



## **SGS Innovative Projects Grants Request for Proposals**

### **Background**

The Southern Gerontological Society (SGS) is a network of the South's most respected gerontology professionals, representing 14 southern states and the District of Columbia. SGS members include educators, students, aging network personnel, researchers, health professionals, and policy makers. The mission of SGS is to provide the bridge between research and practice, by translating and applying knowledge in the field of aging.

The southern region of the United States experiences high rates of poverty and social isolation, and chronic illnesses such as heart disease and diabetes. These circumstances may lead to decreased health and well-being of older adults, causing additional hardship to families and communities in the region. SGS is a leader in addressing these issues and makes a meaningful contribution to improving the quality of life of older adults in the South.

In 2018, SGS launched an endowment campaign with the goal of establishing a fund to help finance projects and initiatives that support SGS' mission, but for which funding might not otherwise be available. While the endowment fund continues to grow, SGS remains committed to funding such projects and initiatives through fundraising and general funds. The SGS Board has allocated funds for the 2024 – 2025 Fiscal Year to support research and practice within the field of gerontology and focused on issues related to aging in the South.

For more information on the Southern Gerontological Society, please visit [www.southerngerontologicalsociety.org](http://www.southerngerontologicalsociety.org).

### **Purpose**

Research, training, educational, or service-related proposals that support the mission of SGS will be considered. SGS conducts a survey of priorities with respect to aging in the South every three years. The 2021 SGS Priorities Survey found that Internet Access, Poverty & Income Inequality, Informal/Family Caregiving, Aging Services Workforce, and Health Disparities were among the most important priorities, as indicated by respondents. Priority will be given to proposals that address topics within one of the following five categories: Health and Well Being, Environment, Society, Technology, and Emerging Concerns. Further priority will be given to proposals that

address one of the five priorities identified in the SGS Priorities Survey. The 2024 SGS Priorities Survey is under analysis.

## **Timeline**

March 14, 2025 – Deadline for letters of intent

March 31, 2025 – Applicants notified if their full proposal will be reviewed

April 30, 2025 – Deadline for proposals

May 31, 2025 – Applicants/Awardees notified of final decisions

July 1, 2025 – June 30, 2026 – Grant Period

All deadlines are 11:59 PM EST on the provided date.

## **Mechanism**

We invite written proposals that:

- 1) Address one or more issues related to aging in the South;
- 2) Propose projects that can be successfully completed within one year;
- 3) Have regional geographic impact and/or the prospect of such impact;
- 4) Request support up to \$3,000; and
- 5) Can be realistically accomplished within the budget.

## **Application Procedures**

### **Eligibility**

This opportunity is only available to SGS members. At least one of the lead individuals or organizations must be a SGS member. If you are not sure if you are a SGS member or are interested in joining, you can contact the SGS Executive Director at [admin@southerngerontologicalsociety.org](mailto:admin@southerngerontologicalsociety.org).

Individual members, institutions of higher education, community-based organizations, non-profits and for-profit organizations with a strong history of adult and aging-related experience may apply for SGS Innovative Project Grant funds. The organization with which the project director is affiliated is fiscally responsible for the award, and its authorized official (e.g., chief executive officer or institutional grants administrator), must sign the application.

### **Letter of Intent**

We request applicants submit a Letter of Intent (LOI) that includes a brief introduction to the individuals/organizations requesting funding, the amount being requested, and a summary of the purpose of the project and its objectives. The LOI should not exceed 2 pages. The award committee will review all LOIs, and applicants will be notified whether they are invited to submit a full proposal.

## Proposal

If you are selected to submit a full proposal, please follow these guidelines. Applicants should submit a proposal of no more than five double-spaced pages of narrative. The proposal must have a descriptive title that clearly indicates its purpose, not a generic identifier such as “SGS Proposal.” The proposal narrative should contain six separate named sections that specify:

- a) **Purpose of the project**, including the need(s) being addressed and the intended beneficiaries of, or participants in, the project’s research, training, educational, or service initiatives;
- b) **Methods** or procedures that the project will employ to address the need(s), specifically the project’s objectives and related action steps;
- c) **Outcomes** of the research, training, education, or service, such as the numbers to be trained, and the impact of the project in terms of the benefits to be measured;
- d) A **timetable** for completing project activities;
- e) **Appropriateness for funding** by SGS; and
- f) **Evaluation Measures** that assess the broader impact(s) of the project, specifically, how the funded initiatives are accomplishing their intended purposes. Proposals should integrate evaluation checkpoints with appropriate process and outcome measures.
- g) **Contact information:** Name, position, email address, and phone number of the contact person for all grant communications.

