

# **Skin Care for Developing Countries Grant Program**

## **Grant Management Handbook**

American Academy of Dermatology  
Community Outreach Department

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## **Section I: Grant Background Information**

### **Introduction and Overview**

Since 2012 the AAD has offered grants to individuals and organizations to fund international volunteer and humanitarian projects under the Skin Care for Developing Countries (SCDC) Grant program. The grants vary between \$2,000 and \$5,000 depending on the proposal, scope of the project, and availability of funds, with a maximum total annual funding of \$25,000.

Since initiation in 2012, the SCDC grant has funded over 40 projects in roughly 30 countries, at a total cost of over \$150,000. More than half of projects have been sustained past the AAD funding period with alternate funding. A full listing of completed projects can be viewed [here](#).

Projects funded by the SCDC grant have had a significant educational goal, usually for local healthcare providers and sometimes for the patient community. Approximately half of the grants had a significant direct patient service component often via teledermatology or telepathology. All follow-up reports attest to the positive impact that these projects have on patient care. More than half have resulted in subsequent publications or presentation at meetings, and are frequently showcased in *Aspire*, an annual AAD publication highlighting all the AAD's philanthropy and fundraising efforts.

## **Purpose of the SCDC Grant**

The purpose of the Skin Care in Developing Countries (SCDC) grant is to provide funds to support dermatology projects in low-resource areas/countries. The Education and Volunteers Abroad Committee (EVAC) distributes grants to projects that align with our mission, which is to improve dermatologic care to those in underserved areas through the provision of education and service. We fund projects that have measurable goals, are sustainable and based on community needs, and consistent with the EVAC's areas of focus:

- Improving access to dermatologic care globally
- Developing dermatologic capacity in low-resource areas/countries
- Dermatologic training of healthcare providers
- Humanitarian assistance

## **Roles and Responsibilities**

### **Project Lead**

The Project Lead is the overall leader of the project, primarily responsible for the planning and execution of the project to include meeting project objectives and adhering to the project budget. The Project Lead is typically the applicant for the grant, has expertise in the area of the proposed project, and serves as the Project Point of Contact (POC) with the AAD. The following describes the various responsibilities of the Project Lead:

- Prepares and conducts their project in a professional manner and abides by the policies set forth by the AAD and this manual.
- Ensures that all project team members are professionally qualified to participate in the project. This includes preparation, licensing, and appropriate professional liability insurance coverage (coverage for legal liability that could arise from professional acts or omissions that cause harm to others).
- Ensures the initiation of the project within 8 weeks of receiving first grant payment.
- Completes and submits the Interim and Final Reports within 6- and 12-month increments.
- Communicates changes to the project (to include team members, expenses, timeline, or objectives) in a timely manner to the AAD EVAC staff for EVAC approval.
- Ensures appropriate travel arrangements are made.
- Meets all medical requirements for international travel.
- Obtains travel insurance.
- Monitors travel advisories.

Failure to uphold these responsibilities may result in penalties, including notification to the fiduciary organization, repayment of SCDC funds, and ineligibility to apply for future SCDC grants.

## **Project Team Members**

The Project Team Members assist the Project Lead in fulfilling the obligations of the project and grant. Because of their active involvement, these individuals must be listed in the grant application. Project Team Members must be knowledgeable about the project and its status and have the bandwidth and capability to fill in as the Project Lead as necessary. Project Team Members ensure personal readiness to participate in the project to include securing time away from their primary employment to conduct project activities, medical readiness, licensing, passport/visa, and appropriate professional liability insurance.

## **Sponsor**

The Sponsor, typically an AAD Fellow with expertise in the field of the proposed project, serves as an advisor with extensive knowledge about the project. They endorse the project in writing if the Project Lead is not an AAD Fellow. While the Project Lead has ultimate responsibility for the conduct of the grant project, the Sponsor is also obligated to ensure the project is conducted in compliance with the grant, particularly with meeting documentation and reporting requirements and sustainability.

