



American Academy of Dermatology

SHADE STRUCTURE GRANT PROGRAM





APPLY FOR A SHADE STRUCTURE GRANT

Thank you for your interest in the American Academy of Dermatology's (Academy) Shade Structure Grant Program. This informational toolkit will provide you with program information and guide you through the grant application process.



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PROGRAM OVERVIEW

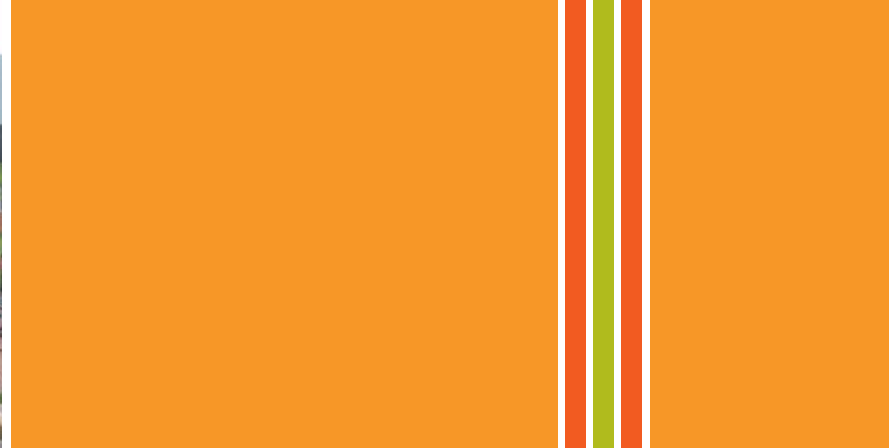
The American Academy of Dermatology's (Academy) Shade Structure Grant Program awards grants to public schools and non-profit organizations for installing permanent shade structures for outdoor locations that are not protected from the sun, such as playgrounds, pools or recreation spaces. Each shade structure grant is valued at a maximum of \$8,000, which includes the cost for a shade structure and installation. The number of grants depends on the availability of funding each year. In addition to the grant, the Academy also provides a permanent sign near the shade structure.

ELIGIBLE APPLICANTS

The Academy's Shade Structure Grant Program is open to 501(c) (3) non-profit organizations that provide services, programs and curricula to children and teenagers who are 18 and younger. Examples of outdoor locations that are eligible for grant funds can include, but are not limited to, playgrounds, pool decks, ball field dugouts, eating areas, etc.

To be considered, applicants must:

- Be a non-profit organization or public school.
- Provide services for children ages 4-18 years old.
- Demonstrate an ongoing commitment to sun-safety/skin cancer awareness within their organizations.
 - Sun-safety/Skin cancer awareness program must be in place for at least one year prior to grant application.
- Be recommended by an Academy member dermatologist. (Locate an Academy member dermatologist by using the Find a Dermatologist link on the Academy's website, www.aad.org.)
- Be considering a shade structure that meets the stringent shade requirements of the Academy.



SHADE STRUCTURE CRITERIA

A shade structure is defined by the Academy as being a permanent structure with a continuous roof made of protective materials, such as textile, fabric, metal or wood, and supported by permanent columns or posts. Grant recipients are able to select the size and type of the structure that best fits their outdoor location and meets the Academy's shade structure criteria.

The manufacturer or contractor must design and install a shade structure that meets the following criteria:

- The shade structure must be a permanent structure with a continuous roof constructed of shade cloth, metal or wood and provide significant protection from ultraviolet radiation (UVR).
- Cloth/Textile roof structures
 - Shade cloth or roof structures must include documentation about the percentage of UVR that will be blocked by the fabric or the Ultraviolet Protection Factor (UPF).
 - The Academy recommends fabric that provides a UPF of 30 or above, which is approximately 96.7% of UVR blocked.
 - If a UPF value cannot be determined for the fabric style and color you have selected, you will be asked to choose a shade structure roof material which blocks a percentage of UVR closest to this recommended percentage.
 - Grant recipients must provide the manufacturer's specification documents showing the UVR-blocking properties and test method. The Academy recommends that shade cloth meet U.S. standards for UPF testing and labeling of UV-protective textiles (AATCC 183; ASTM D6603).
- Hard-top roof structures
 - Hard-top roof structures, either wood or metal, will block 100% of direct UVR and do not require documentation about the UVR blockage.

If the shade structure that your organization is considering does not meet the criteria above, please do not complete an application. Examples of ineligible shade structures include: slat-roof structures, slat-roof/trellis gazebos, trellis roofs designed for future plant coverage, shade trees, small cap-roof structures for pieces of playground equipment, and shade sails.



APPLY ONLINE

Applicants must submit their application online when applying for a shade structure grant. Mailed submissions will not be considered. To find out when the next grant application process will begin and to access the online application, please visit <http://www.aad.org/ssp>.

APPLICATION CHECKLIST

The following items must be submitted when applying for a shade structure grant:

- Shade Structure Grant Program online application
- A description of your organizations current sun-safety/skin cancer awareness program (needs to be in place for at least 12 months prior to application date)
- Two (2) full-color photographs of the area to be shaded.
- Academy member memo and letter of recommendation
- Academy member anonymous letter of recommendation

PLEASE NOTE: If you are awarded a grant you **must** have your structure installed by the deadline date otherwise you will forfeit your grant.

ACADEMY MEMBER RECOMMENDATION REQUIREMENTS

Each shade structure application must be recommended by an Academy member dermatologist. The recommending Academy member dermatologist can be from your city or surrounding area. To find an Academy member dermatologist in your area, please visit the Academy's Find a Dermatologist link at www.aad.org.

