



For application technical support, please contact nappleton@cff.org

Program Name: 2024 Impact Grants

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

Funding Amount: This award provides one year of funding support of up to **\$10,000** of direct costs. Indirect costs (overhead) of up to twelve percent (12%) are allowable for established nonprofit (501c3) organizations. Individual applicants are not eligible to request the 12% indirect costs. Awards will be made to the individual applicant or nonprofit 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.
- Applicant may be an individual or from a nonprofit organization. For-profit companies are not eligible to apply for Impact Grants.
 - If the applicant is in the process of establishing a nonprofit organization, they may apply through a fiscal sponsor.
- Please refer to Section IV below for additional eligibility requirements.

Key Dates:

Published	February 12, 2024
*Pre-Registration Deadline	March 22, 2024
Full Application Deadline	April 5, 2024
Committee Review Date	May 2024
Notification to Applicants	June 2024
Earliest Project Start Date	July 1, 2024

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*We strongly encourage all applicants pre-register their profile, institution, contacts, and Title of their application at least two weeks prior to the application deadline. This will help to ensure the CFF Grants & Contracts Management and Administration (GCMA) Office is able to assist all applicant with any potential system-related queries prior to the Application Deadline.

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 (CF Foundation) 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.

Application Requirements:

Proposed projects/programs should:

- Contribute to the goals of the CF Foundation community grants programs, which are to collaborate with the CF community and other organizations in the development of programs that support and empower people with CF and their families in their daily lives.
- 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 project/program 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 project or program.
- Present a new and original idea, or an ongoing project/program that has evidence of a measurable impact in the CF community. While the program should benefit or impact the CF community, programmatic content need not focus directly on cystic fibrosis to be considered.
- Describe processes and resources necessary to implement and disseminate the project/program, including:
 - Clearly stated and focused aim (or aims)
 - Specific milestones and measures of success
 - A completed application, including a project/program 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.

Possible Funding Implications:

Accepting funding from the CF Foundation may affect your Supplemental Security Income (SSI) or/and Social Security Disability (SSDI) eligibility. The CF Foundation 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 of direct costs. Indirect costs (overhead) of up to twelve percent (12%) are allowable for established nonprofit (501c3) organizations. Individual applicants are not eligible to request the 12% indirect costs.
- The award will be paid to the individual applicant or nonprofit organization in a single lump-sum payment.
- 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.
- Applicant may be an individual or from a non-profit organization. For-profit companies are not eligible to apply for Impact Grants.
 - If the applicant is in the process of establishing a nonprofit organization, they may apply through a fiscal sponsor.
- The following types of activities are not eligible for funding:
 - Clinical or basic research
 - Lobbying and political activities
 - Fundraising events and activities
 - Medical or clinical care
 - Direct financial assistance to individuals (e.g. gas cards, co-pay assistance, parking)
 - “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
- The following applicants are not eligible for funding:
 - CF Foundation Chapters or accredited CF Care Centers (e.g., Parent-Patient Advisory Councils, Chapters or Center-based support groups, etc.)
 - Members of the established CF Foundation review committee or their immediate family

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 one installment contingent upon the CF Foundation receiving any requested documentation (e.g. acceptance of award, signed acknowledgement of terms and conditions, other documents as requested). Grantees are expected to submit a final expense report and report highlighting the results or achievements of the project/program within 90 days of the end of the designated award period. Failure to submit these reports may jeopardize future funding.

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.

The CF Foundation receives many more applications than it can fund. Common reasons why applications may be declined include but are not limited to:

- The proposed project/program does not meet the funding criteria noted above. Examples of ineligible activities include:
 - Projects requesting support for fundraising activities
 - Projects that provide direct financial benefit to individuals
 - Projects that do not engage the broader CF community
- The proposed project makes monetary support (or equivalent benefit) directly to members of the community (e.g., cash awards, co-pay assistance, gift cards).
- The project/program description is unclear, lacks key details, and/or is not supported by sufficient documentation.
- The application was submitted past deadline or was incomplete.
- Other programs with a similar focus are presently available to the community.

VIII. Submission Information

Applications deadline: Friday, April 5, 2023 by 5:00 PM (Eastern)

Submit online through <https://awards.cff.org>

(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. The CF Foundation reviews applications electronically, and only documents submitted online at <http://awards.cff.org> will be reviewed.

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***We highly encourage that you pre-register your profile, institution, contacts, and Title of your Application by this date. This will confirm that your submission at the Application Deadline is without any system-related issue. It will also allow us to assist you on system-related queries before the Application Deadline.**

IX. Full Application Guidelines

Applications must be submitted online at <http://awards.cff.org>

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 awards.cff.org, the system will compile them into a single PDF file. You may preview this file by selecting “Application Full Print” as well as exporting the compiled PDF file.

