

Leanne Storch Support Group Fund Guidelines

About Leanne Storch and the Fund

Leanne Storch was diagnosed with pulmonary fibrosis (PF) in January 2003. With a desire to positively impact the PF community, she joined the PFF in 2004 and ultimately served as the Foundation's Executive Director from 2008 until 2010. Ms. Storch provided countless hours advocating on behalf of the PF community, including leading a support group for ten years. She received a lung transplant in 2014 and remains a dedicated champion for the PF community. The Leanne Storch Support Group Fund, established in 2012, proudly honors the commitment of Ms. Storch.

The PFF is dedicated to assisting the PF volunteer support group community. The Leanne Storch Support Group Fund enhances the PFF Support Group Leader Network by providing funds to assist leaders in meeting the objectives of their local groups, including establishing new support groups and hosting meaningful educational events.

Leanne Storch Support Group Fund Grants

Support group leaders may apply for the following types of grants:

- New Support Group Grant - \$500 grant to establish a new pulmonary fibrosis support group
- Support Group Development Grant - \$750 grant to help an existing PF support group expand and extend its impact

Groups are limited to one grant per funding year. Support group leaders can request funds to cover expenses such as site rental fees, printing costs, refreshments, honoraria, and other costs related to starting and/or running a quarterly or monthly PF support group. Please note that "institutional overhead" (i.e. overhead for health care or academic institutions) is NOT permitted on this award.

The PFF considers sponsorship requests for activities that are between \$1,000 and \$10,000 in support of community groups, organizations or academic institutional events. Guidelines and application information can be found at:
www.pulmonaryfibrosis.org/medical-community/sponsorship-opportunities

2016 Grant Cycle

Applications for this year's cycle will be accepted beginning March 7, 2016 and will close December 9, 2016.

Leanne Storch Support Group Fund Guidelines

Submission of Applications

- All applications for the Leanne Storch Support Group Fund must be submitted online. Visit www.pulmonaryfibrosis.org/medical-community/leanne-storch-support-group-fund to submit an application. Email submissions are not acceptable.
- Applications for New Support Group Grants will be accepted within 60 days of the new group's first meeting.
- Support Group Development Grants, where funds are to be partially used to support a planned event, must be submitted at least 60 days prior to the event.

Review and Notification Process

- All applications will be reviewed and scored by the Leanne Storch Support Group Fund Review Working Group of the PFF Support Group Selection Committee, which is made up of PFF Support Group Leader Network members and PFF staff.
- A member of the Working Group may also reach out to each applicant with a phone interview to discuss your application.
- Funding decisions will be made based on the overall quality of the application.
- Applicants will be notified by a member of the PFF staff. If funded, applicant will also receive a letter of agreement via email.
- Funds will be released after the PFF has received a signed copy of the letter of agreement and other forms needed to complete the payment

This process is in place to ensure that all applications are evaluated equally and fulfill the PFF's mission, vision, values, and strategic plan.

Post-Award Guidelines

- Funded support groups are asked to acknowledge the PFF on all print and electronic materials pertaining to activities of the support group by using an approved PFF logo found in the PFF Visual Identity Guidelines and language describing the support group as being “supported by the Pulmonary Fibrosis Foundation.” The PFF Visual Identity Guidelines will be sent to each awardee with their letter of agreement.
- Funded support groups receive the benefit of no-cost access to PFF educational materials, and are asked to make these available in their support group meetings. The materials may be obtained by contacting the PFF Patient Communication Center at 844.TALKPFF (844.825.5733) or pcc@pulmonaryfibrosis.org or filling out the online order form [here](#).

Leanne Storch Support Group Fund Guidelines

- Grant recipients are asked to submit a report of how the funds were utilized. Timing of report will be based on utilization of funds as described in the application and in the letter of agreement. The report is required for your support group to be considered for future grants.
- Funded support groups are asked to conduct meetings at least quarterly to ensure the needs of the local PF community are being met.
- **Please note:** For those receiving the \$750 Support Group Development Grant where the check is payable to an individual support group leader, the IRS deems this as payment to an independent contractor and the PFF is required to file a 1099 form reporting any payments made that were not a reimbursement of direct expenses. In order to avoid receiving a 1099 from the PFF, we ask that you save receipts from your support group expenses totaling \$151 or more. These receipts will reduce the amount of payments that are not supported by receipts below the \$600 reporting threshold and no 1099 will be issued. We will send out reminder emails to anyone affected by this in December 2016.

For questions or more information, please contact the PFF Patient Communication Center at 844.TalkPFF (844.825.5733) or pcc@pulmonaryfibrosis.org.