Academy member dermatologists are able to recommend more than one shade structure application. There is no financial obligation, or liability by an Academy member dermatologist recommending a shade structure application. In addition, the organization applying for a shade structure grant is under no obligation to refer patients to or promote the recommending Academy member dermatologist or practice.



An Academy member dermatologist must provide two items to recommend a shade structure application:

- Cover memo
- Anonymous letter of recommendation

The cover memo should:

- Be placed on the Academy member dermatologist's office letterhead
- Provide the Academy member dermatologist's membership ID number
- Include the Academy member dermatologist's signature

The anonymous letter of recommendation for the application should:

- Be written by the Academy member dermatologist.
- Be placed on plain, white paper with no identifying information from or about the Academy member dermatologist.
 - Do not place the letter on office letterhead.
 - Do not include the name or signature of the Academy member dermatologist.
- Include how he/she knows your organization.
- Describe what he/she knows about our organization's current sun-safety/skin cancer awareness program, including his/her participation in such programs.
- Describe how he/she will be working with your organization in the future.
- Provide information about the area to be shaded, including whether or not he/she has visited the location.
- Include any additional information he/she would like to include about your organization, its sun-safety/skin cancer awareness program and/or your organization's need for shade.

The anonymous letter of recommendation is seen by the Academy's Shade Structure Grant Program Review Committee, which is comprised of Academy members. The anonymity of the letter negates any professional/personal conflict of interest. If the letter of recommendation mentions the dermatologist by name, includes their signature or is on office/practice letterhead, your application will be disqualified from the review process.



SAMPLE COVER MEMO TEMPLATE

Logo/Image

Place on office letterhead

MEMO

To: AAD Shade Structure Program Review Committee

From: [INSERT ACADEMY MEMBER NAME HERE], [INSERT ACADEMY MEMBERSHIP ID NUMBER HERE]

Re: Recommendation of [INSERT ORGANIZATION'S NAME HERE]

Brief statement of Recommendation

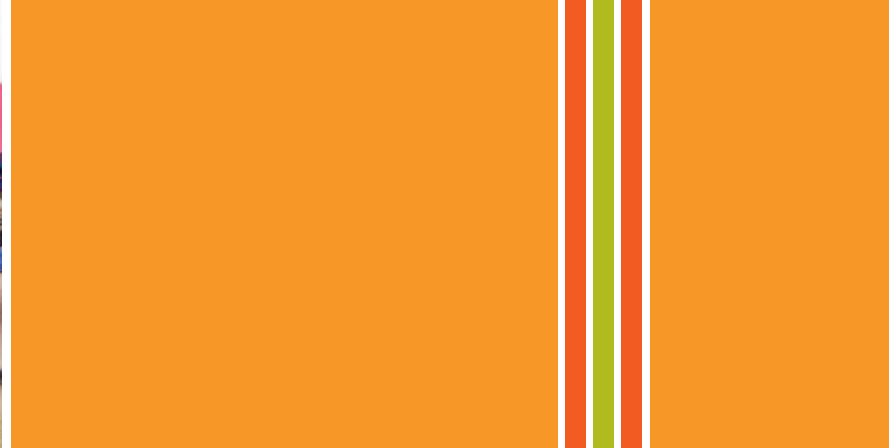
As a member of the American Academy of Dermatology (AAD), attached is my letter of recommendation for [INSERT ORGANIZATION'S NAME HERE] for the [YEAR] AAD Shade Structure Grant Program.

Sincerely,

Insert Academy Member Dermatologist's Signature Here.

Member signature

Company Name
 Company Address
 City, State, Zip
 Phone: (888) 555-5555
 Fax: (888) 555-5555
 Web: www.companyname.org
 Email: info@company name.com



SAMPLE ANONYMOUS LETTER OF RECOMMENDATION

Place on plain/
blank white
paper (Do not use
office letterhead)

Include description
of organization,
the outdoor area
to be shaded, the
organization's
current skin cancer
awareness program,
and how you
are/will work with
the organization to
promote sun-safety

Do not include
signature, name or
any other identifying
information.

[INSERT DATE]

Dear AAD Shade Structure Program Review Committee:

I am very pleased to offer my letter of recommendation for the [INSERT ORGANIZATION NAME] to receive a shade structure grant.

[INSERT ORGANIZATION DESCRIPTION]

- Describe the organization and the number of children and teenagers, including ages, gender, additional demographics, etc., who will be utilizing the shaded location.
- Describe the outdoor location to be shaded, how often it is used and the types of activities taking place there.
- Describe any sun-safety program(s) you have initiated for the organization or any sun-safety program(s) in which you have participated at the organization.
 - Describe how this program benefits the members of the organization.
 - Describe your volunteer efforts with the organization as part of the sun-safety program.
- Describe any future ways you will be working with the organization to promote sun safety.

I feel that [INSERT ORGANIZATION NAME] has demonstrated commitment to sun-safety through their existing sun-safety/skin cancer awareness programs and makes them an excellent candidate to receive a shade structure grant. Having a permanent shade structure will further [INSERT ORGANIZATIONS NAME]'s sun-safety/skin cancer awareness initiatives and provide protection and education opportunities for its members and faculty.

It is with this reason that I highly recommend [INSERT ORGANIZATION NAME] to be a recipient of the Academy's [YEAR] Shade Structure Grant Program.

Thank you for your consideration.

- Current estimates are that **1** in **5** Americans will develop Skin Cancer in their lifetime
- Melanoma is the most common form of cancer for young adults 25-29 years old and the second most common form of cancer for adolescents and young adults 15-29 years old.



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