

**Texas Academy of Family Physicians**  
**Heart of Texas Chapter**  
2025 Application for Chapter Grant (Tier 2)  
Information Sheet

The purpose of the TAFP Heart of Texas Chapter Grant Program is to support projects that promote the health and well-being of the community, particularly those that target underserved populations. Tier 2 grants are limited to \$3,750.

To be eligible, the application **must** be sponsored by an active chapter member **and** the project **must** be conducted within or benefit residents of at least one county in [our chapter service area](#).

Chapter members **may** sponsor their own application. The sponsor **must** review the application and [acknowledge](#) that it meets the requirements and that all required information is provided.

The Chapter Awards Committee typically accepts Tier 2 applications through a deadline set in September in any calendar year. The group **may** accept another round of applications through the following February. All calls for applications will be announced via our chapter newsletter and/or dedicated email announcement to members.

#### **PROCEDURE**

The grant application must be completed and submitted electronically in the prescribed format. Prior to submission, the sponsor must review the application and [acknowledge its completeness and accuracy](#). Applications not submitted in the proper format or lacking the required sponsor acknowledgment will be returned. In addition, the Chapter only funds projects that have not been completed at the time of submission; we do not fund projects retroactively.

The application will be sent to each member of the Awards Committee for review. The group will make recommendations to the board regarding whether an application should be approved and how much funding to award. A decision concerning the application will be rendered at the next board meeting or via email, at the board's discretion.

#### **EVALUATION**

The below criteria will be applied to all applications on a yes/no basis:

- The project team is clearly described and is an appropriate size and makeup for the project.
- The project has a realistic timeframe.
- The project has an appropriate and realistic budget.

Applications will be awarded up to 10 points each for how well they meet each of the following criteria:

- The proposal includes a project plan that is described clearly, includes relevant stakeholders, and is appropriate given the size and scope of the project.
- The proposal clearly demonstrates a need for the project.
- The project has a realistic chance of having the intended impact or effect.
- The project's objectives are clearly stated and measurable (SMART: Specific, Measurable, Achievable, Relevant, and Time-Bound).
- There is an appropriate plan to evaluate the project during its execution and after its conclusion.
- There is an appropriate plan to document and report the results to the Chapter.
- The application reflects attention to editing and proofreading.

## **FUNDING INFORMATION**

Funding is limited to one (1) year only. The maximum amount awarded will not exceed \$3,750. Funding can only be used to support the **direct** costs of the project.

## **RECIPIENT RESPONSIBILITIES**

In addition to the responsibility to conduct the project as described in the application, the grant recipient **must**:

1. Submit to the Awards Committee
  - a. an **interim** report midway through the execution of the project, and
  - b. a **final** report, including photos if applicable, within 60 days of the project's completion, and
  - c. notification(s) regarding any changes in procedure or timetable anticipated.
2. Acknowledge the Chapter grant support in any resulting communications regarding the project.
3. Reimburse the Chapter for any funds not used for the project.

## **SUBMISSION**

Submit all materials electronically to [infoheartoftexas@gmail.com](mailto:infoheartoftexas@gmail.com). Indicate in the subject line that your message includes a Tier 1 grant application.

## RECIPIENT RESPONSIBILITIES

In addition to the responsibility to conduct the project as described in the application, the grant recipient **must**:

1. Provide the Awards Committee with status reports as described below and notify the group regarding any changes in procedure or timetable anticipated.
2. Acknowledge the Chapter grant support in any reports or resulting communications regarding the project.
3. Reimburse the Chapter for any funds not used for the project.
4. Reimburse the Chapter in the amount of the grant if the project leads to the development of a marketable product which renders profit. If profit totals less than the amount of the grant, the recipient will reimburse the total amount of the profits.

### IMPORTANT DATES AND DEADLINES

	<b>Applications Submitted</b>	<b>Applicant Q&amp;A</b>	<b>Funding Approved</b>	<b>Interim Report Due</b>	<b>Final Report Due</b>
<b>Round 1</b>	September	September or October, TBD	November 30	April 30 (following year)	August 31 (following year)
<b>Round 2 (if applicable)</b>	February	February or March, TBD	March 31	August 31	December 31

## SUBMISSION

Submit all materials electronically to [infoheartoftexas@gmail.com](mailto:infoheartoftexas@gmail.com). Indicate in the subject line that your message includes a Tier 2 grant application.