To login, please visit: <http://awards.cff.org>

For all first-time applicants in the new Grants Management System, we ask that you pre-register to create a username and password for "<http://awards.cff.org>" and complete a profile prior to submitting an application. **Please note:** Applicants should register their profile using the "Domestic Institution" or "International Institution" options to ensure that your profile aligns properly with the institution where the project will be conducted. We also request that as you begin your application, you enter the title of your project, if available. If you are registered and cannot remember your password, click on the "**Forgot Password?**" link below the "**Login**" fields.

Once logged in, the award opportunities, including this Request for Applications (RFA), will be listed in the **Funding Opportunities** tab on the opening screen.

Locate the listing for the "**2024 Impact Grants**" program. Click on the "Apply" 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 progress.

The following sections are displayed as tabs across the application screen. Click on each section and follow the directions. Click "**Save**" as you complete each section.

GENERAL

Enter the title of your project, and project start and end dates. Also, indicate whether this is a resubmission of an application that was reviewed previously.

CONTACT PROFILE

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, you may update your profile in this section. Once updated you must "**Save and Validate**" prior to returning to continue your submission.

INSTITUTION

Please note: This tab must be completed prior to being able to search for/locate relevant contacts in the next, CONTACTS tab.

If you are applying from an Institution (Organization), please select that option in the ('Type') dropdown menu. Then check that the Institution (Organization) is domestic. International institutions are not eligible for this award. Next, applicants must verify their institution by entering the Employer Identification Number (EIN) or Tax Identification Number (TIN) to search the system for the correct institution. If the EIN/TIN is not located, you may add the legal institution. Please also confirm if the project site is the same as the legal institution. Institutional applicants then need to upload their institution's W-9 and Tax Status Letter.

If you are applying as an "Individual" not a part of an institution or organization, please upload your personal completed W-9. To download a blank W-9 form to fill out, please [click here](#).

Verification of Applicant Institution's Tax Status (upload as PDF documents):

CFF's Grants & Contracts Management and Administration (GCMA) 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. The CF Foundation's GCMA Office will not issue Award Letters to Awardees if these documents are not received and on file.

International Applicants (if applicable):

Not applicable to this RFA

CONTACTS

Please note: If you are applying as an individual, ensure that anyone who needs access to your application is properly associated with your application in the CONTACTS tab. Only the applying individual/applicant has access to add contacts.

Individual applicants may add "Pre-award Contact(s)" as well as provide any added contacts access to the budget. After you click "Add Internal Contact", please select "Pre-award Contact" as the Role.

Institution (Organization) applicants should complete the required contact fields by searching by name for existing contacts at your institution for each role. If the desired institutional contact is not available in the system, you may select "Add Internal Contact" to create a basic contact profile in order to add the individual to your application. Additional optional contacts not associated with the applicant institution may also be added.

BUDGET

Select the "Edit Budget" button under the Budget tab and complete the relevant budget categories by filling in the applicable amounts for Period 1. Initial award commitments will be for one (1) year with the possibility of renewing for a second (extension) year. Continued support will be based upon achievement of the goals of the proposal, and the availability of CFF funds. The total direct budget request may not exceed **\$10,000**. Nonprofit organizations may request an additional 12% for indirect costs (overhead).

Be sure to click "**Save**" prior to closing the budget window.

Please outline the anticipated budget for the proposed project/program. A budget justification will be required as an upload on the "**Full Application Uploads**" tab.

The following budget categories are offered under this program:

Salaries and Benefits – List the names and roles of all personnel involved in the project/program. Organizational applicants can include fringe benefits of the personnel involved. Please see a brief example of a Salaries & Benefits section of a GMS budget below:

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$197,300.00 in 2021.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Jane Doe	Other	10.00%	\$100,000.00	\$10,000.00	0.00%	\$0.00	\$10,000.00	
Subtotal:							\$10,000.00	

Applicant Jane Doe entered in 10% in the "% effort" box, and a "Institutional Base Salary/Stipend" of \$100,000. The GMS calculated a "Salary Requested" to be \$10,000.

Jane Doe was then able to manually edit the salary requested to the amount they actually want to request of \$4,000.

Salaries & Benefits (Salaries are restricted to the Federal salary cap (\$197,300.00 in 2021.))								
Name	Project Role	% effort	Institutional Base Salary/Stipend	Salary Requested	Fringe Benefits Rate	Fringe Benefits	Amount	
Jane Doe	Other	10.00%	\$100,000.00	\$4,000.00	0.00%	\$0.00	\$4,000.00	
Subtotal:							\$4,000.00	

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

Major Equipment – List all items of equipment requested and the reason they are needed. Equipment can be tangible nonexpendable personal property (including information technology systems). Examples of equipment include devices, machines, and tools.

In the GMS budget, please disregard the message “**Must list items greater than \$5,000 each**” next to Major Equipment. It does not apply to this application.

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.