## **Fiduciary organization**

The Fiduciary Organization is the entity with which the Project Lead is affiliated and accountable to. The organization should maintain records of emergency contact information and travel itineraries for anyone traveling on grant funds. The Fiduciary Organization may also receive and manage SCDC grant funds on behalf of the Project Lead.

## **Host**

The Host is the point of contact (POC) in the underserved community for the proposed project. They will be requested to provide a report at project completion detailing their experience with the project and project team, including how they have benefited from the funding provided by the SCDC grant.

## **Cooperating Organization**

The Cooperating Organization is any organization in the underserved community that provides support to, or is a beneficiary of the project, including the organization with which the Host is affiliated.

## **AAD Community Outreach Grant Coordinator**

The AAD Community Outreach Grant Coordinator is primarily responsible for the administration of the SCDC grant and general maintenance of the Open Water website. They serve as the SCDC grant POC at the AAD for the Project Leads. They can be contacted primarily through the

owner to the “rignahs@aad.org” AAD email account. The responsibilities of the Coordinator are as follows:

- Monitors the RIG/NAHS AAD email account regularly to answer any questions of applicants and Project Leads.
- Consolidates application packets and prepares them for presentation to the AAD Community Outreach Senior Manager and the EVAC.
- Takes notes during the EVAC deliberation of SCDC grant applications and tabulates the results for dissemination to the EVAC.
- Follows up with applicants for any additional requested information resulting from the EVAC deliberation.
- Notifies all applicants of the EVAC’s decisions.
- Provides Project Leads with required forms and ensures timely receipt back.
- Arranges grant payments with the Project Lead (or Fiduciary Organization) and the AAD finance team.
- Tracks the progress on each project to include timely receipt of project reports and issuance of grant funds on the SCDC Tracking Sheet.
- Consolidates and forwards all project-related reports and relevant correspondence to the AAD Senior Manager and EVAC Subcommittee Chair for discussion and decision.
- Notifies the AAD Senior Manager and EVAC Subcommittee Chair of unexpected program deviations (e.g., delinquent reports, funds not disbursed).

### **AAD Community Outreach Senior Manager**

The AAD Community Outreach Senior Manager is primarily responsible for the oversight of the SCDC grant program. The responsibilities of the AAD Senior Manager are as follows:

- Oversees the AAD Community Outreach Grant Coordinator in the conduct of their duties.
- Disseminates relevant information to the EVAC and the EVAC SCDC Subcommittee.
- Updates the EVAC and AAD Chief Development Officer of any relevant updates or decisions concerning the SCDC grant.

### **AAD Education and Volunteers Abroad SCDC Subcommittee**

The AAD Education and Volunteers Abroad SCDC Subcommittee is composed of at least three EVAC members, including one with at least one year of experience on the Subcommittee. The Chair of the Subcommittee will be the EVAC member with the longest tenure on the SCDC Subcommittee. The responsibilities of the EVAC SCDC Subcommittee members are as follows:

- Remain well-versed in the policies contained within this manual and provide guidance to the EVAC during the EVAC deliberation process.
- After the AAD Grant Coordinator has consolidated and prepared the applications, perform the initial screen of the projects to ensure grant eligibility.
- Answer any questions from the applicants and Project Leads that are unable to be answered by the AAD Grant Coordinator or Senior Manager.
- Once the grants are awarded, oversee the governance behind each project.

- Establish contact with the Project Lead if the Grant Coordinator is not receiving timely replies or reports from the Project Lead.
- Regularly review (at least every other year) this manual, application, and SCDC-related documents to ensure consistency and currency.

### **AAD Education and Volunteers Abroad Committee**

The Education and Volunteers Abroad Committee members are individually responsible for reviewing the application packets prior to committee deliberation and voting in accordance with the provided grading rubric. As a committee, members are collectively responsible for the deliberation and determination of the grant recipients through consensus.

