



Urgent Care Grants Program

UCF Competitive Grant Program

REQUEST FOR PROPOSAL (RFP) APPLICATION SUMMARY

Applications must be submitted online, <https://urgentcareassociation.org/ucf/projects-grants/>

Contact Information

Please complete your information as the main contact of this application.

- First name
- Last name
- Email
- Phone Number
- Organization

Grant Fiduciary Official Information

The Organization identified below will be the organization contracted (if approved).

- Legal Entity Name
- Country
- Address 1 and 2
- City, State, Zip
- Website

Organization Type

- Urgent Care Center
- Practice or Private Physician Office
- Academic Institution
- Register Charity
- Urgent Care Organization
- Healthcare System
- Other (please share)

Upload the Organization's W-9

Is this a Continuation application?

A Continuation application is needed if you have already been awarded based on a multi-year proposal and need to apply for a continuation of funding based on that previously approved proposal.

IF YES: Skip to → Select continuation year: Year 2; Year 3

IF NO: Continue

Proposed Project Duration:

- 1 to 12 months
- 12 to 24 months
- Up to 36 months

Application Outline	
Proposed Project Title	<i>Provide a descriptive project title</i>
Project Abstract Summary	<p><i>Please include a concise but comprehensive summary of your application including:</i></p> <ul style="list-style-type: none"> • <i>Project aim(s)</i> • <i>Project objective(s)</i> • <i>Target population</i> • <i>Project design</i> • <i>Project assessment</i> • <i>Project outcomes</i>
Addressing Industry Gaps	<i>Identify the knowledge gaps the project aims to address. Describe how the project proposes to advance awareness of the Urgent Care industry, and/or advance educational and scientific excellence in the field of Urgent Care medicine.</i>
Target Audience(s)	<i>Identify the audience(s) of interest for the project.</i>
Project Design and Methodology	<p><i>Describe the planned project design and methodology.</i></p> <p><i>For multi-year projects, describe the design and methodology for each year of the proposed project (ie. how it will span across years, how each year will build upon the work).</i></p>
Evaluation and Outcomes	<ul style="list-style-type: none"> • <i>Quantify the project’s impact - share the measurements and metrics that will be used to measure the progress and success of the project.</i> • <i>Describe the sustainability of the project beyond the grant period.</i> • <i>Describe how the results will be disseminated (i.e. publication plan, presentation, poster, etc.).</i> <p><i>For multi-year projects, provide year-end milestone evaluation and outcomes for each year of the proposed project.</i></p>

Project Start and End Date	<i>Proposed Start Date; Proposed End Date</i>
Proposed Project Timeline	<i>Outline the project workplan with planned timeline and milestones. For multi-year proposals, provide key milestones for each year, up to three years.</i>
Grantee Organization Detail	<i>Provide a summary of your organization’s purpose and mission, including a description of how the organization is particularly suited to undertake the proposed project.</i>
Budget Detail (See Below Guidelines)	<i>Upload a detailed budget. Include a narrative for any items that may need additional explanation.</i>
Total Amount Requested	<i>Provide the total amount of funding requested.</i>

Additional Questions for Continuation Project Years

Year 1 (Year 2) Project Evaluations and Outcomes To Date	<i>Provide qualitative and quantitative updates on Year 1 (Year 2) milestones and key project outcomes.</i>
Year 1 (Year 2) Project Successes	<i>Share successes of Year 1 (Year 2) project expectations, and how these may support Year 2 (Year 3).</i>
Year 1 (Year 2) Project Challenges	<i>Share challenges of Year 1 (Year 2) project expectations, and how these may be overcome in Year 2 (Year 3).</i>

Budget Detail Guidelines

A detailed budget summary must be uploaded to accompany the application.

Dollars requested should be clearly and directly related to the project and categorized (i.e. personnel, supplies, travel, other, etc.).

Please note, UCF grant funds *cannot* be used for:

- Indirect costs | Overhead costs
- Capital purchases or equipment purchases
- Event or entertainment costs; or food and beverage

Travel funding may include airfare, ground transportation and per diem/lodging, and must be directly related to the project. Provide description of the travel: purpose/location (i.e. meetings, conferences, workshops, etc.), number of trips during project period, personnel making the trips.

Additional narrative for any funds requested may be included as justification for consideration of costs.

SAMPLE BUDGET

**Categories and items are for example only*

Personnel	
Project Role/Job Title	\$XXXXXX
Project Role/Job Title	\$XXXXXX
Supplies	
Item(s) #1 – Project Purpose	\$XXXXXX
Item(s) #2 – Project Purpose	\$XXXXXX
Other	
Item(s) – Project Purpose	\$XXXXXX
Travel	
Reason for Travel, e.g., Convention (Identify Personnel Travelling)	Airfare, \$XXXXXX (Denver to Las Vegas, roundtrip)
	Per diem, \$XXXXXX (\$XXXXXX/day, XX days)
TOTAL	\$XXXXXX

YEAR 2 AND YEAR 3 CONTINUATION APPLICATION

Additional questions

Year 1 (Or Year 2) Project Evaluations and Outcomes to Date

Provide qualitative and quantitative updates on Year 1 (2) milestones and key project outcomes, project year to date.

Year 1 (Or Year 2) Project Successes

Share successes of Year 1 (2) project expectations, and how these may support Year 2 (3).

Year (Or Year 2) Project Challenges

Share challenges of Year 1 (2) project expectations, and how these may be overcome in Year 2 (3).