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

coloradocancerplan.org

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

Colorado Cancer Coalition

coloradocancercoaltion.org

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PROJECT APPLICATION:
2020 Colorado Cancer Plan Implementation Grants

PROJECT INFORMATION **RESOURCE: Writing a Grant Application for Funding**	
Project Title:	
Mini Grant Application ($5000 or less): Yes / No	
Small Grant Application ($10,000 - 20,000): Yes / No	
Ability to Modify Small Grant to Mini Grant: If "Yes" to Small Grant, please indicate if it is appropriate and you are able/willing to modify your proposal to a Mini Grant if not selected for a Small Grant. (If "No" for Small Grant, skip.)	Yes* / No **If yes, you will be directed to summarize modifications on page 11 of the application*
Total funding amount requested:	
Brief project description, including collaborators and summary of timeline, activities and goals. (Suggested length 400 words or less, approximately 2 paragraphs):	

PROJECT LEAD
Name:
Organization:
Organization description:
Address:
City, State, Zip:
Phone:
Email:

ALIGNMENT WITH THE COLORADO CANCER PLAN

2016 to 2020 Colorado Cancer Plan: www.coloradocancerplan.org

Below, please indicate with an (X) which 2016-2020 Colorado Cancer Plan Goal(s) this project aligns with:

	1.	Reduced Initiation and Use of Tobacco Products
	2.	Increased Prevalence of Healthy Behaviors
	3.	Increased Uptake of Clinical Interventions to Prevent Cancer
	4.	Decreased Environmental Exposures that Lead to Cancer
	5.	Increased High-Quality Cancer Screening and Early Detection Rates
	6.	Consistent Access to, and Application of, Quality Diagnostic and Treatment Services Adherent with Nationally Recognized Standards
	7.	Increased Participation in High-Quality Clinical Trials
	8.	Improved Physical, Mental and Social Well-Being Among Cancer Survivors
	9.	Improved Compliance with Post-Treatment Follow-Up Guidelines
	10.	Expanded Availability of and Access to Palliative and End-Of-Life Care Services
	11.	Increased Patient Engagement and Health Literacy

This project aligns with the following 2016-2020 Cancer Plan **Objective(s):**

This project aligns with the following 2016-2020 Cancer Plan **strategy(ies):**

SCOPE OF WORK

Statement of Need: How did you determine a need for this project (i.e. data, surveys, needs assessment, etc.)?

Rationale: How will this project effectively address the problem? Why will it work?

Priority population(s): *(Geography, race, age, gender, etc.) What is your experience working with this/these population(s)? Estimated number of Coloradans to be reached by the project.*

PROJECT COLLABORATION

Describe the collaboration(s) required for implementation of this project: *List who and how collaborator(s) contributes to the potential success of this project. Letters of collaboration that briefly describe the role and purpose of the collaborator are encouraged, but not required.*

EVIDENCE BASE

Proposed projects/interventions must be evidence-based. This means there is scientific evidence to support that the program will be effective if implemented appropriately.

Click here to view a webinar that explains how to find and use evidence-based programs.

Examples of evidence-based sources:

- **The Community Guide: http://www.thecommunityguide.org**
- **Research-tested Intervention Programs (RTIPs): http://rtips.cancer.gov/rtips**
- **Cancer Control P.L.A.N.E.T.: http://cancercontrolplanet.cancer.gov**

- **Scholarly journal articles**

Health Equity & Disparities evidence-based resources:

- Prevention Research Center (PRC) webinar: Using Evidence-Based Practices: A Webinar for Public Health Practitioners & Community Partners (provides information on tailoring EBI's). **Click here to view.**
- National Cancer Institute (NCI): Research-tested Intervention Programs (search topic, age, setting, race and ethnicity, materials, origination and gender). **Click here to view.**
- National Comprehensive Cancer Control Program (NCCCP) Library of Indicators & Data Sources: Health Disparities Indicators and Evidence-Based Strategies. **Click here to view.**
- CDC pdf: 'A Practitioner's Guide for Advancing Health Equity.' **Click here to view.**
- CDC website: 'Health Disparities in Cancer.' **Click here to view.**

