THE FOUNDATION
FOR POST-ACUTE AND
LONG-TERM
CARE MEDICINE

Foundation Funding Guidelines

Approved 7.17.2021

Contents

Introduction

History

The Foundation for Post-Acute & Long-Term Care Medicine was officially chartered and incorporated on January 17, 1996, when the members and board of directors of AMDA - The Society for Post-Acute and Long-Term Care Medicine realized the profound need to further research and its translation into practice in long-term care. Today, the Foundation has expanded its focus to support educational and other mission-driven initiatives of AMDA, its affiliates, and other stakeholder groups in post-acute and long-term care (PALTC).

The Foundation for Post-Acute and Long-Term Care Medicine is supported by contributions from AMDA – The Society for Post-Acute & Long-Term Care Medicine members, AMDA's Chapters, the private sector, foundations, and the federal government. The Foundation for Post-Acute and Long-Term Care Medicine is recognized as a public charity, an exempt organization under Sec. 501(c)(3) of the Internal Revenue Code. Gifts or contributions to the Foundation for Post-Acute and Long-Term Care Medicine are deductible as charitable contributions for federal tax purposes to the fullest extent of the law.

Purposes, Mission and Goals

The Foundation's purposes, as described in its Bylaws, are this: "The Corporation is organized for charitable and educational purposes, and to support the mission and purposes of its corporate member, AMDA – The Society for Post-Acute and Long-Term Care Medicine."

The Foundation is committed to the following core program areas:

- To be a good steward of its financial and other resources.
- To educate, mentor, inspire and recognize future and current post-acute & long-term care (PALTC) health professionals.
- To advance quality and improve care through the application of post-acute & long-term care (PALTC) research around the world.

Funding Priorities

The Foundation focuses its fundraising and grantmaking activities to advance key strategic priorities that promote its charitable purposes and support the vision and mission of the Society.

Vision: A world in which vulnerable older adults always have access to high-quality, skilled, and compassionate care in the optimal PALTC setting.

Mission: The Foundation supports the quality of life for persons in the post-acute & long-term care (PALTC) spectrum through the development of resources to support PALTC clinician initiatives, recognizing and inspiring future and current PALTC clinicians, and demonstrating the value of trained and engaged PALTC clinicians.

Strategic Priorities:

Pathways for Project Funding

The Foundation directs its funds into three different pathways, depending on the goals and purposes of each project. These are (1) Contracts for Works Made for Hire, which will be exclusively owned and managed by the Foundation, (2) Co-sponsored activities and programs carried out in conjunction with AMDA and/or other stakeholder entities, and (3) Grants. The grant proposal submission and reporting process is described below.

Grant Proposal Process and Submission Guidelines

When to Submit Proposals

The Foundation accepts full grant proposals from January – March and from June – August of each calendar year, and Letters of Inquiry at any time. The Foundation encourages applicants to allow adequate time for review and processing of submissions.

Award Amounts

While the Foundation does not have a cap on award amounts, award amounts are determined by balancing the project's financial needs and the Foundation's available resources.

Term of Awards

In determining the length of an award, the Foundation considers the length of time that the project will need to demonstrate appreciable progress to project goals, outcomes, and impact.

Project Proposal, Review, and Approval Process

This section provides an overview of the grants review and approval process. Descriptions of each step are provided, along with a flow chart of the grantmaking process. The Foundation cannot reimburse grantee organizations for work conducted before its official start date as indicated on the signed grant agreement.

Letter of Inquiry (LOI)

Before a full proposal is developed, applicants should send in a Letter of Inquiry. The Foundation will then invite applicants whose work appropriately aligns with the Foundation's priorities and other funding considerations to submit a full proposal. The LOI should include a statement of need and proposed solution, goals and objectives, target population, methods, evaluation and impact, and organizational qualifications/partners/stakeholders. The Foundation will review the LOI and if appropriate will invite a full proposal.

