



## **COMMUNITY PILOT PROJECT PROGRAM REQUEST FOR APPLICATIONS 2025**

### **I. Background**

The National African American Child and Family Research Center (NAACFRC) Community Pilot Project Program aims to build community capacity to conduct research that is both responsive and relevant to the well-being of African American children and families and the research priorities of the NAACFRC.

This pilot project program is designed to meet this aim through the provision of funding and technical assistance to community-based organizations (CBOs) to conduct community-engaged research. The NAACFRC invites proposals from CBOs interested in conducting a research project. Projects must address at least one NAACFRC research priority area:

1. Economic Self-Sufficiency or Poverty Alleviation (e.g., Temporary Assistance for Needy Families (TANF) program)
2. Early Education and Care (e.g., Head Start, childcare assistance programs)

Participants may also request technical assistance in developing their proposal from academic faculty researcher(s) as partner(s) or through the NAACFRC.

If selected, the CBO will conduct a pilot study that positions them for future collaborative research. The project will provide \$20,000 in funding over a 12-month period. The project will be funded in two phases as follows:

#### **1. Phase 1 (September 2025 to January 2026):**

During this period, participants will attend a kick-off meeting and begin planning their study. Funding for Phase 1 will be up to \$10,000. The deliverables include completion of human subject's research training, a one-page summary of the proposed pilot study, and submission of the study protocol to the Institutional Review Board (IRB) of Morehouse School of Medicine (or other partner university). (This is a required step in conducting research that involves 'human subjects'.)

#### **2. Phase 2 (February 2026 to August 2026):**

During this period, participants will conduct the pilot study planned in Phase 1 and work to write a summary of the results. Funding for Phase 2 will be up to \$10,000. Deliverables for this phase include: 1) data collection for the pilot study (e.g., surveys, interviews, focus groups, pre-post evaluation); 2) presentation of results 3) a brief report of the results; and 4) a description of next steps for the research, such as plans for a project proposal submission to a federal agency. All will be required to participate in a cross-site evaluation.

### **II. Eligibility Criteria - Community-based organizations (CBOs) eligible to apply for this project opportunity must:**

1. Be not-for-profit under Section 501(c)3 of the Internal Revenue Code.
2. Serve African American children and/or families (primarily).



### III. Funds Available

A maximum of three (3) awards of up to \$20,000 will be awarded over a 12-month period beginning in August 2025. Budgets may include non-administrative personnel (salaries and fringe), consultants, supplies, and other approved expenses. Budgets may not include capital expenditures for equipment or rental costs of off-site facilities.

### IV. Letters of Intent

**Letters of intent are strongly recommended but are not required.** If your organization chooses to submit a letter of intent, **letters must be received by 5:00pm EST 03/14/25** via e-mail at the address specified in Section VIII below. Letter should contain title of project and a description of the community identified issue and NAACFRC priority area – maximum two paragraphs. The letter of intent is not binding.

### V. Application Requirements

Cover letter that includes:

1. Organization Name
2. Contact Person (Name, address, phone and fax number, and e-mail address)
3. County, State, and City Represented
4. A statement that you are applying for the **Pilot Project Program**

Proposal narrative (**using template in Section VI**) that:

1. Is no more than 5 pages (the budget and budget justification are not included in this count).
2. Is in black font color, and a font size of 11 points or larger (Times Roman, Arial, Courier).
3. Includes a detailed description of the community you serve and the priority research area that you would like to address through the pilot study.
4. Explains how the pilot study would be helpful in addressing the priority area.
5. Describes organizational experience and capacity to address the selected priority research area.
6. Describes interest in conducting community-engaged research to address the priority research.
7. (Optional) Describes the existing research partnership that will conduct the pilot study OR describes the type of faculty research partner (e.g., expertise) you are seeking to engage.

**NOT** included in the 5-page limit:

- A budget and budget justification.
- A copy of the organization's 501(c)3 status.
- Resumés of research team members
- A letter of commitment and bio-sketch from the faculty partner, if applicable.