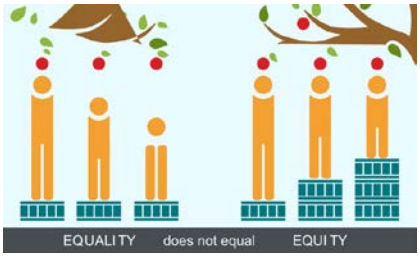
Please explain which evidence-based intervention(s) support your SMART objectives. Please discuss why you chose this/these intervention(s):

Justification for incentives (if applicable). Requests for funding to support incentives must be clearly justified and strongly supported by evidence:

ADDRESSING ACCESS AND EQUITY

The Colorado Cancer Plan Implementation Grant Rubric assigns points to applications that address access to, and health equity across, prevention, screening, treatment, and quality of life services. More information on access and health equity and disparities in cancer control and prevention can be found at the following links:

- **Healthy People 2020**
- **Johns Hopkins Center for Health Equity**
- **CDC Healthy People 2020**
- **CDC Health Disparities in Cancer**
- **NCI About Cancer Health Disparities**



Access – Access to health services means "the timely use of personal health services to achieve the best health outcomes." It requires 3 distinct steps: gaining entry into the healthcare system (usually through insurance coverage), accessing a location where needed health care services are provided (geographic availability), and finding a health care provider whom the patient trusts and can communicate with (personal relationship). **(Healthy People 2020)**

Community-Clinical Linkages – Connections between community and clinical sectors to improve population health. **(Community-Clinical Linkages for the Prevention and Control of Chronic Disease)**

Health Equity – The attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and **the** elimination of health and health care disparities. **(Healthy People 2020)**

Health Disparities – A particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion. **(Healthy People 2020)**

How will your proposed project work towards health access and address health disparities?
Please describe the communities you plan to work with related to access and health disparities (geography, race, ethnicity, socio-economic status, age, gender identity, sexual orientation, insurance status, ability status, etc.)
How do you plan to reach the communities described above?
What culturally specific strategies will you utilize within the proposed project? Please provide a brief rationale for the strategies you selected.

EVALUATION PLAN

Evaluating the Initiative: http://ctb.ku.edu/en/evaluating-initiative

Example methods for collecting evaluation data:

- Surveys about satisfaction and importance of the initiative.
- Behavioral surveys (pre/post).
- Interviews with key participants.
- Available data sources (Community Health Needs Assessment, BRFSS, Colorado Central Cancer Registry, census data, etc.).
- Observations of behavior and environmental conditions.
- Self-reporting, logs, or diaries.
- Documentation system and analysis of contribution of the initiative.
- Community-level indicators of impact (e.g., cancer rates).
- Documentation of policy or systems changes.

What are your evaluation questions? (Examples: How has behavior changed as a result of participation in the program? Are participants satisfied with the experience? How much and what kind of a difference has the program or initiative made on the community as a whole?)
How will you know your project is successful? Consider both immediate and long-term success.
What baseline data will you use and how will you collect it?
What data will be compared to baseline data to show the success of the project? How will this data be collected?
Who will complete the evaluation component of the project? (Include name, email, and phone number.)

SUSTAINABILITY AND DISSEMINATION

Sustaining the Work or Initiative: http://ctb.ku.edu/en/sustaining-work-or-initiative

Policy, Systems and Environmental Change: http://action4psechange.org/

In what ways will your project continue after the funding cycle?	
Below, please indicate how you will share your work with other groups across the state:	
	Provide updates at Colorado Cancer Coalition meetings.
	Write an Colorado Cancer Coalition newsletter article about project efforts.
	Present posters or presentations at state (or national) meetings, conferences, webinars, etc.
	Share project progress on social media.
	Work with mass media to share information about the project.
	Other:

	Other:

How will this project lead to long-term change (include changes in policies and systems)?

PROJECT PLAN

Objectives must be SMART: Specific, Measurable, Achievable, Realistic, and Time-Bound.
Writing SMART Objectives: http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf

What to include in your SMART Project Objectives:

- **Specific**: Who? (Target population and persons doing the activity) and What? (action/activity)
- **Measurable:** How much change is expected? (baseline data and goal data; change in rates)
- **Achievable:** Can be realistically accomplished given current resources and constraints.
- **Realistic:** Provides reasonable steps to address the problem.
- **Time-Bound:** Provides a timeline indicating when the objective will be met (specific date/month).

