

Request for Applications

2018 Community Grant Spring Cycle Awards for Parkinson's Disease

Issued by:

The Parkinson's Foundation
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1. Introduction

1.1. Program Goal

The Parkinson's Foundation is pleased to issue the following Request for Applications ("RFA") with the goal of funding well-designed programs to advance the interests of people with Parkinson's disease in several specific areas. This RFA will provide support for programs designed to improve the quality of life for people with Parkinson's and their caregivers and targeting the unmet needs in the Parkinson's community. The Foundation's model of grant funding is designed to target funding to the best programs addressing the greatest unmet needs. In keeping with this model, this RFA will fund programs based on merit, as determined by foundation's local and national review boards.

1.2. Eligibility and Funding Considerations

Applications may request funding up to \$25,000 under this RFA to support local programs. Local funding is available for people serving the following markets and regions as specified:

Market	Eligible region	Maximum Amount
Tampa	Pinellas, Hillsborough, Pasco, Hernando Manatee and Sarasota Counties in the state of Florida	\$10,000
San Francisco/ Silicon Valley	Alameda, Contra Costa, Marin, Merced, Monterey, Napa, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, and Stanislaus Counties in the state of California	\$25,000
DC	Washington, DC and the states of Maryland and Virginia	\$10,000
North LA	Los Angeles County	\$10,000
Louisville	Louisville area, within 90-miles radius	\$5,000
Nashville	Nashville area, within 60-miles radius	\$5,000
Milwaukee	Greater Milwaukee area, within 60-miles radius.	\$5,000

Applicants should apply to their market and indicate the region served. Regions other than those specified may be considered by reviewers at the reviewers' discretion.

(Please indicate in your application the region you intend to serve)

Applications to this RFA will be limited to the following categories of applicants:

1. Non-profit and other tax-exempt organizations;
2. Other organizations and their staff provided that they either (a) have a history of receiving and accounting for grants from the US Government or other organizations and have sufficient accounting controls to qualify for such grants, (b) annually perform an independent audit of their finances or intend to do so for the year in which they receive this grant, or (c) apply for less than \$10,000 and will commit to providing a signed and notarized statement providing a true and accurate accounting for the use of funds.

For avoidance of doubt, healthcare facilities such as hospitals, skilled nursing facilities, assisted living facilities, community centers, and private fitness programs may be eligible provided that they are (a) registered as a non-profit entity with the United States Internal Revenue Service or (b) maintain financial records and file a tax return for the organization.

The individual submitting the application ("Applicant") will designate an individual who is not receiving salary support in the application who will review and sign off on budgets and financial statements such as a CFO, grants officer, or member of a board of directors for any grant of \$10,000 or more. Applicants' track record of success in similar projects and prior experience in the field in which they are applying for support will be considered during the review process. Prospective applicants may contact the foundation in advance of submission to verify their eligibility (programs@parkinson.org).

Total grant funding is dependent upon funds raised in each market.

1.3. Dates and Deadlines for Applicants

The following are the key dates for this RFA:

Release date.....	September 18, 2017
Application deadline.....	6:00 pm EST, November 17, 2017
Anticipated award announcement.....	On or before January 1, 2018

2. Program Details

Applicants are invited to submit grant applications to conduct programs to advance the interests of people with Parkinson's. Proposals should focus on well-designed programs that address unmet needs, expand a successful program to reach more people affected by Parkinson's, or to develop and prove a new program for the Parkinson's community. Applications will be primarily evaluated on merit. Reviewers will be considering (a) the feasibility of the proposed project; (b) the impact of the project on the lives of

participants; (c) the sustainability of that impact after the end of the grant period; and (d) the plans for sharing insight gained from the program with others in the Parkinson’s community. Applications should provide evidence showing that the proposed activity is feasible and the impact is attainable in the form of links to published materials such as scientific papers, reports or evaluations of the success of prior programs, testimonials, or other evidence. Reviewers will consider the evidence for content and credibility. While the foundation will treat application materials as sensitive and request that reviewers not share applications with others, the foundation does not agree to accept confidential information in applications and accepts no responsibility for the disclosure of confidential information.

