

# 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.

### 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. 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.
- Costs associated with outreach efforts to raise awareness about respite services, engage with caregivers, and promote community involvement.
- 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.

- Costs associated with organizing and hosting community engagement events, workshops, or seminars that contribute to the awareness and understanding of dementia-specific respite services.
- Expenses allocated for marketing and communication efforts to promote dementia-specific respite services within the community.

### 3. What does the 25% match, including 2.5% 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  $\$100,000 \times .25 = 25,000$ .

#### 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

**4. What is the timeline for the grant process?**

- RFA Release Date: March 1, 2024
- Information and Support Webinar: Early March 2024, then posted on webpage
- Optional Letter of Intent Due Date: March 21, 2024 at 11:59 PM ET
- Application Due Date: June 1, 2024 at 11:59 PM ET
- Award Notification Date: July 1, 2024
- Participation Period: August 1, 2024 through July 31, 2025

**5. 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.

**6. 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.

**7. Is there a maximum monetary award limit per organization?**

There is not an award amount max tied to multiple locations, however no more than 3 entities of the same franchise or license are eligible to receive awards.

**8. 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, Indian tribal governments and organizations, 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.