2020 Community Grants: Frequently Asked Questions

The purpose of the **2020 Community Grants** 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 in rural or urban areas. 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 (including U.S. territories) that focus on helping to prevent cancer or find it earlier and that demonstrate a potential to make a positive impact in underserved communities. Awarded projects are selected through a competitive grants cycle.

Please note that changes have been made for the 2020 grants cycle. See the Guidelines for eligibility criteria.

Examples of eligible projects for the 2020 grants cycle
- Projects focused on guidelines-driven screening recommendations (breast, cervical, colorectal or lung cancer)
- Cancer education projects focused on raising awareness and/or making referrals for guidelines-driven screenings
- Vaccination projects for HPV or hepatitis B or testing or education projects (with referrals) for hepatitis B or C

Examples of projects NOT eligible for the 2020 grants cycle
- Projects focused on primary prevention such as tobacco cessation, exercise or diet
- Projects focused on sun safety behaviors or skin cancer education
- Screening or education projects focused on cancers without guidelines-mandated screenings such as stomach, ovarian or testicular cancer
- Projects focused on prostate cancer
- Projects focused on genetic testing or counseling

2020 Focus
We invite applications focused on cancer screening and early detection of guidelines-mandated screenings as well as education projects focused on these screenings. Additionally, we invite vaccination applications focused on preventing liver cancer or HPV-related cancers. All applications must focus on underserved communities.

Note: Provider education summits or meetings for HPV-related cancers covering screening, education and vaccination are eligible. The community grants are for one-year projects; thus applicants are expected to have activities for the length of the grant period.

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](#) (available in English or Spanish) and <u>must include education about breast cancer screening</u>.

Q: What should I read before applying?
Before beginning your 2020 Community Grant Application, read the 2020 Community Grants [Guidelines and Submission Instructions](#).

Q: How do I submit an application?
Proposals will be submitted online via **[proposalCENTRAL](#)**. Complete the online registration early in the application period in order to become familiar with the site and meet the application deadline. Read the 2020 Community Grants [Guidelines and Submission Instructions](#) for further details and a check list of all the required sections. **Late and/or incomplete applications will not be accepted**.

Q: Is there an initial Letter of Intent (LOI) phase of the application this year?
No, we are not requesting an LOI for the 2020 grant cycle.

Q: What types of programs have been funded in the past?
Read about [current and past community grantees](#). Proposed projects must be aligned with our mission to support community programs across the United States that focus on helping to prevent cancer or to find it earlier and that demonstrate a potential to make a positive impact in underserved communities. Note that changes have been made for the 2020 grants cycle. See the [Guidelines](#) for eligibility criteria.

Q: My organization is a small clinic but is affiliated with a large university. What should I list as 'the institution'?
If the clinic is the applicant organization and has its own tax-exempt status, list the clinic name as 'the institution'. Within the application, you will describe the relationship with and any support received from an umbrella or parent organization.

Q: Can a state's Department of Health named as 'the institution' submit more than one application, if the projects are part of separate health department facilities and are in separate counties? Unfortunately, only one application per 'institution' is allowed. Our rules require that 'the institution' can be named in only one application in a given cycle.

Q: Should the entire project/program equal $25,000?
The amount requested from the Foundation should equal $25,000. We do not expect the project to cost $25,000 in total. In the **Project Proposal** (part of the online application) you will fill in columns of other funding in the budget template.

Other Funding – Add additional columns of 'Amount covered by other source/Name' as needed to include all other sources of funding for the project beyond what is requested of the Foundation. If you receive support from your "Parent" or "Umbrella" organization for the proposed project, this information must be listed here and described in the budget justification. You can add more columns of support from other sources as needed.

Q: What are allowable expenses for the 2020 community grant application?
All expenses should be directly related to service delivery (education and/or screening or vaccination). Examples of allowable expenses are apportioned salaries, small incentives for participants, supplies or expenses related to cancer screening or early detection and expenses related to barriers to screening (for example, transportation vouchers to clinic). More information is available in the Guidelines.

Q: What expenses are not allowed for the 2020 community grant application?
If an award is made, the Foundation will not cover indirect costs related to the project. More information about allowable expenses is found in the Guidelines. A budget template to complete is available once you begin the application. For example, using grant funds to cover equipment such as computers or software is generally considered an indirect cost and not allowable.

Q: Is the purchase of a new digital breast imaging machine an allowable expense?
We do not support the purchase of equipment. We do support cancer education, screening or vaccination activities. Budget expenses for the use of cancer imaging equipment, such as for 100 diagnostic mammograms, are allowable.

While the Foundation does not fund equipment which it considers to be indirect costs, projects which require specialized equipment may include it in their plans; however, such expenses must be explained and well-justified.

Q: Who needs to have a Biographical Sketch?
All key personnel and anyone listed in the budget must have a biographical sketch.

Q: Which screening guidelines should my project follow?
For the purposes of an applicant's implementation plans for cancer screening, the Foundation recognizes current screening guidelines issued by the United States Preventive Services Task Force (USPSTF), the American Cancer Society (ACS) or the National Comprehensive Cancer Network (NCCN).

Screening projects which do not comply with current screening guidelines from the USPSTF, the ACS or the NCCN will not be considered.

Q: Whom should my Letters of Support (LOS) be addressed to?
The letters can be addressed to the applicant organization, Prevent Cancer Foundation® or to Erica Childs Warner, Senior Director, Evaluation & Outreach.

Q: What does a Letter of Support entail?
Support letters should include a description of what the supporter is specifically providing to the applicant organization and express why the proposed project is worthy of a community grant award. If the application includes collaboration with another organization in the application, the application must include a Letter of Support from that organization. Testimonials are not considered Letters of Support, nor are Memorandums of Understanding (MOUs). Letters should be signed and dated no earlier than February 2020. Applicants must include two letters and may include more.

Q: Where is the 'Signed Signature Page' on the application?
The Signature page is generated once you 'validate' your application. This step is done after you enter all required online fields and upload the required documents (Required

documents are: signed Tobacco Policy Compliance page, project proposal, proof of tax exempt status, Letters of Support). This signature page will be populated with your proposal information which you print for signatures and then save the signed document as a pdf file and finally upload it.

You must have signatures of both the Project Director and the Signing Official for your organization on the printed signature page.

Q: Are e-signatures allowed?
Yes, e-signatures are acceptable.

Q: Who is the 'Signing Official' on the signature page?
The 'Signing Official' refers to the administrative officer for your organization. Typically the 'Signing Official' is the Executive Director or the organization's Chief Development Officer who completes this portion.

Q: When is the deadline?
All applications must be uploaded and submitted on proposalCENTRAL by 5:00PM on April 22, 2020. Do not wait until the last minute to do this! Applicants will not be able to validate, address errors or upload application documents after the deadline. The system will be closed promptly at the deadline. **Late and/or incomplete applications will not be accepted**.

Q: Whom should I contact if I have additional questions?
If you have more questions, 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.