Colorado Cancer Coalition

coloradocancercoaltion.org

2020 Colorado Cancer Plan Implementation Grants

Click **HERE** *to access the 2020 Colorado Cancer Plan Implementation Grants Request for Proposal documents.*

DESCRIPTION AND INSTRUCTIONS:

PURPOSE

The Colorado Cancer Coalition is soliciting project proposals that support the **2016-2020 Colorado Cancer Plan**. The intent of the Request for Proposals (RFP) is to fund projects help reduce the burden of cancer in Colorado including work that curbs cancer mortality, improves prevention, early detection and quality of life, and addresses disparities in health outcomes. Successful grant applications will incorporate **objectives and/or strategies** from the **2016-2020 Colorado Cancer Plan**.

COLORADO CANCER PLAN OVERVIEW

The 2016-2020 Colorado Cancer Plan provides a clear set of goals, objectives and strategies across the cancer continuum of care. The goals are organized by the continuum as listed below. For each goal, there are specific objectives, strategies and measures.

- Prevention: Goals 1-4
- Screening & Early Detection: Goal 5
- Diagnosis & Treatment: Goals 6-7
- Survivorship & Palliative Care: Goal 8-9
- Cross-cutting: Goals 10-11

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COLORADO CANCER FUND OVERVIEW

The Colorado Cancer Fund is a voluntary check-off program on the Colorado State Income Tax Form. The goal of the Colorado Cancer Fund is to help reduce the burden of cancer in Colorado by improving early detection and expanding existing education, screening and quality-of-life services throughout Colorado for populations who are under-resourced. The Colorado Cancer Fund is a program of the Colorado Cancer Coalition (referred to as the Coalition throughout this document), which serves as the statewide collaborative working to eliminate the burden of cancer in Colorado. Other funding sources, as identified by the Coalition, may also contribute to the grants. Potential grantees will be notified what sources of funding are allocated to their project.

For more background information, visit the following websites:

- Colorado Cancer Coalition: www.coloradocancercoalition.org
- Colorado Cancer Fund: https://www.coloradocancercoalition.org/colorado-cancer-fund

APPLICATION OPPORTUNITY

This funding opportunity supports projects at different funding levels.

- **Mini Grants** are for up to $5000 in the grant period.
- **Small Grants** are $10,000-20,000.

Information below describes the types of projects appropriate for each opportunity. Up to 2 (two) Small Grants awarded (minimum of 0 (zero) maximum of 2 (two)). *Applicants will have the opportunity to identify whether or not the*

application is modifiable from a Small Grant to a Mini Grant should the application NOT be chosen for the larger award amount.

Mini-Grant Application (up to $5000)	**Small Grant Application ($10,000 - 20,000)**
Infrastructure is already in place. Partnerships among collaborators are established or currently exist. Buy-in from target population or existing relationship with target population for the specific project. Completed in the one year project period.	● Increased reach, impact and sustainability in comparison to Mini Grant category. ● Focus on systems change or community-clinical linkages. Note: An extended project period (greater than 1 year) may be requested if justified within the application.

ELIGIBLE APPLICANT ORGANIZATIONS

The following types of organizations* may apply:

- Nonprofit organizations
- Community-based programs
- Private sector entities
- Regional, county and local health departments
- Regional, county and local governments

**Collaborative efforts are encouraged; however, only one application per entity or task force will be accepted. Fiscal agents are allowed to apply on behalf of multiple organizations. Individuals are not eligible to apply. Previous grantees (other than state level government/health department) are eligible.*

GRANT APPLICATION GUIDELINES

- All proposed projects must relate to at least one Colorado Cancer Plan **Objective and/or Strategy.**
- Project activities must occur within Colorado and serve Coloradans.
- Questions about the application process can be sent to info@coloradocancercoalition.org.
- ***Applications must be submitted by 11:59 PM Mountain Time on January 12, 2020*** Incomplete and/or late materials will not be accepted.
- Applicants are encouraged, but not required, to be an active participant of the Colorado Cancer Coalition and its Task Forces. To sign up to receive information about the Coalition or join a Task Force, go to coloradocancercoalition.org.
- All activities funded through this grant process must be completely tobacco free.

