



2016 Community Grant Guidelines \$25,000 One-Year Grants

Step 1 - Intent to Apply Form Deadline: February 25, 2016 by 6:00 PM Eastern Time

Step 2 - Application Deadline: March 21, 2016 by 6:00 PM Eastern Time

Mission

The mission of the Prevent Cancer Foundation is saving lives across all populations through cancer prevention and early detection. The purpose of the Community Grants Program is to provide the needed resources to support strong community programs across the United States that focus on helping people prevent cancer or find it earlier and that demonstrate the potential to make a positive impact in the field of cancer prevention and early detection.

Purpose

The purpose is to extend the opportunity of **\$25,000 one-year grants** for developing new or implementing existing community projects/programs in cancer prevention and early detection. Our goal is to provide the resources needed to fund vital community-level cancer education and screening activities. The proposed projects must be aligned with our mission to support community programs across the United States that focus on helping to prevent cancer or find it earlier and that demonstrate a potential to make a positive impact on all populations, especially underserved communities.

Eligibility

The following organizations are eligible to apply for Community Grants award:

- Nonprofit organizations that are exempt under Section 501(c)3 of the Internal Revenue Code
- Independent sponsored projects of a nonprofit 501(c)3 organization acting as a fiscal sponsor
- Government and public agencies
- Tax-exempt tribal organizations and fraternal or social organizations
- Organizations described above must be located outside the Washington, DC, metro area to be eligible for the 2016 grants.
- Only one application may be submitted by an organization. Organizations previously funded by the Prevent Cancer Foundation and in good standing may apply for new funding in a new cycle.
- Both small organizations and ones which are part of larger "parent" organizations are eligible to apply. All applicants must demonstrate how a grant award would provide needed support for vital community-level cancer education and screening activities.
- Both on-going and new cancer prevention and early detection programs are eligible.

Note: All applicants must comply with the Foundation's **Tobacco policy**. All applicants must sign the Foundation's Statement of Compliance, confirming he/she does not accept tobacco-industry funding. Also, documentation must be included that confirms the tax-exempt status of the organization.

Funding Objectives

Projects that meet all of the following criteria will be considered:

- Projects must be aligned with the mission of the Prevent Cancer Foundation.
- Projects must be feasible. There must be a reasonable assumption of completion and success of the project given the resources, time, and personnel available.
- Projects must have measurable goals, objectives and outcomes.

Proposals with the following characteristics are encouraged:

- A focus on the link between viruses and cancer (e.g., HPV and cervical cancer or hepatitis B or C and liver cancer)
- Colorectal cancer projects or initiatives that demonstrate support of the [80% by 2018 movement](#) to eliminate colorectal cancer as a major public health problem.
- A focus on low-dose CT lung cancer screening
- A focus on early detection of ovarian cancer
- New and innovative cancer prevention and/or health and wellness outreach consistent with current cancer prevention evidence or cancer screening guidelines
- The use of technology as a means to enhance cancer prevention outreach
- The use of alternate settings that enhance access to cancer prevention/early detection education or cancer screening
- A focus on geographically underserved populations (e.g., inner urban, rural)
- Inclusion of patient navigation (for service delivery programs)
- Integration of prevention and early detection education or service delivery for two or more cancers or with other chronic diseases
- Projects that help to extend Foundation programs across the United States-- in the states, territories or tribes

Proposals for screening programs must demonstrate established community partnerships to provide any necessary follow-up care. The Narrative section of the application should be used to describe whether the program provides screenings or referrals for screenings to other programs or facilities. We follow current cancer screening guidelines. For breast cancer, we do not accept applications promoting breast self-exam; we do support programs promoting breast self-awareness and 'knowing your body'. Prostate cancer screening projects should include informed decision-making based on discussion between a man and his doctor about prostate cancer testing.

Application Process (two required steps)

Step 1 - [Intent to Apply Form](#) Deadline: February 25, 2016 by 6:00 PM Eastern Time

All organizations with on-time submissions will be notified by March 1 and applications will be shared with invited organizations.

Step 2 - Application Deadline: March 21, 2016 by 6:00 PM Eastern Time

Step 1:

- Each potential applicant must complete and submit the Intent to Apply form by 6:00 PM Eastern Time on February 25, 2016. **Submission of the Intent to Apply form is REQUIRED.** The information submitted is nonbinding and will be used for the Foundation's planning purposes. **Organizations which do not submit the completed Intent form on time will not be allowed to apply for the 2016 grants cycle.** Organizations which have submitted their Intent to Apply forms on time will be notified via email by March 1 about next steps. Applications will be disseminated to eligible organizations on March 1, 2016, and due on March 21, 2016. 'Eligibility to Apply' is based on organization's location (outside the DC metro area), tax-exempt status and project description, and on submission of the [Intent to Apply form](#) on time.

Step 2:

- Completed applications are due March 21, 2016 by 6:00 PM Eastern Time. The Community Grant Application will be provided via email to each eligible organization which completed Step 1 on time. Incomplete applications will not be considered. Upon receipt, applications will first be reviewed by Foundation staff. Applications that are complete and compliant with the guidelines will be assessed for merit by an external review group convened by the Foundation.