## **Eligibility Requirements**

As the grantor of SCDC funds, the AAD must be adequately represented during the project. Typically, the Project Lead is a Fellow of the AAD. However, applications are not limited to AAD Fellows. If the Project Lead is not an AAD Fellow, the Project Lead must have a letter of endorsement from an AAD Fellow who agrees to serve as a Sponsor of the project (and advisor to the Project Lead) for the duration of the project. Residents and medical students may apply but must have a designated supervising AAD Fellow who will serve as both Sponsor *and* Project Lead. As such, the Fellow has a greater role in overseeing the execution of the project, ensuring compliance with administrative requirements, and will ultimately be responsible for the sustainability of the project. Finally, the Project Lead (or Sponsor) must be affiliated with a Fiduciary Organization, such as a place of employment, which assumes general (and possibly financial) oversight of the project.

To receive a SCDC grant, Project Leads and project team members must be in good standing with the AAD, to include being current in membership dues and requirements with any grants previously awarded by the AAD. The Project Lead is limited to two open grants at a time, and the recipient of no more than three SCDC grants in the five years prior to application.

## **General Guidelines**

All SCDC grant activities must:

- Support the [AAD Strategic Framework](#).
- Be related to the EVAC mission and support one of the EVAC's areas of focus.
- Be measurable and sustainable.
- Be based on the needs of the community ("Host") where a project will be carried out, as determined by a community needs assessment (described under Application Requirements).
- Demonstrate sensitivity to the traditions and culture of the area where a project will be carried out.
- Comply with the laws of both the United States and the area where the grant will be carried out and cause no harm. If the planned project takes place or involves travel to [countries sanctioned by the U.S. Treasury Department's Office of Foreign Assets Control](#), you may need to supply more information.
- Exclude the AAD and the EVAC from any liability beyond the amount funded by the grant.
- Comply with the [Conflict of Interest Policy](#) for Program Participants.
- Comply with the AAD's policies regarding the use of the Academy's logos, emblems, and graphics (approval is required prior to usage).
- Follow HIPAA guidelines in accordance with all information for the grant. All narratives in reports about patient-related outcomes must be de-identified and include photo releases for any patient photos.
- The United States Department of State (DoS) maintains a list of travel advisories by location [here](#). Travel is discouraged if a country is categorized as a Level 3 (Reconsider Travel). If a country is categorized as a Level 4 (Do Not Travel) while funded travelers are in that country, grantees should notify the US Embassy in that country of their



presence and evacuate immediately. Should the person choose not to defer travel to or evacuate from a country as instructed, the AAD will cancel the grant and request the return of any funds already issued. The AAD cannot fund any grant whose success relies on international travel to a Level 4 country on the DoS list, even if the cost of travel is not part of the project budget.

### **Grant Restrictions**

A project may only receive funding for a maximum of three grant periods, even if the Project Lead changes. The Project Lead must reapply for funding each year with updated information, and continued funding is not guaranteed.

Grants cannot be used to unfairly discriminate against any group, support or promote a particular political or religious viewpoint or purpose, support military activities, or serve as a monetary contribution to another organization. In addition, the AAD reserves the right to not fund projects that are affiliated with or funded by organizations or causes that are not aligned with the AAD strategic framework.

Additional restrictions on SCDC grant funding are as follows:

- Continuous or excessive support of any one beneficiary, entity, or community.
- The establishment of a foundation, permanent trust, or long-term interest-bearing account.
- The purchase of land or buildings.
- Fundraising activities.
- Expenses related to events such as district conferences, conventions, institutes, anniversary celebrations, or entertainment activities.
- Public relations initiatives unless they are essential to carrying out the project.
- The operating, administrative, or indirect program expenses of another organization.
- Unrestricted cash donations to a beneficiary or cooperating organization.
- Activities already completed and/or expenses for which the cost has already been incurred.
- Transportation of medication over national borders without prior approval of appropriate government and regulatory authorities in the originating and recipient countries.
- Projects that require a Host person to work without pay. Projects should instead strive to reinforce labor rights and fair wage practices. If beneficiaries are required to provide “sweat equity”, their explicit consent is required.
- Projects that require work from someone below the country’s legal working age, or under age 16 if the law does not specify.
- Travel for people under the age of 18.
- New construction of any permanent structure in which people live, work, or spend a significant amount of time, such as hospitals or container and mobile homes, or of structures in which people carry out activities such as manufacturing and processing. If the grant depends on the construction of a building, that construction must be paid for with non-grant funds.
- Renovations to complete buildings that are partially constructed (including those with only the exterior completed) but that have never been occupied or operational.