## **VI. Proposal Narrative Template (5 pages max)**

1. **Background**: Describe the community served by the CBO and the NAACFRC research priority you would like to address. Describe the impact of the issue in your community, the possible causes, and potential solutions. Describe why a pilot study/project is appropriate for addressing the NAACFRC priority area (e.g., Why would it be helpful? What do you hope to learn?).
2. **Experience and History**: Describe the CBO's organizational history and leadership to address the identified NAACFRC priority area. Consideration will be given to applicants with a track record of addressing the NAACFRC priority and with strong community ties. Be sure to include a description of past and current programs and services to address the NAACFRC priority.
3. **Interest in NAACFRC Priority Research**: Describe why the applicant is interested in research to address the need, issue or priority and document CBO commitment to participate in all project activities (half-day meeting, regular meetings with faculty partner (if applicable), technical assistance, cross-site evaluation, and the pilot study). If you are seeking a partner, describe the expertise you need in a partner. If you already have a partner, describe the partnership including past projects and experience in jointly conducting research projects.
4. **Organizational Capacity**: Describe the qualifications of each research team member who will work on this project, including who will be assigned as the main contact person for NAACFRC (include their resumes/bio-sketches as attachments). Describe the number of full-time employees in the organization and the annual operating budget (total dollars per year).

## **VII. Application Submission**

The application must be received by **5:00pm EST on April 18, 2025**. Please submit application online [here](#).

If you have any questions about this Request for Applications or the application process, please contact [info@naacfrc.org](mailto:info@naacfrc.org)

Technical Assistance will be provided throughout the project-funded timeframe.

## **VIII. Selection Process**

A selection committee appointed by the NAACFRC Administration will review all proposals. Selection will include review and input by the NAACFRC Steering Committee. Decisions will be based on the following criteria:

1. **Background**: Extent to which the description of the community and research priority demonstrates an understanding of the issue, its causes and possible solutions, and the



rationale for a pilot study to address the NAACFRC research priority. (25 points)

2. Experience and Leadership: Organizational history and leadership needed to address the identified NAACFRC research priority through research and prior research experience track record of addressing the research priority. (25 points)
3. Research Partnerships: Description of collaborative partnership (with community and/or academic institution) in community-engaged research to address the research priority and commitment to participate in all project-related activities. (25 points)
4. Organizational Capacity: description of expertise, abilities, and experience of research team members and time and effort committed to the project (25 points)
5. Budget and Justification: clarity of the budget and justification. (no points)

**TOTAL POINTS: 100**

#### **IX. Important Dates/Timeline**

<b>03/10/2025</b>	Project Application Informational Teleconference <b>March 10, 2025, 02:00 PM EST</b> <b>Register <a href="#">here</a> in advance for this meeting.</b> <b>After registering, you will receive a confirmation email containing information about joining the meeting.</b>
<b>03/14/2025</b>	Letter of Intent Due
<b>04/18/2025</b>	Deadline for Receipt of Applications
<b>05/19/2025</b>	Award Notification
<b>06/09/2025</b>	Kickoff Meeting
<b>08/08/2025</b>	Anticipated Project Start Date for Phase 1



**COMMUNITY PILOT PROJECT PROGRAM  
BUDGET PROPOSAL PAGE (EXAMPLE)**

The following is an example worksheet for completing the budget. The specific categories and line items presented here are merely examples, and not all of them may be relevant to your proposal.

Provide a detailed budget for Phase 1 AND Phase 2:

<u>Type of Expense</u>	<u>Dollar (\$) Value</u>
<b><u>Personnel</u></b>	
Coordinator	_____
Administrative Assistant	_____
Consultants	_____
<b><u>Supplies</u></b>	
Office	_____
Computer	_____
Software	_____
Printing	_____
Incentives for Study Participants	_____
<b><u>Travel (Example)</u></b>	
Local Travel (500 miles x \$0.545 per mile)	_____
Lodging at \$200.00 per night	_____
Per Diem at \$50 per day	_____
<b><u>Contractual Costs</u></b>	
Recruiter of Facilitator	_____
<b><u>TOTAL:</u></b>	_____



## **COMMUNITY PILOT PROJECT PROGRAM BUDGET JUSTIFICATION PAGE (EXAMPLE)**

### **Narrative Budget Justification\*\*\***

#### **Personnel**

- Explain the specific need addressed and/or project responsibilities of each identified staff person included in the budget.

#### **Supplies**

- Briefly describe the need for specific supplies and an explanation of how the cost has been estimated. (e.g., flipcharts needed for data collection staff (5 @ \$15/chart = \$75))

#### **Travel**

- Explain need for all travel and anticipated expenses. Travel must be directly related to proposed activities.

#### **Contractual Costs**

- Explain the need for each contractual arrangement and how these components relate to the overall project.

#### **Consultant Fees**

- If consultants are included in this proposal, explain the need and project responsibilities.

### **\*\*\*Funds may not be used for the following types of expenses:**

- Funds cannot be used for large equipment or entertainment expenses. Food may only be covered with very strong justification (e.g., for a recruitment event or a community meeting).
- Funds cannot be used to pay salary or consulting fees for Morehouse School of Medicine faculty.

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