2.1. Proposal Focus Areas

This RFA includes funding opportunities in three focus areas.

Focus area one: Programs to address unmet needs.

Programs addressing the following areas represent targeted, high-priority unmet needs in the Parkinson’s Foundation community:

- **Services for underserved populations.** The provision of care services, referral, education, and support for populations such as ethnic minorities, people with low health literacy, poor or isolated populations, or others. Include evidence that this population is medically underserved.
- **Support for clinical trial recruitment for under-represented populations.** Such a program should be in conjunction with an academic medical center where the clinical trials are taking place.
- **Other unmet needs.** The foundation has previously identified the following unmet needs in the community: inadequate knowledge of Parkinson’s disease in community based care; inadequate referral networks; insufficient access to Parkinson’s-trained nurses, allied health providers and social workers; and challenges in insurance coverage and financial barriers to care.

Unmet needs in the Parkinson’s community exist in many domains and Applicants may propose to address any unmet needs they identify provided that they supply references with evidence supporting this need in the targeted community.

Focus area two: Expand a successful program into a new geography.

Often a successful and sustainable program in one area will need seed funding to become successful and sustainable in a new location. Applicants may apply under this RFA for funds to replicate a program that engages and improves the lives of people with Parkinson’s in a new area. Applications should include evidence to support that a program in the new area could be sustainable.

Focus area three: Develop a new program for people with Parkinson’s.

Throughout its history, the foundation has provided the initial support to build out the programs that today are the cornerstones of community support. Applicants may request support for to develop and launch a new program to help people in the community. Reviewers will consider both the novelty of the program and the evidence supporting the design of the program so applications should clearly indicate supporting evidence.

2.2 Areas Not Appropriate for this Program

All proposals must include evaluation of the impact of the program, and proposals without evaluation will not be considered.

3. Funds Available

3.1. Funding Considerations

The Parkinson's Foundation will consider proposals seeking funding for periods of one year.

Applicants should complete the budget worksheet in the application. Grant funds are intended to support the delivery of programs. Budgets should not include support for professional conference fees (for example, to present results from a program) or travel except to the extent that such travel results in an actual expense (not depreciation) associated with program delivery.

Your budget should include expenses necessary to the success of the program. It is reasonable to budget to provide services at no cost to participants in the event that (a) it is a pilot program and the goal is to show efficacy, or (b) it is a program targeting financially disadvantaged individuals. Established interventions (e.g., boxing) should demonstrate a path to sustainability by demonstrating that third party support (e.g., participation fees) could sustain the program into the future. Should your grant include a budget for an administrative or facility fee, the application should address why an in-kind contribution was not possible. Indirect costs are not supported.

Franchise or licensing fees such as membership in a national network should not exceed 10% of the budget or \$1,000, whichever is less, and, for avoidance of doubt, acknowledgement of the Parkinson's Foundation must be more prominent than acknowledgment of any association supported by this grant.

Because a goal of this grant is to support the expansion of services, it is appropriate to purchase durable equipment used in program delivery that will survive the end of the grant period. Applications should identify equipment purchased, ownership of this equipment, and plans for on-going recognition of Parkinson's Foundation as the sponsor of the equipment throughout its useful life. Exercise and other equipment such as mats and punching bags, to be used by program participants, are appropriate equipment purchases. Multiuse equipment for grantees, such as computers, tablets, and mobile phones, are not appropriate.

It is important that budgets address expenses associated with recruitment of program participants, and applications should address the recruitment process. A marketing budget of 5%-10% is typical, however in some cases it may be less (e.g., services in a long-term care facility where the participants will be recruited from residents) or greater (e.g., engaging a difficult to reach underserved community).