EXAMPLE:

The Colorado Cancer Coalition will increase the number of RFP Grant Applications received from XX (2019) to YY (2020) by February 3, 2020.

OBJECTIVE 1

Please identify a specific, measurable, achievable, realistic, and time-bound project objective:

Activities: (What activities will lead to achievement of this objective?)

How will it be measured? (How will you know if you accomplish the objective?)

How will you be evaluating your progress?

Target Completion Date:

Individual/Organization Responsible:

OBJECTIVE 2

Please identify a specific, measurable, achievable, realistic, and time-bound project objective:

Activities: (What activities will lead to achievement of this objective?)

How will it be measured? (How will you know if you accomplish the objective?)

How will you be evaluating your progress?

Target Completion Date:

Individual/Organization Responsible:

OBJECTIVE 3

Please identify a specific, measurable, achievable, realistic, and time-bound project objective:

Activities: (What activities will lead to achievement of this objective?)
How will it be measured? (How will you know if you accomplish the objective?)
How will you be evaluating your progress?
Target Completion Date:
Individual/Organization Responsible:

(Please copy and paste additional objectives here if appropriate for the Small Grant category. It is unlikely that Mini Grants will have more than 3 Objectives.)

Modification of Small Grant to Mini Grant (required only for Small Grant Applicants who responded "yes" to this prompt above.)
As funds are limited, the Coalition is providing an opportunity for applicants that apply for the larger of the two funding categories (Small Grants), to adjust to the project to a Mini Grant. Please note that is not appropriate or realistic for some projects to be modified and still meet grant criteria.
Please briefly describe what modifications to the scope and budget: *(The Cancer Fund Advisory Committee may reach out to you for further information).*

PROPOSED PROJECT BUDGET

Please see instructions for description and example of an acceptable budget. *(You may use an excel or google spreadsheet that includes these fields if you so choose.)*

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:			
Category:			
Category:			
Category:			
Category:			
Category:			
TOTALS			

Colorado Cancer Coalition

coloradocancercoaltion.org

AFFIRMATION OF VALIDITY OF APPLICATION AND GRANTEE COMPLIANCE

This form is REQUIRED with application submission.

I, the undersigned, do hereby attest that the information contained within this application is true to the best of my knowledge and my organization will abide by the guidelines set forth throughout the **2020 Colorado Cancer Plan Implementation Grants Project Description and Instructions** document. I understand that a W9 is required in order for funding to be dispersed for this project.

❏ By checking this box, I confirm that a copy of my W9 is submitted with this application.

Signed:	
Date:	
Name (printed):	
Title:	
Organization:	

SCORING RUBRIC:
2020 Colorado Cancer Plan Implementation Grants

Project Title:

APPLICATION COMPLETION AND TIMELINESS (5 POINTS)		
Project is submitted on time but is not complete.	Project is submitted on time and is complete, including all required documents: ☐All documents are complete. ☐ Application is combined into one PDF. ☐ Budget is accurately recorded and calculated.	
(0-4)	(5)	
Comments:		Score:

OVERALL PROJECT (25 POINTS)			
Project poorly constructed. Little evidence of potential and/or community support.	Project somewhat described but without enough detail to gauge impact or goals.	Project described well. Goals and objectives could be improved. Good community collaboration.	Project has clear goals, objectives, and evaluation plan. Need for the project is well described. Collaborators' roles are clear and appropriate. High potential for success.
(0-5)	(6-12)	(13-19)	(20-25)
Comments:			Score:

PROJECT COLLABORATORS (5 POINTS)			
Appropriate collaborators are not involved or no partners are identified.	Some appropriate collaborators appear to be missing.	The collaborators identified are adequate and their roles are clearly stated.	The collaborators identified are fitting and will strengthen the project. A letter of support is provided that clearly indicates the partners' role.
(0)	(1-2)	(3-4)	(5)
Comments:			Score:

