

## **TEXAS PEDIATRIC SOCIETY FOUNDATION**

### **Mission and Priorities**

The Texas Pediatric Society Foundation (TPSF), a 501 (c) (3) corporation, is a public foundation established exclusively to support charitable, scientific, literary or educational purposes which make a positive contribution to the health, safety and welfare of children and adolescents. The TPSF is supported by the pediatricians of Texas and by multiple other individuals and organizations interested in issues involving our youth and the well-being of young people.

### **Eligibility**

The TPSF awards funds to institutions and individuals in Texas.

### **Submitting a Request for Funding**

Applicants should submit a brief letter of inquire (no more than two pages in length) describing their proposed project to:

Texas Pediatric Society Foundation  
ATTN: Amy White  
401 West 15<sup>th</sup> Street, Suite 682  
Austin, TX 78701-1665

TPSF will review your letter and contact you regarding a decision within one month.

***LETTERS OF INQUIRY MUST BE SUBMITTED ELECTRONICALLY TO:***  
***[amy.white@txpeds.org](mailto:amy.white@txpeds.org) by August 1<sup>st</sup>.***

If a full proposal is requested, the application must include: 1) cover letter, 2) proposal, 3) budget, and 4) attachments.

### **Deadline for Submission of full proposals**

Applications must be received by October 1<sup>st</sup> for consideration and distribution in the 4<sup>th</sup> quarter of the same year.

## **Cover Letter**

The cover letter should be printed on the organizations' letterhead, addressed to James C. Hoyle, MD, Chair, Funds Disbursement Committee, and signed by either the organization's Chief Executive Officer or the Chair/President of its governing board. The cover letter must include:

- Purpose of the proposal
- Amount requested
- Project start and end dates
- Contact person, title, address, telephone number, email address
- Federal Tax ID Number or Social Security Number

## **Proposal**

The proposal should be no more than five (5) pages and describe the following:

- Applicant organization including mission, major programs, and population served (i.e. geographic location, socioeconomic status, race/ethnicity, age, gender)
- Need or problem your proposal seeks to address and how it fits the mission and priorities of the TPSF
- Project's goals and objectives and proposed strategies, activities and time line for achieving them
- Target population and how it will benefit from the project
- Expected outcomes, i.e., what will change as a result of your work and how will you evaluate the change
- Organization's capacity to complete the project, including key project personnel and/or volunteers
- All grantees must submit bi-annual progress reports

## **Budget**

The budget should include the following information:

- Total cost of the project, the amount sought from the TPSF, other planned sources of support, and the status of these requests
- Description of your plans for sustaining the project when grant funds expire

- Line item budget reflecting how the funding from the TPSF will be used
- Budget narrative justifying each item

### **Attachments**

Include the following documents:

- CV of the project's Principal Investigator
- List of the Institution's Board of Directors with addresses
- Copy of the applicant's IRS Determination Letter of 501(c)(3) status, if applicable
- Copy of the organization's current fiscal year operating budget
- Most recently filed IRS form 990 and the last Independent Financial Audit, if available
- Institutional Review Board (IRB) approval documents for research projects involving human subjects, if applicable

### **Review Process**

TPSF screen applications for completeness and compliance with grant submission requirements. An independent grant committee reviews proposals. The TPSF Board of Directors determines final approval of funding. Applicants will be notified in writing of the Board's decision.

### **Grants Recipients**

All grant recipients are required to submit a mid-cycle report by 7/31 and a final progress report by 1/31 of the following year. Mid-cycle reports should include a synopsis of applicants' progress toward achieving project goals and objectives, and final reports should include a summary of outcomes achieved, plus any tangible work product, i.e. CD's, pamphlets, etc., and expense report. Reports should be submitted to the Texas Pediatric Society Foundation care of Amy White.

All grant recipients must acknowledge The Texas Pediatric Society Foundation in all related publications, work products, presentations, etc.