

# CENTER FOR DEMENTIA RESPITE INNOVATION

ALZHEIMER'S  ASSOCIATION®

## Frequently Asked Questions

### **Purpose:**

The Center for Dementia Respite Innovation (CDRI) is funded by the Administration for Community Living (ACL) under the direction of Dr. Sam Fazio at the Alzheimer's Association. The overall purpose of this Frequently Asked Questions (FAQ) document is to support the application of community-based respite programs for the CDRI grants. These grants are given to develop or improve the delivery of person-centered dementia care with a focus on innovation, collaboration, outcomes, accessibility, affordability, and sustainability.

### **Application Documents:**

1. Review the [Request for Applications](#) (RFA) document.
2. Applicants are required to complete a **Letter of Intent** (LOI) by March 2, 2026 at 11:59 PM ET. The CDRI will use this information to confirm eligibility and to estimate the number of Review Committee members needed. Applicants will receive a response by March 5, 2026. Complete the Letter of Intent using this [form](#).
3. Complete a thorough **Work Plan** with timeline and deliverables using [this template](#). An [example work plan](#) has been developed for reference as well.
4. Submit a completed [Proposed Budget](#) and Justification.
5. Complete your application on the Submittable [platform](#). Applications are due on March 30, 2026.

### **Eligibility Questions:**

1. **What are the different types of grants that can be applied for?**
  - Start-up awards provide the opportunity for an organization or provider not already providing respite services to get involved in respite and implement a small innovative program.
  - Pilot awards provide the opportunity for an organization or provider already providing respite to enhance a program or add innovation to an existing/new program.
  - Continuation awards provide the opportunity to enhance a program further or explore a related respite component after the successful completion of a Start-up or Pilot award.

**2. Will you please clarify the definition of programs that fall in the start-up vs pilot pathway?**

Ultimately, It is up to your organization to evaluate where your proposed program fits. You should consider the criteria that is required for the different awards - the time to get up and running and to serve clients. If you are not yet serving clients and/or have never provided respite before, then the suggestion would be to apply for a Start-Up Award.

**3. Do clients need to have a medical diagnosis of dementia for the organization to qualify for funding?**

Participants do not need a formal diagnosis. While a formal diagnosis is not required, these funds are dedicated to serving those with dementia.

**4. Can organizations partner on a respite care offering? For example, if a non-profit has a respite program, can we use a home health care agency?**

The Center encourages partnerships and collaborations. The lead submitting the application should be the provider, or one of the providers, of the respite program to ensure that the Center is working directly with them through Technical Assistance and ongoing education and resource support offerings.

A non-profit could partner with the home health care agency providing the respite care, but there needs to be proof of improving the program in some innovative capacity. The home health care agency would need to be the applying organization.

**5. Can a national company submit a single application for multiple NPIs / branches / states?**

Yes, multiple locations or sites of a national organization can apply for an award as long as each site has their own EIN number.

**6. Are state funded or government funded agencies, local AAA agencies and tribal governments eligible to apply?**

Yes, domestic public or private for-profit or non-profit entities, including state and local governments, faith-based organizations, community-based organizations, hospitals, and higher education institutions are eligible to apply. Other organization types will be considered on a case-by-case basis.

**7. Does the licensing need to be complete by application submission or just in progress?**

If you are applying for a Pilot award, any applicable licensure should be in place. For Start-Up Awards, applicants do not have to have licensing complete at time of award.

**8. Do dyadic programs such as memory cafés count as respite?**

Memory Cafes can count as respite, but as previously noted, for the purposes of CDRI funding, the caregiver cannot be required to stay on site during the respite offering.

**9. Can a GUIDE funded program apply?**

Yes, the amount of reimbursement through the GUIDE program is minimal. Providing an existing service for an organization's GUIDE program offering is not related to the respite program you could create from this award.

### **Application and Review Questions:**

**10. Can your applicant filling out the application be different from the Lead person?**

Yes, the person completing the application can be different from the lead, but it would be important for them to be involved in the planning.

**11. Can Alzheimer's Association Chapters be the source of letters of support for an applicant?**

Yes, as Chapters are not part of the application review process.

**12. What type of content are you looking for in the letters of support? For example, can the letters come from current or previous participants of our program or community partners?**

The letters of support should be in alignment with the program you are proposing. Consider who is most important for your application and what is appropriate for your project. A letter of support can be provided by a supporter in the community, a partner organization, a previous or current funder, or anyone that believes and supports your mission.

