explain why they are needed.

   - **Other Expenses** – Itemize other expenses by major categories, such as fiscal sponsorship fees, business registration fees, printing, video costs, etc. Justify all items, explaining for what purpose they will be used.

D. **Biographical Sketch / Resume (biosketch template available for download)**
   Include a brief biographical sketch/tailored resume describing the individual and organization, if applicable, and their qualifications relevant to the proposed project.

E. **Letters of Support (upload as PDF documents)**
   Attach two (2) letters of support (these are labeled as Letter of Support 1 and Letter of Support 2 in the downloaded templates) from different individuals who have benefitted or will benefit from the program or project and supports you or your organization's role. These letters of support cannot be from care team members, CFF staff, current Adult Advisory Council (AAC) members., or any individual(s) engaged in the program creation and/or execution of the project.

F. **Conflict of Interest Form (template available for download)**
Complete the form available and provide information regarding relevant organizational affiliations, government service, public statements and positions, financial support, and additional information to identify any conflicts of interest that may exist.

G. **Verification of Individual's/Organization's Tax Status (upload as PDF documents)**
CFF's Grants and Contracts Office must have a copy of the individual applicant's W-9 form on file for the person who will be receiving the funds if awarded. Please make sure to sign and date the W-9 form. If the applicant is applying on behalf of, or through an organization, then a copy of the organization's W-9 and a copy of its 501(c)3 letter, or other documentation verifying its Federal tax status, are also needed. CFF's Grants and Contracts Office will not issue Award Letters to Awardees if these documents are not received and on file.

H. **Appendices (template available for download, response optional)**
Please provide a response to the following questions:
1. How did you hear of this grant program?
2. Are you associated with a local CFF Chapter(s)? If so, which one(s)?

10. **Validate:** Upon completing the application, click on the "Validate" button on the main screen. Attend to any omissions/errors as prompted onscreen, and then click "Validate" again.

11. **Print Face Pages:** No Action Required in this section - Your Application Cover Page replaces the system-generated Face Page. A PDF file of your application can be downloaded and saved by clicking on the **"Print Signature Pages and Attached PDF Files"** red button available in this section.

12. **Submit:** Click on the gray button with blue lettering. **Submit** CFF will not receive your application unless the "Submit" button is clicked.

Confirmation: Applicants will receive an e-mail confirmation from proposalCENTRAL (not from CFF) that the Application was successfully submitted. This e-mail will be your only acknowledgement. If you do not receive this confirmation, please contact proposalCENTRAL immediately to ensure that your submission was submitted and processed.

XI. **Other Information**
Not applicable to this RFA

XII. **Contact Information**

For technical support with the online application:
proposalCENTRAL at pcsupport@altum.com or
800-875-2562 on weekdays, 8:00 a.m. to 5:00 p.m. (Eastern)

For program/content information:
CFF Impact Team at impact@cff.org
    or
CFF Grants and Contracts at grants@cff.org or 301-841-2614

XIII. Electronic Application Checklist

Application Deadline: Friday, March 13, 2020 at 5:00 PM (Eastern)

Submit online through proposalCENTRAL: https://proposalcentral.com/

Face Page which includes:
- ☐ Signatures
  - ☐ Applicant
  - ☐ Authorized Organizational Official Signature (if applicable)
- ☐ Program/Project Summary and Comprehensive Description (required)
- ☐ Budget Justification (required)
- ☐ Biographical Sketch / Resume (required)
- ☐ Letters of Support (two required)
- ☐ Conflict of Interest Form (required)
- ☐ Verification of Individual's/Organization's Tax Status (required)
  - ☐ Individuals
    - ☐ W-9 form (completed and signed)
  - ☐ Organizations
    - ☐ W-9 form (completed and signed)
    - ☐ Federal (IRS) tax status letter (U.S.-based applicants) or equivalent tax status letter
- ☐ Appendices (optional)