- Travel for staff of a cooperating organization involved in a humanitarian project.
- Activities primarily carried out by another organization other than the one approved by the EVAC.
- Tuition or educational expenses of the Project Lead or team members.
- Multiple unrelated projects under one grant.

In addition, the following project proposals are discouraged:

- Funding for projects that are primarily research-oriented or focused on data collection.
- Funding primarily of individual travel expenses.
- Projects with >20% of funding for expendable or disposable supplies.
- Funding primarily for the purchase of expensive, durable equipment (lasers, computers, tablets, etc.) that is not necessary for meeting the project objectives.
- One-time screenings/education without a viable sustainability plan.

## Section III: Grant Application Process

### The SCDC Grant Cycle



### Important Application Dates

**January 1<sup>st</sup>:** Application form opens and is available at [Skin Care for Developing Countries \(aad.org\)](http://Skin Care for Developing Countries (aad.org))

**June 30<sup>th</sup>:** Application form closes at 11:59PM CST.

**October 30<sup>th</sup>:** Grant recipients are notified of final result.

**December 31<sup>st</sup>:** Initial funding provided to grant recipients.

## **How to Apply**

Apply for grants online at this [link](#). The application opens on January 1<sup>st</sup> of every year and closes at midnight CST on June 30<sup>th</sup>. All applications received by June 30<sup>th</sup> will be considered for funding to commence prior to Dec 31<sup>st</sup>.

## **Application Requirements and Guidelines**

The application must clearly identify the following:

### **A. Project Lead**

- Must be a Fellow of the AAD, or an AAD Fellow must endorse the project and agree to serve as an Advisor.
- Will serve as the primary POC for the project.
- Must have project-related expertise (e.g., Dermatologist, Dermatopathologist, or Dermatologic surgeon).
- May not be the Project Lead on more than one other project currently funded by a SCDC grant.
- May not have been the Project Lead on more than three projects funded by a SCDC grant within the 5 years prior to application.

### **B. Project team members**

- The team must be composed of at least 3 team members (the Project Lead plus 2 others).
- Team members may not be family members unless each person is independently qualified.
- Changes to team member composition made after application but before grant is awarded must be reported to the EVAC.

### **C. Fiduciary Organization**

- Home-affiliated organization, typically the professional organization (e.g., University, Private or Group practice) affiliated with the Project Lead.
- Must maintain contact with the Project Lead, particularly while traveling outside the US.

### **D. Host**

- The individual who will serve as the Project Lead in the underserved area.

### **E. Cooperating Organization(s)**

- Organization in the underserved area affiliated with the Host.
- Beneficiary organization (e.g., Hospital, Health Care Organization, Non-profit Organization).

### **F. Other funding sources (granted and applied for)**

- Required if the project is seeking a 2nd or 3rd year of SCDC funding.

The following components are required in the application submission:

- 1. Contact information of the Project Lead (email, mobile number, and mailing address)**
- 2. Title of project**