### **Budget Questions:**

**13. What are some examples of allowable expenses?**

- Staff salaries and wages associated with respite services.
- Costs related to hiring and training respite staff and/or volunteers.
- Expenses related to managing and coordinating respite services, such as office supplies and utilities.
- Expenses related to the use of technology that enhance the delivery of respite services, such as computers, communication tools, software, or specialized equipment for dementia care.
- Costs associated with transportation services to facilitate access to respite care for individuals with dementia and their caregivers.
- Costs related to procuring program-specific materials and supplies, including those needed for engaging activities, or educational sessions.
- Expenses allocated for marketing and communication efforts to promote dementia-specific respite services within the community.

**14. What does the 25% match, including 15% in indirect costs mean?**

Match refers to the portion of project funding that must be provided by the grantee (recipient) as opposed to the grantor (funding organization). A match is essentially the commitment of resources, often in the form of cash, in-kind contributions, or volunteer hours, to complement the grant award.

**Types of Matches:**

- Cash Match: This involves contributing a specific amount of monetary resources to the project, typically a percentage of the grant amount.
- In-Kind Match: Instead of cash, in-kind contributions involve non-monetary resources such as goods, services, or volunteer time that directly benefit the project.

**How to calculate match:**

This ACL grant requires a specific percentage match that is 25% of the **total** project cost. For example, if your total grant request is for \$100,000 with a 25% match requirement, the grantee needs to contribute \$33,333. The math to calculate match on total project cost is  $\$100,000 \times .25 / .75$ . In this example, the **total** project cost becomes \$133,333. The formula is based on the **total** project amount : requested funding + the match requirement based on the formula.

**Tips for Incorporating a Match:**

- Understand Grant Guidelines: Review the grant guidelines carefully to determine the type and amount of match required.
- Identify Potential Sources: Explore possible sources for match funding within your organization, community, or through partnerships.
- Document Contributions: Keep meticulous records of all contributions, whether in cash or in-kind, to demonstrate compliance with match requirements.

Indirect costs, also known as overhead or administrative costs, are expenses that cannot be directly attributed to a specific project, product, or service. Instead, these costs are incurred for the general operation and support of an organization as a whole. Indirect costs are typically shared across multiple activities or projects and are not easily identifiable with a particular cost object.

**Examples of indirect costs that can be included as part of the Match are:**

- Administrative Salaries: Salaries of personnel who provide general administrative support but may work on various projects.
- Utilities: Costs for utilities such as electricity, water, and heating that benefit the entire organization.
- Rent: The cost of leasing office space that is used for overall organizational operations.
- Office Supplies: General supplies used on the project.

**15. Is the 25% match applied to the Indirect Rate as well?**

Yes, apply the 15% indirect costs on all match expenses you have on your budget.

**16. Can the .5 FTE lead person expense be split between grant fund and match?**

Yes.

**17. Can we charge for services? Can we use the funding for scholarships?**

Yes, you can implement a small fee-for-service for sustainability purposes. However this funding cannot be used for scholarships.

**18. What is the volunteer hourly rate? What is meant by providing volunteer hours in lieu of funds for the match?**

The volunteer hourly rate posted on the Independent Sector [webpage](#) is the acceptable rate and commonly used for valuing volunteer time. The most recent update for the rate provided is \$31.80 per hour and this is the rate that should be applied on all budget proposals, regardless of location.

Providing volunteer hours in lieu of funds for the match involves using the value of volunteer labor to fulfill the match requirement. This is considered an in-kind contribution.

To calculate this, multiply the number of volunteer hours contributed by the volunteers by the accepted hourly rate, which is \$34.79. The resulting amount should then be entered into the budget as part of the match contribution.

**19. I saw that new construction is not an allowable cost. What about renovations to an existing space to expand services and/or add new respite programming?**

Any construction-related costs would not be allowable.

**Miscellaneous Questions**

**20. In the past, how many awardees have there been?**

All previously funded programs can be found at [alz.org/CDRI](http://alz.org/CDRI).

**21. Is it possible to apply for and receive this grant annually?**

If awarded, you cannot apply annually. However, once awarded, you may be eligible for one additional year of funding through a continuation award.

**22. If the applicant is not a tax exempt nonprofit with a Federal ID number, can a church or legal NOP serve as the fiscal agent of the grant?**

The lead applicant is required to have a Federal ID number for payment purposes. The lead applicant should also be the direct service provider of the respite services.

**23. Can you apply for another ACL grant later if you are approved for this?**

Careful consideration should be taken when contemplating applying for another ACL grant after being approved for one. It is essential to thoroughly evaluate any potential overlap or conflict between the two grants, particularly regarding budgetary considerations. Additionally, ensure compliance with any stipulations or requirements outlined by the funding entities to avoid any complications or conflicts of interest.