GRANT APPLICATION PRIORITIES AND RESTRICTIONS

Points on the scoring rubric will be given to projects that:

- Are submitted by organizations that are active in the Colorado Cancer Coalition -- **Coalition Task Forces are strongly encouraged to apply.**
- Prioritize rural or frontier populations.
- Focus on **policy, systems or environment (PSE) change*** strategies and/or address **community-clinical linkages****, but direct or individual services/service delivery applications are still allowable.
- Address **^Health Equity** or focus on under-resourced populations.
- Focus on **^^Access to and/or Sustainability of** Prevention, Screening, Treatment, and Survivorship Care.

Applicants will not be considered for award if:

- Grant funds may not be used to replace dollars currently earmarked for cancer programs/projects. Applicants must clearly describe how this project expands or improves upon current practices or services.

**, **, ^, ^^ definitions included within the application document and rubric.*

PROJECT PERIOD

The project period is April 30, 2020- April 30, 2021

AVAILABLE FUNDING

Mini Grant awards (up to $5000) are the most common. Applicants applying in the Small Grant category of $10,000-20,000, should provide abundant evidence that this amount of funding is needed. Up to two Small Grant projects may be awarded. **The total number and dollar amount of awards is dependent upon funds available and the number, scope and budget of proposals submitted**.

APPLICATION TIMELINE

November 7, 2019	**Request for Proposals (RFP) released.**
Nov 7, 2019 - Jan 6, 2020	Questions regarding the application process may be sent to info@coloradocancercoalition.org.
January 12, 2020, 11:59 PM	**Proposals due electronically to** info@coloradocancercoalition.org
March 20, 2020	Tentative Award Notification.
April 10, 2020	Signed acceptance letters & fiscal agreements due back to info@coloradocancercoalition.org
April 30, 2020	Project period begins.

**Applications are considered complete when all documents are sent in a single PDF to* info@coloradocancercoalition.org *by 11:59 PM MT on Sunday, January 12, 2020*

REVIEW AND FUNDING PROCESS

- All applications submitted under the guidelines above will be reviewed for completeness and receive feedback. Completed applications will be evaluated by an independent body (the Colorado Cancer Fund Advisory Committee) and scored based on scientific integrity and potential impact. A copy of the scoring rubric that will be used by the grant review committee is available **by clicking here**.
- Following the review process, the Colorado Cancer Coalition reserves the right to negotiate components of the Scope of Work and budget with the applicant, which may delay the start of work and the funding period.
    - The Colorado Cancer Fund reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed.
- Funding recommendations will be submitted to the Colorado Cancer Coalition Leadership Team and/or Steering Committee, who will process final awards.
- Amending the use of your funds is permitted, but must be done in collaboration with the Coalition and approved by the Colorado Cancer Coalition Steering Committee (info@coloradocancercoalition.org) before implementing revisions or reallocations.
- The applicant shall comply with all applicable state and federal laws, rules andregulations involving non-discrimination on the basis of race, color, religion, national origin, age, or sex.

AWARD AND REPORTING REQUIREMENTS

- Awardees must meet with Coalition leadership in person or by Zoom conference at least once during the project period to discuss project progress, successes and challenges.
- Awardees must report on progress of funding expenditures and submit a final report by May 31, 2021 via email to info@coloradocancercoalition.org. The Final report should be concise (no longer than 2 pages for Mini Grants and no longer than 5 pages for Small Grants), and should include:
    - The extent to which the project goals were accomplished
    - The extent to which the objectives were met and how
    - Other achievements (including unexpected outcomes)
    - Challenges or concerns encountered and how they were addressed

- A detailed budget expenditure report (not included in the page limit).

- Any unused funds must be sent back to the Colorado Cancer Coalition by May 31, 2021.
- Awardees may be required to present or provide a brief written update or presentation for one of the quarterly Colorado Cancer Coalition meetings.
- Awardees are required to submit a poster and be available for presentation at the next year's Colorado Cancer Symposium (*A poster template will be provided, and assistance with/coverage of printing costs will be provided upon request*.)
- Awardees must join a Task Force and engage with the Colorado Cancer Coalition during their grant period.
- At least two photos or graphics documenting the project must be submitted with the final report. The Colorado Cancer Coalition reserves the right to use these pictures in publications and marketing materials. Awardees must obtain appropriate consent for all pictures for use by both the grantee organization and the Colorado Cancer Coalition. All pictures are to be submitted electronically with people and places identified.