- 3. Objectives of the project, including plan for measurement of progress**
  - Must be SMART (Specific, Measurable, Achievable, Relevant, Time-Oriented)
- 4. Timeline**
  - Phased (projected out to 3 years, even if funding will only be provided for one year).
  - If subsequent funding is requested, there should be clear progression along the timeline.
- 5. Projected Budget**
  - Projected total budget request for the grant period may not exceed \$5,000.
  - Each expense must be identified with a description, detailed project cost (with source of quote and calculations), and sufficient explanation of its necessity to the project if not obvious.
- 6. Community Needs Assessment**
  - In the community needs assessment, include the following:
    - i. Define the needs of the proposed area and how the area is “low-resource”. Is the need expected to be short-term or a continuing deficiency? How is the need currently being fulfilled?
    - ii. Describe the population that will benefit from the project (including expected number over what time period if possible).
    - iii. Host input must be reflected in the community needs assessment – e.g., Who initiated this project? What resources does the community have to contribute to the project?
- 7. Memorandum of Understanding (MOU) between Project Lead and/or Fiduciary Organization and Cooperating Organization(s)**
  - The MOU, signed by both the Project Lead/representative of the Fiduciary Organization and the Cooperating Organization should include:
    - i. Verification from both the Project Lead and cooperating organization that the grant will be initiated, controlled, and managed by the Project Lead.
    - ii. An endorsement from the Project Lead affirming that the cooperating organization is reputable, responsible, and acting within all governing laws.
    - iii. A grant implementation plan clearly listing the activities of each party.
    - iv. An agreement from the cooperating organization to participate in any financial review connected with the grant.
- 8. Sustainability Plan**
  - This is required for all projects in the Expansion or Stable development phase, and highly recommended for early-stage projects.
- 9. Curriculum vitae of Project Lead, team members, and Host**
  - The CV of the Sponsor is required if the Project Lead is a medical student or resident
- 10. Conflict of Interest statement from Project Lead and team members signed or on file with the AAD**
- 11. Statement of Policy agreement signed by Project Lead**
  - Understanding of policies, agreement to abide by them, and be truthful to the best of their knowledge, i.e., a statement of good faith.

The Project Lead may re-apply for up to three consecutive years of funding for their project. They will need to re-apply using the same format and interface as when they applied for the original grant. Descriptive reasoning must be provided why they are seeking additional funding for continuation.

## **Budget Guidelines**

The SCDC grant may be used to fund the following items (recommended maximum percentages in parentheses):

### **A. Travel and lodging (50%)**

#### ***Covered expenses***

- Economy-class ticket(s)
- Transportation to and from airports and local travel related to implementation of the grant
- The cost of vaccinations or immunizations, visas, and entry and exit taxes
- Normal and reasonable baggage fees
- Travel and medical insurance
- Reasonable lodging

#### ***Expenses not covered***

- Passport-related expenses
- Per diem or meals
- Expenses associated with non-project-related travel
- Penalties resulting from changes in personal travel arrangements, including optional or extended layovers
- Charges for excess baggage and shipping
- Tips/gratuities

### **B. Durable items (100%)**

- Hardware and instruments to be specifically used for the project, to include tablets, computers, dermatoscopes, and microscopes, and eventually turned over to the Host
- Hardware may not be used by the Project Lead or team members (to include host personnel) for personal purposes or work unrelated to the project

### **C. Expendable items (20%)**

- Disposable medical supplies, such as bandages, gauze, needles

### **D. Services (30%)**

- Including cloud service, internet, room rental for training purposes

### **E. Administrative expenses (10%)**

*Must be project related. Examples include:*

- Fees for the Project Lead and team members related to practicing medicine in the recipient country
- Bank fees
- Postage
- Office software needed for administration of the project
- Expenses to measure project outcomes

### **F. Contingency fund (10%)**

- It is recommended that monies for a contingency fund be set aside to offer protection from price increases or currency fluctuations
- All unexpected expenses and activities must be approved by the EVAC committee prior to expenditure. Project Leads must report on the use of these funds or return them to the AAD if not used by the end of the grant period

The SCDC grant may **not** be used to fund the following:

1. Items that have already been purchased or expenses already incurred
2. Salaries of team members or host personnel
3. Expenses that are not directly related to the project
4. Restricted activities as detailed in Grant Restrictions (above)

Multi-year funding requests may be made for currently SCDC-funded projects, up to three years total.