To assure that all SGS funded initiatives are accomplishing their intended purposes, projects should include a **detailed evaluation plan**, with appropriate process and outcome measures. Proposals should specify the measures to be used to document program implementation (actual program functioning and barriers encountered), as well as measures that track the impact or effectiveness of the project.

SGS funds are intended for research, training, educational, or service initiatives that can be completed within one year from award date. Applications for training projects, conferences, educational programs, or community initiatives are appropriate.

Applicants have full responsibility for satisfying any IRB requirements. IRB approval is required before awarding of any funds.

## Budget

Proposals may request any amount up to \$3,000 per proposal. The budget may include items such as personnel, fringe benefits, supplies, or travel. **Institutional overhead expenses are not an allowable use of grant funds.** Applicants are encouraged to provide matching or in-kind funds to maximize the impact of projects that receive awards. Applicant organizations must have purchasing, personnel, and other business practices that are consistent with federal and state laws regarding equal opportunity and proper accounting for the expenditure of funds.

In addition to the narrative proposal, applicants should include a budget justification that explains the request for budget line items and specifies the roles and responsibilities of each person participating directly in the project. In addition, applicants should include, in an appendix, biographical sketches (two pages maximum) for each team member and a statement of

organizational capacity. In no case may an application's narrative and appendices exceed a total of 10 pages. Longer applications will not be considered.

## **Review Process**

Letters of Intent will be reviewed the SGS Innovative Project Grant Review Sub-Committee. Applicants will be notified by March 31, 2025, if their full proposal is requested.

Proposals will be reviewed by the SGS Innovative Project Grant Review Sub-Committee. The amount of funding will depend on the number of initiatives selected. Each proposal will be assigned to at least two reviewers. All reviewers will provide numerical scores and commentary reflective of the review criteria.

The criteria for review are as follows:

1. Description and significance of the proposed project (25 points)
2. Consistency of the proposed project with the purposes of the SGS initiative (15 points)
3. Adequacy and clarity of the methodology and design, including timeline and plan for evaluation (25 points)
4. Evaluation plan (10 points)
5. Qualifications of the project team, with respect to background and training, and organizational capacity (10 points)
6. Appropriateness of the project budget (15 points)

Applicants are expected to provide information about any currently active or pending support from grants or contracts that have any overlap with the currently proposed project.

Applications will be reviewed, and awardees notified by May 31, 2025.

## **LOI & Proposal Submissions**

Letters of Intent and Proposals should be sent as a PDF attachment to Amanda James at [admin@southerngerontologicalsociety.org](mailto:admin@southerngerontologicalsociety.org). Please include "SGS Innovative Project Grand Proposal Submission" as the subject. Hard copy submissions are not accepted.

## **Additional Considerations**

### **Conflict of Interest**

Members of the SGS Innovative Project Grant Review Sub-Committee cannot participate as members of the applicant's proposal development or project implementation team.

### **Project Reporting and Expenditures**

A full, written Final Report detailing project activities, outcomes, and a one-page summary suitable for dissemination to members of the Southern Gerontological Society is due 30 days after the completion of the one-year project award period. Data that will facilitate final reporting should be collected so that awardees will be able to describe the target population served by each program, the level and scope of program services or resources provided to the target population, how well

the program is providing those services or resources, and the impact of the services or resources on the target population. Awardees must spend their SGS funds by the end of the grant period. Awardees should include a final report of expenditures with their Final Report. Awardees are highly encouraged to present their project and its outcomes at a SGS sponsored webinar and or the following year's SGS Annual Meeting & Conference.