REPORTING TIMELINE

April 30, 2020	Project period begins.
May 31, 2020- March 31, 2021	Schedule phone or Zoom check-in via info@coloradocancecoalition.org.
April 30, 2021	Project completed.
May 31, 2021	Final report due to info@coloradocancecoalition.org.

REQUIREMENTS AND USE OF FUNDS

Work should not begin on the grant until receipt of a notice of approval and consent to move forward. The Colorado Cancer Fund is not liable for any costs incurred by the applicant prior to approval. The Colorado Cancer Fund grants are made possible by generous voluntary contributions from Coloradans on their state tax returns. To continue providing grants through this mechanism, it is imperative to promote the fund.

- All materials and communications (publications, abstracts, printed materials, graphic representations, educational materials, or other audiovisual products that were created as a result of the grant must accompany the final report and must contain the following statement: "*Supported (in part,* if appropriate*) by the Colorado Cancer Coalition's Colorado Cancer Fund.*"
    - When appropriate and space permits, the Colorado Cancer Coalition logo and website (www.coloradocancercoalition.org) shall be included in project materials.
    - Materials developed as a result of the grant are under the ownership of the grantee, however, the Colorado Cancer Coalition reserves the right to use any or all information or material developed through the grant.
- Project promotion is available through the Coalition's email newsletter, social media, and workgroup meetings as appropriate and requested.
- Grantees are required to assist with marketing the Colorado Cancer Fund. (For example, a request to submit a brief article for newsletters or the Coalition website, and dissemination of Colorado Cancer Fund marketing materials to partners and those served by the funded project.

BUDGET INSTRUCTIONS

Allowable categories have been identified. If funding is requested for a category, a brief explanation or funding justification must be included. Be sure to identify the source of funds and any in-kind or cash contributions from collaborators, etc.

Staffing Support (salary and benefits): Explain the specific need for salary support for staff. Identify project responsibilities of each identified person included in the budget. For salary coverage, provide the amount per hour and estimated hours per week. (e.g., 30 hours at $10/hour=$300).
Program/Service Costs: Explain the cost of intervention materials per anticipated participants (if applicable)
Equipment: Explain the need for equipment needed and how it relates to the overall project (if applicable).
Contractors, Vendors, etc.
Supplies: (ie, educational materials, meeting supplies, etc) Briefly describe the need for specific supplies and an explanation of how the cost has been estimated. (e.g., flipcharts needed for planning meetings (2 @ $15/chart = $30)
Printing/Copying/Postage: Briefly describe quantity, rate and purpose
Meeting Costs
Travel Expenses: Explain the need for all travel and anticipated expenses. Travel must be directly related to proposed activities.
Other: (Please specify)

SAMPLE PROJECT BUDGET

Items below are for example only and do not necessarily reflect current and/or past funded projects' budgets.

Budget Items and Explanation (Please divide into categories – which may include: staff support, travel, supplies, equipment, etc.) *If service delivery or incentives are included in the budget please include a statement of need with each budget item.	Requested Funds (Funds being requested from the CCC Cancer Fund)	Other Funding (In-kind support, collaborator financial support, & other financial support.)	Total Funds for Project (CCC Requested Funds + Other Funding)
Category: Staff Support			
Senior Program Manager ($36.00/hr. x 4 hrs. x 52 weeks)		$7,488.00	$7,488.00
Category: Travel			
2 Round trips each from City X to proposed centers in City A, B, C, D, E F. Total of 1234 miles x .38/mile x 2 trips = 962.52	$962.52		$962.52
Per Diem lunches – 10 trips x 2 people @ $12/lunch	$240.00		$240.00
Category: Printing			
Program brochures for staff and patients – 600 brochures x 5 practices @ .39 per brochure	$1,170.00		$1,170.00
Category: Supplies			
Folders for cancer center meetings – 200 @ .38 per folder	$76.00		$76.00
Category: Shipping			
UPS shipping of units to cancer centers – 250 units @ $13.00	$3250.00		$3250.00
Category: Other			
Snacks and water for participants at 10 cancer center meetings	$300.00		$300.00
TOTALS	$5,998.52	$7,488.00	$13,486.52