Full Proposal Submission, Review, and Approval

Once an LOI has been accepted, the applicant will be invited to submit a full proposal. The full proposal explains:
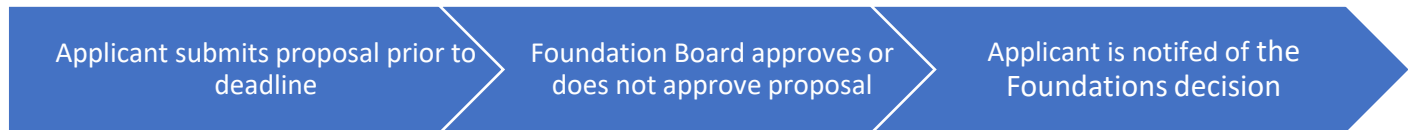
- the project overview, including how the project supports the Foundation's charitable purposes and a strategic priority area
- line-item budget and budget narrative
- timeline
- deliverables
- project milestones
- measurable outcomes

- organizational information

Award Decisions

The Foundation will notify all applicants of funding decisions. The next stage in the grantmaking process is to sign the Foundation's grant agreement for approved applicants. The disbursement of awards is negotiated on a case-by-case basis with each successful applicant.

Approval Process

| Applicant submits proposal prior to deadline | Foundation Board approves or does not approve proposal | Applicant is notified of the Foundations decision |

Project Overview

The project overview provides an executive summary of the goals, objectives, methods, personnel, evaluation, and dissemination components of the application. It should also specifically address the strategic priority focus of the Foundation and the charitable purposes the project seeks to advance.

Budget: Allowable Line-Item Budget Categories

An essential component of the full proposal is preparing a line-item budget and a detailed budget narrative, which links the requested funding with specific elements of the proposed project. These guidelines assist in the preparation of these sections.

Personnel

This category captures the personnel costs required to perform the project. Costs identified under Personnel are only for project staff who are employees of the applicant organization. Costs for project staff who are not employees of the applicant organization should be entered under Purchased Services.

Project Director

Direct project time associated with such positions as project director, principal investigator, and co-principal investigators that provide leadership to the project.

All projects must identify one or more PDs by name. The budget should reflect a sufficient amount of time, typically no less than 10%, to justify the PD role.

Project Staff

The time or salary costs attributable to project staff such as project manager, project coordinator, case manager, communications manager, senior staff, etc., who provide direct input to the project.

Administrative Staff

Administrative support positions (such as receptionist, administrative assistant, program assistant, secretary), general clerical help, temporary help, coders, data entry, phone bank staff (callers).

Other Staff

Any salary costs not covered under the other personnel sub-categories.

Purchased Services

This category captures expenses related to consultants and contracts.

Other Direct Costs

Office Operations

Includes supplies, printing/duplicating, postage, service/maintenance agreements, software, computer usage (includes payment for costs associated with processing information on a mainframe computer or server), and staff training **related to the project**. Identify any other items that are not covered in the areas mentioned above.

Surveys

Costs associated with conducting surveys that do not fall under Personnel or Purchased Services. Survey costs include items such as temporary help (interviewers, data coders, data entry clerks, etc.), polling costs, design and development of survey instruments, mailing of questionnaires, expenses related to telephone surveys (toll calls, 800 lines, additional temporary phone lines, etc.), printing and dissemination of findings, etc.

Communications/Marketing

Funds that are needed to increase awareness and impact. Includes costs such as writing and printing of collateral material such as brochures, newsletters, press kits, broadcast content, and policy briefs; print, broadcast, and online media outreach and other activities to disseminate results; media and/or presentation training for staff; producing manuscripts; developing web content and additional non-personnel website costs such as development and hosting of a website.

Travel

Budget justification for selected travel by project staff and consultants directly related to the project. Budget may include costs such as travel to an AMDA meeting to present project findings or promote the program or project; to perform interviews or surveys; or fund travel for a guest speaker.