## **Application Review Procedure**

As grant applications are received, they will be screened by AAD EVAC staff to ensure they meet the eligibility guidelines, are free of restrictions, and include all application components. Questionable or ineligible applications will be reviewed by the SCDC Subcommittee to verify eligibility. If the project is found to be ineligible, the Project Lead will be notified of the reason(s) for the ineligibility and given an opportunity to amend their application. Any revised applications must still be submitted by June 30<sup>th</sup> deadline. If there are any missing application components in an otherwise eligible application, the Project Lead will be notified and given an opportunity to complete their file (no later than June 30<sup>th</sup>; if submitted on June 30<sup>th</sup>, no later than July 15<sup>th</sup>).

The AAD Community Outreach staff will organize the eligible applications for presentation to the members of the EVAC. The application files will be disseminated to the Committee members for review no later than August 1<sup>st</sup>. An EVAC teleconference will be held no later than September 15<sup>th</sup> for the Committee to discuss and vote on all eligible applications. A quorum must be present and participate in the voting.

Individuals who may not participate in the decision-making process of the grant include Project Leads, Project Lead team members or fiscal agents, Endorsers, Supervisors, or members of a Host or Cooperating Organization associated with the grant. In addition, all the Cooperating Organizations involved must be qualified by the EVAC.

## **How Grants are Awarded**

The annual maximum total funding available for the SCDC grants is \$25,000. The EVAC may choose any number of projects annually, as long as the total budget of all the approved projects does not exceed \$25,000. There is no obligation for the EVAC to award the entire \$25,000 every year.

Each application will be evaluated on the following criteria:

1. Alignment of the project objectives with the EVAC's areas of focus, including ability to measure progress.
2. Alignment with the needs of the community, as determined by the community needs assessment.
3. Degree of active participation by the Host and Cooperating Organization(s).
4. Feasibility of the project as described. Are the objectives and activities reasonable and realistic?
5. Project readiness - Consideration will be given to the degree of thought and effort in pre-application project research and preparation. Will the project be able to launch within two months of funding being awarded?
6. Sustainability of the project beyond the grant period – For projects requesting additional funding, the feasibility of sustainability will be taken into greater consideration.

During the review process, the EVAC may request additional information about the project from the Project Lead before deciding on the application. The AAD Community Outreach Grant Coordinator will contact the Project Lead by email or phone to notify them of the request. The Project Lead must provide the requested information within 5 business days, or risk ineligibility.



### **Award Notification and Acceptance**

Award recipients will be contacted no later than November 1<sup>st</sup> via Open Water platform email ([no-reply@aad.org](mailto:no-reply@aad.org)) of their award with a Dropbox link of this Manual and W8/W9 forms. An Acknowledgement of Responsibilities form will then be sent to Project Leads to complete along with a field to upload their W8/W9 form.

Project Leads of projects that were not funded will also be notified at this time.

## **Section IV: Grant Guidelines**

### **Grant Funding**

Grant funding will be provided in two separate payments, roughly six months apart.

Once the Grantee Participation Confirmation, Acknowledgement of Responsibilities, and W9/W8 forms have been filled out and returned to the AAD Community Outreach Coordinator or submitted via Open Water, the first half of the awarded funds will be made available.

The Project Lead must ensure that the projects will be initiated within two months of the first grant payment. If the project cannot start by June 30<sup>th</sup> for any reason, the Project Lead must notify the AAD Senior Manager and Coordinator as soon as possible with the reason why and submit a revised timeline for EVAC approval. If the project cannot start in a reasonable amount of time or if the EVAC disapproves the revised timeline, the grant will be canceled, and the Project Lead will be required to return the funds.

The second half of payment will be issued upon satisfactory completion of the Interim Report (see Reporting Requirements below).

Grant funds will be paid only to the bank account communicated to AAD staff, consistent with the W8/W9 form provided. Signatories on the bank account must be Project Team members. If applicable, funds will not be released until the grant from the previous year is closed. Funds are not available after the close of the implementation year, meaning that if sponsors do not meet all payment requirements by December 31<sup>st</sup> of the implementation year, the grant will be canceled. If a grant project is canceled after the project receives a payment, all remaining grant funds must be returned to the AAD.