FULL APPLICATION UPLOADS

Download the available templates applicable to the project, upload the completed templates to the corresponding attachment types within this section. Templates available for download include:

- Budget Justification
- Biographical Sketch/Resume
- Project Plan
- Letters of Support
- Conflict of Interest Form

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

BUDGET JUSTIFICATION

Use this template to describe the nature of costs listed in the online Budget for each category. Each category should have explanatory detail describing need and reasoning why all budgeted items are needed for use of grant funds:

- Personnel
- Equipment
- Supplies
- Other Expenses

BIOGRAPHICAL SKETCH / RESUME

Please provide a brief bio-sketch or tailored resume describing the expertise and ability of the applicant to thoroughly execute the proposed project/program.

PROJECT PLAN

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 these items:

1. **Program Summary:** Provide a statement summarizing the proposed project/program, the issue it supports, and the relevance of this work to the CF community and to the mission of the Cystic Fibrosis Foundation.
2. **Program Detail:** Outline the specific project/program details, including a proposed project/program timeline. This may include a planned syllabus, potential discussion topics, meeting cadence, or any other details relevant to your specific idea. Please be as specific as possible as to who and how many community members your project/program aims to support over the course of the grant. (For example, a proposed affinity group for people with CF post-transplant might choose to meet monthly, with a goal of 10 adults with CF per call and provide an outline of likely focus topics for each call.)
3. **Community Involvement:** Describe how the project incorporates active and ongoing involvement of people with CF or family members who will benefit from the project or program. Include details on how you plan to engage people of diverse backgrounds.
4. **Recruitment:** Please outline your plans for outreach/recruitment. Please note that while the CF Foundation does provide some recruitment support, you are responsible as project/program lead for getting the word out about your services to the CF community. Examples of recruitment techniques may include web pages and social media accounts.
5. **Projected Goals:** Share your vision of what success will look like for your project/program over the course of the Impact Grant program (2 years). This could include specific data points like number of people served as well as larger project/program goals like an increased sense of community and connection for the people you serve or the creation of an ongoing, self-sustaining nonprofit organization. (Note: If applying on behalf of a project/program that is already operational, feel free to provide background information on past success.)
6. **Program Metrics:** Describe how you measure (or plan to measure) outcomes for the project/program. We suggest you utilize the table below to organize your response:

Evaluation Metric	Frequency	Method	Goal for Grant Term
Example: Class Attendance	3x/week	Headcount	Avg: 12; Range: 6-25; Annual: 64
Example: Participant Satisfaction	Quarterly	Survey (include sample)	___% of students indicated ____

7. **Resources:** Describe the talents, experiences, or qualifications that make you/your organization uniquely positioned to provide this service to the CF community. Include summary of any relevant skills or background. (Note: your qualifications may include a description of your personal passion and/or first-hand experience.)

LETTERS OF SUPPORT

Attach **two (2)** letters of support from different individuals who have benefitted or will benefit from the program or project and who support you or your organization's role. Letters should explicitly describe how the proposed project/program is relevant to the CF community and how it will incorporate community voices. These letters of support cannot be from care team members, CF Foundation staff, current Adult

Advisory Council (AAC) members, or any individual(s) engaged in the program creation and/or execution of the project.

CONFLICT OF INTEREST FORM

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.

APPENDICES

Appendices are restricted to the following category:

1. How did you hear of this grant program?
2. Are you associated with a local CF Foundation Chapter(s)? If so, which one(s)?
3. Please disclose additional relationships with any CF-specific organizations, including other departments and activities within the CF Foundation. These may include, but are not limited to:
 - a. Other grants received as an individual or organization
 - b. Participation on a committee or working group
 - c. Membership in Community Voice or other CF Foundation programs

Validation and Submission

If applicants apply through an organization, once the applicant clicks “**Sign & Submit to AIO**” the application will be routed to be signed by the applicant and then sent on for final signature by their organization’s Authorized Institutional Official (AIO). The AIO should be someone at your organization who can sign on behalf of your organization. After the AIO has signed the application, it will be submitted to CFF.

If applicants apply as an Individual, once the applicant clicks “**Sign & Submit**”, the application will be electronically signed by the applicant and submitted to CFF.

To ensure the application is fully signed and submitted ahead of the Application Deadline for this program, please be sure to complete the application, and begin the Sign & Submit process in advance of the 5:00 PM EST deadline. The status of your application will display “Submitted” once fully signed, to indicate that your application has been received by CFF.

X. Other Information

Not applicable to this RFA

XI. Contact Information

For technical support:

CF Foundation GCMA Office contact Nicholas Appleton, nappleton@cff.org

For programmatic questions:

Primary CF Foundation Program Management contact Melody Zelenz, mzelenz@cff.org

Secondary CF Foundation Program Management contact Piper Beatty Welsh, JD, MPA, pbeatty@cff.org