

Funded Project Terms and Conditions

The following information briefly highlights the processes and requirements for projects that are successfully awarded funding through AHW's *Call for Applications: Community-led Learning Event Support*.

Reporting Requirements

Funded projects will be required to submit a final report within two months following the date of the learning event or the last event in the learning event series. The report will include a brief description of the learning event, highlights and challenges experienced, any participant-reported data, and any applicable next steps, among other items.

All final reports must be submitted electronically via the [AHW Grant Management System](#). Failure to provide a final report could result in termination of the project and/or ineligibility for future AHW funding.

AHW uses the information in final reports and other project updates to monitor progress and prepare public communication pieces that demonstrate the benefits of AHW funding to improve the health of Wisconsin residents. As such, final reports should be written using lay-friendly language to the extent possible.

If the funded project is a series of learning events, interim progress reports may be required.

Funded learning event hosts are expected to be responsive to requests for information on continued progress, next steps, and other developments beyond the award period.

Financial Compliance

Upon funding approval, the learning event host organization, along with any staff with administrative responsibility on the award, should attend an orientation session with AHW staff to discuss financial and compliance requirements.

It is important to note that AHW funds may not be used to supplant funds or resources that are available from other sources. If a community partner receiving AHW funding is awarded a new grant that is for the same or similar activities, they should notify AHW staff so that a supplanting review can be conducted. If it is determined that supplanting exists, the affected portion of the AHW funding will either be rescinded or reallocated, in accordance with MCW Corporate Policy BF.SP.060.

Contract

Upon funding approval, the learning event host organization will be required to execute a contract with the Medical College of Wisconsin (MCW) before the learning event occurs and project activities can officially commence. Only the learning event host organization should be listed on the contract and only this entity will be able to directly invoice for approved AHW-supported learning event costs by means of a cost-reimbursement model.

The contract must be submitted to AHW and fully processed prior to the date of the learning event along with a W9 with EIN number for the learning event host organization.

Invoicing

Project activities are funded through an expense-reimbursement process. Payment requests must be submitted using the AHW Invoice Form. Invoices must be submitted to AHW along with all support documentation. AHW will review invoices and support documentation and may request additional information prior to processing for payment. Requests should be made for approved, direct, allowable costs incurred by the learning event host organization not more often than monthly

nor less than quarterly (e.g. not more than one invoice per month, but at least one invoice per quarter) for series of events.

A final invoice must be signed, marked as “Final,” and submitted within 60 days of the end of the award period. MCW reserves the right to request and review additional documentation for any payment requests submitted.

No expenses will be reimbursed that were incurred prior to the effective date of the contract or subsequent to the end date unless specifically approved, in writing, by AHW. MCW/AHW reserves the right to request and review additional documentation for any payment requests submitted.

Financial Conditions

The amount awarded is the maximum funding available from AHW for this project and the project start and end dates indicate the official project period, unless otherwise approved by AHW. MCW reserves the right to reduce unspent funding and/or funding duration, if needed, to comply with state and/or federal law (including but not limited to law governing endowment fund management), or to address MCW financial constraints which negatively impact AHW. All AHW funds must be allocable within the project period.

Legal Compliance

Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA privacy rules are federal regulations protecting the confidentiality of information used in clinical practice, research, and operations of health care facilities. The privacy rules apply to the use or disclosure of protected health information for research purposes and require a number of actions and documentation. Funded projects must comply with all HIPAA requirements.

Proposal Protection/Intellectual Property

AHW’s public oversight body, the MCW Consortium on Public and Community health (Consortium), operates in accordance with standards consistent with Wisconsin’s Open Meetings and Open Records Laws. Documents that are generally considered by the Consortium in open public meetings become public record that may be subject to release. Prior to funding decisions being made, information contained in your proposal will not be shared outside the established RFA review process and the governing body. If your project is funded, information contained in the proposal may be subject to release. An Intellectual Property Agreement may be required for inventions, discoveries, or copyrightable material developed as a result of a project.

Lobbying

AHW funds may not be used for lobbying efforts. Successful applicants will ensure that descriptions of the intended use of all AHW funds abide by the nonlobbying requirement.

Lobbying includes communication with a legislator or agency official regarding a specific piece of legislation and your view on it, including any attempt to influence local, state, or federal legislation or administrative action. Advocacy is allowable and includes taking part in efforts to create or effect change in policies or systems, and can take many forms including education, media, etc.

Marketing & Publicity Requirements

Award Announcement

All announcements related to the award of AHW funds are embargoed (i.e. not for dissemination outside of project partners) until the date set by AHW.

Press Releases, Publications and/or Media Opportunities

News releases regarding the receipt of your AHW funding award are embargoed until the date set by AHW. Subsequent news releases about your project’s activities do not need to adhere to an embargo or be reviewed by AHW. Exceptions to

this guideline include announcements or press releases related to major events, information releases, or other announcements in which you seek AHW's collaboration on the announcement.

In event promotional materials, press releases, publications and/or other media opportunities, acknowledge AHW as the project funder with the following clause:

"This [event, program, conference, etc. (choose one)] is funded [in part or wholly (choose one)] by the Advancing a Healthier Wisconsin Endowment."