Applicants should complete the application including a timeline with critical milestones as shown on the template. Projects should include two mid-project milestones in addition to a start and end date. You will be expected to notify the foundation upon achievement of each milestone. An interim report will be required within 120 days of the end of the grant period. A final detailed report will be required within 90 days of completion of the project that includes a financial report with independent review as

addressed in section 1.2. Reporting due dates will be indicated in your award letter if your application is selected for funding. Grant funds will be disbursed in two installments depending upon your award size. Awards of less than \$10,000 will be paid upon receipt of your executed grant award letter. Awards over \$10,000 will be paid half in advance and half upon receipt and acceptance of your interim report.

3.2. Eligibility to Receive Funds

Private individuals may apply only for grants of less than \$10,000. Larger grants will only be awarded to Applicants affiliated with a business or other established organization and the management of the grant budget and reporting must be done at the organization level. Applicants must be authorized by their organizations to receive grants and oversee expenditures. Each application must list the organization's officer responsible for grants and contracts. If the project includes research on human subjects, the organization is responsible for review by a competent Institutional Review Board.

4. RFA Process

4.1. Questions Prior to Submission

Any questions prior to submission should be submitted electronically by e-mail to programs@parkinson.org. No questions will be answered privately.

4.2. Application Submission Process

Applications will be submitted electronically by e-mail to programs@parkinson.org. The completed application template should be submitted unmodified except for the entry of information into the appropriate cells. A resume or curriculum vitae for the Applicant should be attached in an appendix. Each application will be reviewed administratively to ensure that the application conforms to these guidelines. Applications will be reviewed on the basis of the content of the application and appendixes will include biographical information and evidence (listed in section J of the application, if necessary) only.

4.3. Application Outline

Applications must be provided according to the following template and are limited to 5 pages (not including appendices). This template should be used to submit your application for the foundation funding:

Section	Description	Notes
A.	Organization	Title: Organization name: Organization address:
B.	Project lead	Name: Phone number: E-mail address of the project leader:

C.	Grant term	Start and finish date for the grant. For this funding announcement, the start and finish dates are January 1 st , 2018 through December 31 st , 2018.
D.	Funding requested	Use your total budget subject to the limits in <u>section 1.2</u> .
E.	Region	Indicate the region you intend to serve.
F.	Category of program	<u>Indicate your focus area from section 2.1</u> (above) and provide a one-sentence description of your program. Please indicate whether you are creating a new program, replicating a program developed elsewhere serving a new community, or extending an existing program that you currently offer.
G.	Reach and impact	Indicate the target number of individuals you intend to reach. Note that for programs with multiple sessions, you should indicate the total number of unique individuals you intend to reach. You should also indicate the targeted impact of the program, which may be research, medical care, therapy, exercise, education, support or other goal. You should communicate the importance of achieving this impact and provide evidence for the need.
H.	Goals	Please provide a short list of measurable program goals. You will be expected to report on your progress against these goals in your reports. If you hope to continue the program after the grant period, please include that as a goal.
I.	Description	<p>Please describe your program. In the text of your description, please link activities to goals and also explain what evidence you have that you will be able to perform the activities and achieve the goals. Key points to include:</p> <ul style="list-style-type: none"> • You have run a pilot program of these activities; • You are replicating a program offered elsewhere; • Your access to certified/experienced instructors; • Your access to facilities; etc. <p>The goal of this section is to make sure that reviewers can understand that you will be able to accomplish what you set out to do.</p>
J.	Evaluation plan	Briefly describe how you will evaluate your project and demonstrate its success at the end of the grant period. Evaluation should be

		meaningful (i.e., don't just ask about satisfaction) and should clearly be designed to inform improvement of the program.
K.	Timeline	Include key dates for the program.
L.	Budget	Include a brief budget. All compensation for individuals should be listed on separate lines, listing either the individual's name or the title for the position (e.g., "Instructor"). Facilities charges should also be clearly indicated.
M.	Acceptance	Please provide the statement, "I have reviewed the RFA [this document] and will comply with its terms. Further, I am authorized to submit this application on behalf of the organization listed in section A. The institutions and individuals named on this application have reviewed and agreed to the terms and conditions and can and will perform the activities described herein." Sign the document below this statement to indicate your acceptance.
Appendix	References	Please list any references, including scientific papers, news articles, and web sites that help support your application. You should indicate references in the text of your application by reference number (e.g., [1]) or author surname and year [Smith, 2015].
Appendix	Key personnel	Include resumes or curriculum vitae of key personnel.

