2018 Community Grant Guidelines and Submission Instructions
$25,000 One-Year Grants

Application Deadline: April 6, 2018, 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.

Purpose
We will provide **$25,000 one-year grants** for organizations that will develop new or implement existing community projects/programs in cancer prevention and early detection. Our goal is to provide the resources needed to fund vital community-level activities in cancer prevention (including education or vaccination) or screening. The proposed projects must be aligned with our mission to support community projects or 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, especially in underserved communities. Awarded projects are selected through a competitive grants cycle.

Eligibility
The following organizations are eligible to apply for a 2018 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 based in the United States, including U.S. territories. Groups located outside the U.S. are not eligible to apply.
- Organizations described above must be located outside the Washington, DC, metro area to be eligible for the 2018 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 independent 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 activities in cancer prevention (including education or vaccination) or screening.

Note: All applicants must comply with the Foundation's **Tobacco policy**. All applicants must sign the Foundation's Statement of Compliance, confirming that her/his organization does not accept tobacco-industry funding.

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 demonstrate at least one community partnership which supports the implementation of the proposed project.
- Projects must have measurable goals, objectives and outcomes.
- Projects should utilize evidence-based practices or best practices to provide cancer prevention and early detection services in their communities. If an evidence base does not exist, applicants must explain why the project is expected to be successful.
- Screening programs must demonstrate established community partnerships to provide any necessary follow-up care.
- Colorectal cancer screening programs must demonstrate support of the 80% by 2018 initiative to eliminate colorectal cancer as a major public health problem.
- Projects focused on breast health education for young women should include use of the Foundation's Breast Health Education for Young Women Facilitator's Guide.
- Projects focused on prostate cancer screening must follow current guidelines.

What type of projects will not be invited to apply?

- Projects that are not aligned with the mission of the Prevent Cancer Foundation and the purpose of the Community Grants program
- Projects of organizations not based in the United States or of U.S. organizations located in the D.C. metro area
- Projects of for-profit organizations
- Projects focused on treatment and survivorship
- Screening projects which do not comply with current screening guidelines from groups such as the USPSTF or the ACS
- Projects that promote breast self-exam; we do support programs promoting breast self-awareness and 'knowing your body'
- Projects that include the purchase of equipment as a majority of the budget, construction of buildings or purchase of land

Application Submission Information

- Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc.
- The online application is due **April 6, 2018, by 6:00 PM Eastern Time**
- Late and/or incomplete applications will not be accepted.
- Applications should be typed in no smaller than 11-point font size in Arial or Times New Roman.

Electronic Submission Instructions

1. Applicants must submit proposals electronically through proposalCENTRAL, an electronic grant submission system provided by Altum, Inc.
2. Access proposalCENTRAL at: https://proposalcentral.altum.com.
3. If you are a 'new' user in proposalCENTRAL, under "Need an account" click the 'Create one now' button or at the top click on "Create an account" and complete the registration process. Complete steps 3-6 early in the application period and become familiar with the site. Do not wait until you are ready to upload the components of your proposal to register and start the submission process.
4. If you are already registered in proposalCENTRAL, access the site and log in with your user ID or e-mail address. If you have forgotten your password, click on the 'Forgot Password?' link. Supply your e-mail address or your user ID in the space provided; your password will be sent to you by e-mail.
5. After you log in, complete your Professional Profile (green tab) before starting an application. Remember to hit "Save" after you enter information on each page.
   ➢ For Professional Profile (green tab), fill in information under #1 and #2 (highest degree only).
6. You will need to register your organization/institution if it is not already in the system and complete the required fields under Institution Profile (pink tab) as well as within the application (Institution & Contacts).
7. To start an application, select the 'Grant Opportunities' tab (gray tab, furthest to the right). A list of applications will display. Find the Prevent Cancer Foundation Community Grants opportunity and click the 'Apply Now' link (second to last column) to 'create' your application.
8. You will be able to save your work and return later to continue your submission.
9. If you have any difficulties registering, logging in, or creating your application, contact proposalCENTRAL Customer Support immediately: phone: 1-800-875-2562 or 703-964-5840, and/or e-mail: pcsupport@altum.com.

Application Content
Online sections:

- General information about proposed projects will be filled in to online fields, such as project title, contact information and target population demographics.
- Abstract (not to exceed 250 words or 3,000 characters)
  - Provide a project abstract. If this proposal is funded, this abstract will be released to the general public. Project goals (including the number of individuals to be reached and or screened), targeted cancers and populations, and how the grant will be leveraged for community impact are to be included.
- Project Overview: provide a concise overview of the proposed project in 2-3 sentences (up to 1,000 characters).