To provide an estimate for the budget review process, please use the following travel cost formula of up to $725 for a one-night-one-day meeting. This figure includes airfare ($400), lodging ($175 per night), meals ($50 per day), and ground transportation ($100). If the meeting is for more than two nights, add $225 for each additional night for lodging and meals.

The Foundation encourages applicants to budget less than the Foundation's travel formulas when possible and always choose the most cost-effective travel options. For local travel, use the mileage reimbursement rate approved by the applicant's organization and justify it as part of the budget narrative. If travel costs are included in a contract, they, along with other contract costs, are listed under Purchased Services.

Meeting Expenses

Project-related expenses for meetings, including meeting room rental, audiovisual equipment rental, slide presentation costs, and meals/refreshments. List each meeting with projected dates and its cost estimates separately. Guest speaker fees should be included under the category Purchased Services. Guest speaker transportation, meals, and lodging costs should be included under travel if your organization will reimburse those costs.

Equipment

Foundation funds can be used to support **newly** purchased or leased equipment, including but not limited to desktop or laptop computers or printers. Typically, the Foundation does not support the purchase of equipment. However, when equipment is critical to the project, equipment is an allowable expense.

Indirect/Overhead Costs

If the application includes indirect or overhead expenses that are not included in other budget categories (such as personnel), these should be described. The Foundation reserves the right to reduce or remove indirect or overhead costs that are excessive.

Budget Narrative

In addition to the line-item budget, the Foundation requires a budget narrative. The budget narrative provides an opportunity for the applicant to link budgeted costs with project performance and completion. The budget narrative also allows the Foundation to assess whether the applicant ensured that costs are controlled. Generally, the budget narrative should explain the relationship between each budget line item and project completion and performance and justify the amount to be expended for each line item. ***Include the budget narrative within the Foundation Budget Proposal template.***

The method for calculating each budget line should also be explained (e.g., salaries are the standard rate of pay for the organization or vary due to which reasons, the usual percentage increases expected during the budget period, etc.).

More specifically, the budget narrative should:

- include a detailed description of the work to be performed by each funded staff person
- describe the role of any administrative staff included in the budget
- include a detailed description of specific items under the Office Operations sub-category and how costs were calculated
- include cell phone and equipment justification, if necessary
- explain any fringe benefit rate that exceeds 35% by including a complete list of the benefits and percentages for each
- include a list of all planned travel and costs with a clear description of how costs were calculated
- explain the costs associated with all contracts
- justify any consultant expenses
- describe any indirect or overhead expenses

Sustainability

The ability of a project to continue forward, when necessary, without Foundation funds is essential in the Foundation's review of a grant proposal. Should part of the sustainability plan include the sale or licensing of a product created using Foundation funds, this must be explicitly discussed in the request.

Post-Award Policies and Procedures

Recipients Responsibilities

A recipient's organization has full responsibility for the project's conduct or activity supported under Foundation funding and achieved results. The recipient organization shall monitor the project's performance to assure adherence to performance goals, time schedules, or other requirements as appropriate to the project or the grant's terms.

Public Acknowledgement of Funding

The recipient's organization must ensure that a public acknowledgment of the Foundation's support is included in all public communication of work resulting from any Foundation award. This includes, but is not limited to, scientific abstracts, reports, peer-reviewed journal articles, conference materials and agendas, posters at scientific meetings, advertisements for Foundation-supported projects, press releases, public-facing training materials, webinars, and other Internet-based communications. When logos are used, the Foundation expects that the Foundation logo will be included.

Marketing and Promotions

The recipient organization is asked to coordinate press events, interviews, media outreach, and inquiries related to projects funded, in part or whole, by the Foundation with the Foundation's Director, including press and public information materials. Upon review, the Foundation may (1) ensure that there is appropriate credit, (2) work with recipient's organization communication staff to craft a joint release, (3) in addition to the recipient organization's release, issue a separate release from the Foundation.