4.4. Review Criteria

Applications will be reviewed first to ensure compliance with the application guidelines including an evaluation of the proposed process with consideration of the milestones as appropriate check-points for progress against budget. Applications that meet these structural requirements will be evaluated for merit. Reviewers will be guided to consider the impact of the program, the likelihood of success of the program, and the quality of the application. It is very important that information provided in the application be appropriate to the question asked in the application. Information that supports your application that is provided in the wrong place on the application may not be considered.

4.5. Review Process

After you submit your application, you should not expect to receive any communication from the foundation until a decision is made on whether or not to fund your application. All decisions made during the review process are final.

Applications that pass the administrative review will be scored by the review panel for impact and merit. Awards will be based on the relative scoring of applications based on this review. Note that scoring will include consideration for applications that advance the foundation's priorities for research.

4.5. Conflicts of Interest

Committee members with a conflict of interest will be excluded from discussions of the conflicted application and, at the discretion of the foundation, other applications. The foundation will have sole discretion in resolving issues of conflict of interest. The foundation retains its discretion as sole arbiter of any conflicts of interest that arise.

5. Agreements between Applicants and Parkinson's Foundation

5.1. The Application Is Binding

Applicants agree that if they receive grant funding from the foundation based on their application, they will conduct the activity described in the application and use the funds as proposed. Applicants agree any substantive change in the project or use of funds must have the prior approval of the foundation in writing.

5.2. No Confidentiality

All applications and all information supplied with applications will be treated by the foundation as sensitive information and the foundation will instruct individuals who are given access to the applications that they should not share the applications with anyone else. However, the foundation will not agree to receive confidential information and no information submitted under this RFA will be considered to be protected confidential information. While the foundation will endeavor to prevent unauthorized release, Applicants will have no recourse should information submitted as part of an application be disclosed to an unauthorized third party.

5.3. Special Requirements

All Applicants and their institutions accept full responsibility for executing programs funded by the foundation via this RFA. Such responsibility includes execution of the program in a manner consistent with the ethical standards expected or required of such an activity and that all risks associated with this work shall be disclosed to participants and oversight boards as appropriate. All Applicants recognize that the foundation and its grant reviewers are not responsible for evaluating the risks to participants and ethical implications of the programs. Applicants accept full responsibility for evaluating and addressing the ethical consequences and risks to participants and affirm that (a) they have reviewed and considered the risks of the program prior to submitting their application, and (b) that should they become aware of a risk to participants after receiving funding, they will modify the program to reduce the risk to participants and terminate the program, if necessary.

Applicants acknowledge that they accept responsibility for evaluating and addressing risks to participants. For avoidance of doubt, any ethical or safety issues and the possibility of loss, injury or death in the conduct of any project funded under this RFA, whether or not such issues or possibilities were foreseeable based on information submitted in the application, are exclusively and without limitation the responsibility of the Applicants and not the foundation or its representatives.

5.4. Sharing of Research and Findings

The foundation is a public charity and activities funded by the foundation must be conducted in the public interest. Applicants shall have a right to ownership of their work product funded by the foundation, but each Applicant shall perform the funded activities in the public interest. Applicants acknowledge the foundation's right to publish a *summary* of all programs ("Announcement") funded under this RFA.

5.5. Acknowledgement of Funding

Applicants agree to acknowledge the foundation's support for the program in all materials on the program, including in any materials in which any sponsor is listed. The foundation shall be listed more prominently than any other sponsor unless that other sponsor provided more direct financial support than the foundation.

Further, acknowledgment of the foundation should be clearly indicated that the foundation provided a grant to fund the program. The foundation takes no responsibility for the program or its content.

6. Inquiries

Please do not hesitate to make inquiries to foundation should you have any questions regarding this RFA. Inquiries should be made via e-mail at programs@parkinson.org.