Uploaded documents:

1) On the "Project Proposal and Other Attachments" page of the online application (in proposalCENTRAL), download the templates for the following documents, complete them, save each as a separate .pdf file and then upload them:

- **Tobacco Policy Compliance Page**
  - Read through the Foundation's policy, print, sign, date and upload the form.
- **Project Proposal** (Download a copy of the template online, complete, "save as" a .pdf and upload. This document should be saved as a .pdf file and not a scanned document or a screen capture of the pages.)
  - 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 2 pages)
  - Timeline (not to exceed 1 page)
  - Biographical Sketches for Key Personnel (not to exceed 1 page per person)
  - Budget and Budget Justification

2) On the "Project Proposal and Other Attachments" page of the online (proposalCentral) application, upload the following documents in .pdf file format:

- **Proof of Tax-exempt Status**
  - Documentation must be included that proves tax-exempt status of the applicant organization or parent organization. Attach your organization's IRS determination letter or other official documentation verifying your status as a nonprofit, academic institution, government agency, tribal organization, social or fraternal organization. The name of the organization must match the name on the letter.
- **Letters of Support** (combine into one .pdf file)
  - Include <u>two</u> letters of support in your application from representatives of local organizations familiar with your organization (e.g., cancer groups, community organizations, schools, local churches, volunteer networks or government health agencies). Letters should demonstrate commitment to the proposed project and express why the project is worthy of a community grant award. **Letters which demonstrate collaboration and support for the proposed project are especially encouraged.** If your application includes follow-up care, letters of support from related organizations or other, indication of such support should be included. A Memorandum of Understanding (MOU) may be included to demonstrate the provision of services and should be accompanied by a letter conveying support and enthusiasm for the specific project. Letters should not be dated earlier than March 2018. Testimonials of individuals will **not** be accepted as a letter of support. Submitting more than two letters is acceptable.
- **Signature Page**
  - After all sections are complete and attachments are uploaded, print, sign, date and upload the signature page (first page only) to verify that statements within the proposal are true and complete to the best of your knowledge and to accept the obligation to

comply with the grantor's terms and conditions if a grant is awarded as a result of this application.

Application Submission Checklist
Before you submit your application:

☐ Verify that all sections are complete. **Incomplete applications will not be reviewed**.

☐ Be sure to put the Organization Name and Project Title in the Document Header of the uploaded Project Proposal.

☐ Verify that page limits have not been exceeded. All page lengths refer to single-sided pages. Applications exceeding any page limit will not be reviewed.

☐ Include letters of support/collaboration in the required attachments section of the online application. Letters should be saved in one .pdf file and then uploaded.

☐ Sign the Tobacco Policy Compliance Page verifying that the applicant does not accept tobacco-industry funding and save as a .pdf file. Include the statement in the required attachments section of the online (proposalCentral) application.

☐ Submit your proof of tax-exempt status (in .pdf file format). Include this documentation in the required attachments section of the online (proposalCentral) application.

☐ Sign Application Signature page found in the "Signature Page" section of the online (proposalCentral) application (this page is auto-populated with information from your online application). Include the signed signature page (first page only) in the required attachments section of the online (proposalCentral) application. Save as a .pdf file and upload the first page of the document.

☐ Submit Project Proposal and entire electronic grant application through proposalCENTRAL's grant submission system.

Review Criteria
Completed applications are due April 6, 2018, by 6:00 PM Eastern Time. Incomplete or late applications will not be considered. Upon receipt, applications will first have an administrative review by Foundation staff. An external review group convened by the Foundation will assess the merit of applications that are complete and compliant with the guidelines and the best fit with the Foundation's mission and priorities.

Projects selected for external review will be evaluated for their ability to provide vital community-level activities in cancer prevention (including education or vaccination) or screening. Merit review categories include: community impact, feasibility and support, cultural competency, utilization of evidence-based practices or best practices, measurable objectives and evaluation methods, partnerships and personnel, budget, and sustainability.

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 of proposals which are eligible for funding is at the discretion of the Board of Directors. The Foundation expects to fund up to 10 $25,000 one-year awards in the 2018 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.

2018 Community Grants Timeline

	$25,000 One-Year Grants
Application Due Date	**April 6, 2018** **6pm Eastern Time** Late or incomplete applications will not be considered.
Notification of Award Decision	**July 5, 2018** 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	**August 1, 2018 (Start Date)** **July 31, 2019 (End Date)**
First Grant Payment	**August 1, 2018** Receipt of the signed Terms of Agreement is required prior to disbursement of the first $12,500 payment.
Progress Report Due Date	**February 15, 2019** The six-month progress report will be an update on the project outcomes.
Second Grant Payment	**March 1, 2019** The second payment of $12,500 is contingent upon a satisfactory six-month progress report.
Grant Period End	**July 31, 2019**
Final Report Due	**September 1, 2019**

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.

o 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 accords and shall cause any partnering organizations to accord 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 (more than 5%) to the approved program/project budget must be submitted to the Foundation for review and approval in advance of any changes. Unspent funds must be returned after the project ends. Requests for a one-time, six-month no-cost extension may be considered if requested no later than 60 days prior to the project end date.

- Grantee must provide at least two digital, high-resolution photos (300 dpi or higher) of the Foundation-funded project and targeted community within 14 days of signing the agreement. Additional photos must be submitted with the final report. Photos are for Foundation use as staff see fit, with no limitations on time of use. Consent for photos must be obtained and submitted using the Foundation's consent form (provided with agreement). The Prevent Cancer Foundation® retains the right to send a professional and/or Foundation photographer and videographer to document grant-related activities through 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 and digital newsletter articles, annual report articles and other designated communications.

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 February 15, 2019.
Final report is due on September 1, 2019.

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 2018 community grants cycle, please contact Erica Childs Warner at erica.childswarner@preventcancer.org.

For assistance with technical issues that may arise related to proposalCENTRAL's electronic grant submission system, please e-mail: pcsupport@altum.com or call 1-800-875-2562 or 703-964-5840.