

**APHA Affiliate Capacity-Building Initiative
Bidders' Call Question & Answers
Thursday, August 2, 2007**

1. What items should be included in the cover letter that must be submitted with the proposal?

The cover letter should include the following:

- The type of proposal -- individual or multi-affiliate, and which affiliates are participating in the multi-affiliate proposal
- The project manager and contact information
- The name of the affiliate and contact information
- The total proposed budget amount and term of the grant
- The fiscal agent's name and contact information, if applicable
- The signature of an individual that can represent the affiliate(s)

2. What is the page limit for the proposal?

The proposal page and word limits vary per section. The Grant Application Template- Part I limits the number of words in the Purpose Statement to 150 words and the Sustainability section to 250 words. The Grant Application Template- Part II is limited to ten (10) pages legal-sized. Page(s) or space(s) can be added or deleted to the current template, but the proposal cannot exceed the maximum of ten (10) pages legal-sized. Additional pages will be accepted for other required documentation (e.g. verification of 501(c)(3) status, budget templates, Appendix A, etc.)

3. Are affiliates required to have Directors & Officers Insurance (D&O) to be eligible to receive funding from the APHA Affiliate Capacity-Building Initiative?

APHA does not require affiliates seeking grant funds to carry D&O Insurance; however, we do encourage affiliates to acquire it.

4. During the life of the grant, will affiliates have the opportunity to make changes or amendments to the initial proposal?

Yes. APHA will provide affiliates the opportunity to adjust objectives and/or budgeted line items from the initial proposal; however, prior approval will be required. The procedure to complete such adjustments will be outlined in the award letter sent to each affiliate receiving direct funds.

5. If an affiliate proposes that funds from the APHA Affiliate Capacity-Building Initiative will cover part or all of a staff member's salary, how should affiliates explain the staff's salary as it relates to time spent completing goals and objectives in the initiative?

The budget justification should clearly explain the proposed usage of all requested funds. In terms of staff salary, affiliates should calculate specific numbers and percentages as it relates to the particular objectives that will be completed to justify that part of the budget.