Application Content

Invited applicants will be asked to provide basic information about the proposed project and complete the following sections:

- Policy on Tobacco-Industry Funding and Conflicts of Interest
- Proof of Nonprofit Status
- Abstract (not to exceed 250 words)
- Organizational Background (not to exceed 1 page)
- Relevance of the Proposed Project (not to exceed 1 page)
- Narrative (not to exceed 3 pages)
- Evaluation (not to exceed 1 page)
- Timeline (not to exceed 1 page)
- Biographical Sketches for Key Personnel (not to exceed 1 page per person)
- Budget and Budget Justification
- Letters of Support

Review Criteria

All projects will be evaluated for their fit with the goal of the Community Grants Program and for their ability to provide the resources needed to fund vital community-level cancer education and screening activities, including community impact and support, cultural competency, utilization of evidence-based practices and measurable goals and objectives.

Statement of Intent to Fund

Community Grants are derived from funds raised by the Prevent Cancer Foundation. The amount of funding for the Community Grants Program and the number of grants awarded may vary from year to year. The Foundation is under no obligation to award a certain number of grants in any given year. Financial support for proposals which are eligible for funding is at the discretion of the Board of Directors. The Foundation expects to fund up to nine \$25,000 one-year awards in the 2016 cycle.

Payment and Accounting of Grant Funds

The designated Project Director is responsible for determining where payments of funds shall be made. Usually funds are paid directly to an organization or institution for accounting and tax purposes, and they are sent directly to a designated official of that organization for administration and financial reporting (e.g. controller, grant office), who is required to give a full and accurate accounting of expenditures at the close of the grant.

Submission and Review Process

Applicant organizations must submit **one electronic copy (one combined PDF file, not multiple files) of the application plus one electronic copy (Word ONLY) of the abstract** to be considered for funding. Incomplete applications will not be considered. Upon receipt, applications will first be reviewed by Foundation staff. Applications that are complete and compliant with the guidelines will be assessed for merit by an external review group convened by the Foundation.

2016 Community Grants Timeline

	\$25,000 One-Year Grants
Intent to Apply Form Due Date	February 25, 2016 6pm Eastern Time This is a mandatory first step. All organizations which have submitted their Intent to Apply forms by this deadline will be notified of next steps by March 1.
Invitation to Apply	March 1, 2016 Applications will be disseminated to eligible organizations on March 1. 'Eligibility to Apply' is based on organization's location (outside the DC metro area), tax-exempt status and project description, and on submission on the Intent to Apply form on time.
Application Due Date	March 21, 2016 6pm Eastern Time Late or incomplete applications will not be considered.
Notification of Decision	June 13, 2016 Applicant will be notified via email. The grant award letter will outline the grant period, payment schedule, and reporting deadlines.
Project Start and End Dates	June 30, 2016 (Start Date) June 30, 2017 (End Date)

First Grant Payment	June 30, 2016 The first \$12,500 payment will be sent after receipt of signed Terms of Agreement.
Progress Report Due Date	January 30, 2017 The six-month progress report will be an update on the project outcomes.
Second Grant Payment	February 10, 2017 The second payment of \$12,500 is contingent upon a satisfactory six-month progress report.
Grant Period End	June 30, 2017
Final Report Due	July 31, 2017

Note: The Foundation reserves the right to alter the project dates as necessary.

Grantee Terms of Agreement

After notification of award, a Terms of Agreement document is signed by a representative from a funded organization and returned to the Foundation before payment can be made.

- Grantee must include reference of the Prevent Cancer Foundation’s support of the funded project in all print and digital materials referencing the project throughout the duration of the grant. This includes but is not limited to newsletters, press releases, websites, social media mentions and annual reports. Grantee must provide copies of these to the Foundation at the time of publication or dissemination.
- The Foundation allows the grantee a limited, non-exclusive license to use and sublicense the Prevent Cancer Foundation name and logos solely to acknowledge the Foundation. It is agreed and understood that the Foundation retains all rights, title and interest in and to the logos, which shall remain the exclusive property of the Foundation. The grantee is prohibited from transferring, sublicensing or assigning its rights to use the logos.
- The Foundation may release information regarding the grantee to the general public and news media. Grantee grants and shall cause any partnering organizations to grant to the Foundation a non-exclusive license to include their respective names in information pertaining to this award that is released to the public.
- Significant changes to the approved program/project or budget must be submitted to the Foundation for review and approval. Unspent funds must be returned after the project ends. Requests for one-time six-month no-cost extensions will be considered.
- Grantee must provide digital high-resolution photos (1 MB or higher) of the Foundation-funded project and the targeted community for Foundation use upon initiation of the program and for the duration of the grant period. Consent for the photos must be obtained and submitted using the Foundation’s consent form (provided with acceptance agreement). The Prevent Cancer Foundation also retains the right to send a professional and/or Foundation photographer to document grant-related activities throughout the duration of funding.

- Grantee must provide a designated point of contact for Foundation-generated content including but not limited to blog posts focused on the grantee or project, print newsletter articles, annual report articles and other designated publications.

Reporting Requirements

Successful applicants must complete a six-month progress report and final report. The second grant payment is contingent upon a satisfactory progress report.

Progress report is due on January 30, 2017.

Final report is due on July 31, 2017.

The six-month progress report is an update on the project outcomes. The final report includes: progress towards measurable objectives, measurement of outcomes, project summary, statement of impact, financial statement and submission of photographs and optional videos.

For questions or concerns about the 2016 community grants cycle, please contact Erica Childs Warner at erica.childswarner@preventcancer.org.