

Texas Academy of Family Physicians
Heart of Texas Chapter
2025 Application for Chapter Grant (Tier 1)
Information Sheet

The purpose of the TAFP Heart of Texas Chapter Grant Program is to support projects in [our chapter service area](#) that promote the health and well-being of the community, particularly those that target underserved populations. Tier 1 grants are limited to \$500 and have an abbreviated application, as well as minimal reporting requirements. This lower administrative burden is intended to encourage individuals or smaller groups/teams working on smaller projects to apply.

To be eligible to receive a Chapter Grant, the applicant **must** be sponsored by an active chapter member **and** the project **must** be conducted within and 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 accepts Tier 1 applications on a rolling basis throughout the year. Applications are generally reviewed and approved or rejected within 30-60 days. To seek consideration regarding special circumstances, please contact our administrative assistant Sarah Pollock at infoheartoftexas@gmail.com.

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 **either** at the next board meeting **or** via email, as determined by the board and in accordance with the Chapter Bylaws.

The Group will review all applications considering the following criteria:

1. Relevance of the project to the purpose of the Heart of Texas Chapter Grant program
2. Well-defined goals
3. Realistic budget

FUNDING INFORMATION

Funding is limited to one (1) year only. The maximum amount awarded will not exceed \$500. 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. Provide the Awards Committee with a short narrative report, including photos if applicable, within 60 days of the project's completion and notify the group 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. Indicate in the subject line that your message includes a Tier 1 grant application.