Publication of Research and Other Findings

The Foundation requires all publication of research or project findings developed, in part or whole, with Foundation funds be forwarded to the Foundation Board.

Grant Monitoring and Reporting

Quarterly Program and Financial Reports

Quarterly program and financial reports shall be submitted using the Foundation Reporting Template via email to the Foundation Director after each quarter of each year of an award. In the final year of a funding agreement, the fourth-quarter report is replaced by the final program report and final financial report. Generally, quarterly reports are due 30 days following the conclusion of a quarter.

The quarterly program report shall provide a general update on the project. Specifically, the report shall identify any due date on the project timeline that lapsed or any stated deliverable that has been missed or is in jeopardy of being missed. Included in this report should be the corrective action taken to ensure that the project is made timely.

The financial report must include quarterly expenditures and year-to-date expenditures. For any budget category that has not had expenses equal to the proportion of time lapsed in the award, a report is required that details the reason for the underspending and what corrective action will be taken.

Final Reports

This report should specifically address the project's completion and achievement of the original application's project goals. Evaluation data that specifically addresses the initial application's measurable objectives should be included with the final project report.

Final Financial Report

Grantee organizations shall liquidate all obligations incurred under the award not later than 30 days after the end of the project period. This report should specifically address the expenditures of all awarded funds. This report should attest that all funds were expended to complete the project and were expended as was initially indicated in the submitted line-item budget and any subsequent Foundation-approved amendments.

Repayment of Unused Funds

Any portion of grant funds unexpended and not committed after the project completion or at the end of the grant period, whichever occurs first, must be returned to the Foundation immediately upon submission of the final financial report.

Logo Use Guidelines

Introduction

The purpose of this section of the Guidelines is to make the use of the Foundation's logo consistent, clear, and compelling. It is intended to make it easier for our partners to project a memorable and distinctive brand identity for the Foundation for Post-Acute & Long-Term Care Medicine.

Logo Policy

The name, Foundation for Post-Acute & Long-Term Care Medicine, the logo, and variations in type treatment of the Foundation name, are property of the Foundation, including their use on such items as printed literature, signage, exhibits and displays, publications, interactive media, websites, sponsored program literature and signage, joint publications, letterhead, news releases, or announcements.

Use of the Foundation's name and logo (other than on the Foundation's stationery and approved forms and in the text of routine correspondence and documents) must be authorized in advance.

Permission to use the Foundation's name and logo is in the Foundation's sole discretion based on such factors as the purpose for use and the relationship being represented. All requests for permission to use the Foundation logo must be submitted to the Foundation via email to programs@paltcfoundation.org.

The logo must be reproduced in its approved colors and formats as outlined in this logo usage guide if permission is granted. Instructions will be provided along with the appropriate files upon approval of the request.

Process for logo requests:

- The original request is made in writing to the Foundation. E-mail requests may be sent to programs@paltcfoundation.org.
- A request is reviewed and approved by Foundation staff

Use of Foundation for Post-Acute & Long-Term Care Medicine Name and Logo

Use in Text Applications

In-text documents, the name— Foundation for Post-Acute & Long-Term Care Medicine—may be presented in different fonts and point sizes. The article "the," when used in front of the name, is capitalized only at the beginning of a sentence.

Linking

The Foundation encourages recipients' organizations and other organizations to link to the Foundation's website (**www.paltcfoundation.org**). Use of the Foundation's logo as part of that link requires permission from the Foundation. In general, permission will be granted, providing the logo is positioned solely as part of the link and in no way indicates a more extensive relationship between the Foundation and the site.

Foundation for Post-Acute & Long-Term Care Medicine

The Foundation logo is a distinctive graphic element and must not be altered for any reason

Use of Foundation Name

No recipient organization shall attach the Foundation name to any product or project without the Foundation Director's written consent. For example, while the Foundation may provide support for a survey, it shall not be referred to as the Foundation for Post-Acute & Long-Term Care Medicine Survey without written consent.

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