Project funds may not be paid to a vendor, cooperating organization, or beneficiary organization before project expenses have been incurred or services have been delivered. Organizations being reimbursed for project expenses must provide the Project Team copies of the original invoice or receipt before payment.

If \$500 or more of issued grant funds remain after all projected budget items are paid for, the EVAC must approve their use for additional project-related expenses. Remaining grant funds of less than \$500 for activities that meet the grant eligibility requirements and are directly related to the project do not require pre-approval from the EVAC but must still be documented.

Remaining grant funds in any amount may not be spent on expenses that are not related to the grant. If these funds cannot be spent as described, the funds must be returned to the AAD with clear identification of the specific SCDC grant it is associated with.

### **Project Documentation**

The Project Lead is responsible for keeping the EVAC informed about how grant funds are utilized. Project Leads monitor and document the progress on their project to include measurement of their objectives. Project Leads must keep copies of all receipts and bank statements related to grant-funded spending. The EVAC may at any time request to review grants, conduct an audit, require additional documentation, and suspend any or all payments.

## **Communications**

**General Inquiries:** The Project Lead is expected to respond to all inquiries from the EVAC and AAD team within three business days. If the Project Lead does not respond to an AAD inquiry regarding Interim and Final reports within three business days, the EVAC will determine the next course of action and in parallel, the AAD Community Outreach staff will contact the Project Sponsor and/or Fiduciary Organization.

**Reporting:** The Project Lead should submit their Interim Report via Open Water platform six months after their start date and provide the Final Report at the end of their project (within 30 days of the twelve-month timeframe). All projects should be complete, and all funds spent within the twelve-month period. Individuals that fail to complete the Interim and Final reports on time will result in omission from the committee report at the AAD Annual Meeting and jeopardize subsequent consideration for grants.

## **Reporting Requirements**

The Project Lead will be responsible for submitting the following reports:

1. **Interim Report:** Due six months after the start of the initial grant payment. The report should include all relevant details from the first six months including, but not limited to:
  - A description of how the project has advanced the goals of the selected area(s) of focus.
  - An account of how the project achieved the specific objectives outlined in the grant application, including the measures set and what data was collected.
  - An explanation of how the project's results will be sustained over time.
  - A description of how the Host and international partners, as well as any Cooperating Organizations associated with the grant, participated in the project.
  - Challenges and obstacles experienced.
  - Any adjustments planned for the second half of the project.
  - A detailed account of project spending and complete project account bank statements.
  - Expense receipts of greater than \$75.
  
2. **Final Report:** Due no later than 30 days after the grant period (typically twelve months). The format will be similar to the Interim Report (above), including any future plans to potentially continue the project or request additional funding.

In addition, a report from the Host detailing their experience, including anecdotal stories, quotes, and photos with the Project is highly recommended to showcase the great work accomplished and communities served by the SCDC grant.

### *Administrative Details*

- One month in advance of the due date, the Project Lead will be emailed a link to submit the Interim/Final Report form in Open Water.
- Emailed and incomplete reports will not be accepted.
- The reports must demonstrate satisfactory progress as a condition for the second half of the grant payment (Interim Report) or an application for additional funding (Final Report) is considered.
- If the Interim or Final report cannot be completed by the due date, the Project Lead must email the AAD Community Outreach Grant Coordinator as soon as possible with the reason for lateness and the anticipated completion date.
- Materials sent to the AAD will become the property of the AAD and may be used for the purposes of the AAD.
- Project Leads who do not adhere to EVAC policies and guidelines in implementing and financing grant projects must return all grant funds and may be barred from receiving other grants for up to five years.

### **Closure of the Grant**

The AAD will consider the grant to be closed when the Final Report has been received.

### **Definitions**

**Underserved Area:** The Underserved Area is the geographic location in which the project will take place.

**Beneficiary(ies):** The Beneficiaries includes the organization or people (patients) who will benefit from the project.

**Grant Period:** The 12-month period in which the proposed project will take place. The start date of the grant period is when the first payment of the grant is received.