CLARITY OF PROJECT OBJECTIVES (5 POINTS)			
Project objectives are unclear or inappropriate. Objectives not offered or not SMART.	Project objectives are clear. Questionable objectives are offered that are weak or lack specificity or measures.	Project objectives are well framed and adequate. Objectives are adequate to the task but could be strengthened.	Project objectives are well crafted and clear. Objectives are SMART and written in alignment with successfully accomplishing goals.
(0)	(1-2)	(3-4)	(5)
Comments:			Score:

PROJECT PLAN (5 POINTS)			
The project plan is incomplete.	Proposed steps are not clear. Person(s) responsible for completing tasks may not be appropriate, or time for completing steps is unreasonable. Project will likely not accomplish goal.	Proposed steps are appropriate but could be improved. Person(s) responsible for completing steps may be appropriate. Time for completing steps seen as adequate. Project may accomplish goals.	Proposed steps are clear and well thought out. Person(s) responsible for completing steps are well suited for the effort. Project is very likely to accomplish goals.
(0)	(1-2)	(3-4)	(5)
Comments:			Score:

PROJECT EVALUATION (10 POINTS)			
Evaluation measures and methods are missing or not relevant to the success of the project. Evaluation plan incomplete.	Evaluation measures and methods are offered but could be enhanced or improved. Data source or methods are unclear. Evaluation plan not well defined.	Evaluation measures and methods are adequate as offered. Data sources and collection methods may show success of project.	Evaluation measures and methods are clear. Success of the project would be clear. Data sources are appropriate and collection methods are strong.
(0-2)	(3-5)	(6-8)	(9-10)
Comments:			Score:

PROJECT IMPACT (15 POINTS)			
Project not likely to reach the target population and does not work toward a policy, systems or environmental change.	Project will make little impact in targeted community and/or policy, systems, and environmental change plans are not included/likely.	Project will likely reach target population. Policy, systems and environmental change are well defined and possible.	Project will reach target population and create policy, systems and environmental change during implementation or based on outcomes.
(0-3)	(4-7)	(8-11)	(12-15)
Comments:			Score:

PROJECT SUSTAINABILITY AND DISSEMINATION (5 POINTS)			
No plans for sustainability or dissemination.	Plans for sustainability and dissemination poorly constructed and not feasible.	Plans for sustainability and dissemination are appropriate to the plan and timeline.	Plans for sustainability and dissemination are well crafted. Project is likely to continue following funding period.
(0)	(1-2)	(3-4)	(5)
Comments:			Score:

LINK TO COLORADO CANCER PLAN: PROJECT OBJECTIVES (10 POINTS)			
Project objectives are not related to the priorities, goals, or actions of the Cancer Plan.	Project objectives are related to the priorities of the Cancer Plan, but there is not a clear connection to goals or actions.	Project objectives are clearly related to the priorities and goals of the Cancer Plan.	Project objectives align with the priorities and goals of the Cancer Plan and a specific action(s) is addressed within the project application.
(0-2)	(3-5)	(6-8)	(9-10)
Comments:			Score:

PROJECT BUDGET (5 POINTS)			
Budget is very poorly constructed and disconnected from project.	Budget marginally constructed and appropriately connected to the project with some exceptions. Some expenses are questionable.	Budget aligns with scope of work. Expenses are appropriate to support project.	Budget is well crafted and appropriate for project completion with in-kind or financial support from collaborators.
(0)	(1-2)	(3-4)	(5)
Comments:			Score:

ADDRESSING HEALTH ACCESS^^ AND EQUITY^ (10 POINTS)			
Project does not work toward health equity.	Plans to impact health equity are not included/likely.	Plans to impact health equity are well defined and possible.	Project will impact health equity during implementation or based on outcomes.
(0-2)	(3-5)	(6-8)	(9-10)
Comments:			Score:

OVERALL COMMENTS/RECOMMENDATIONS	
	Total Score: **____ /100**

Policy, Systems and Environmental (PSE) Change** – Systematic interventions that can produce long-term and sustainable improvements in population health. ***(Policy, Systems, and Environmental Change Resource Guide)
More resources can be found here: **http://action4psechange.org/**
****Community-Clinical Linkages** – Connections between community and clinical sectors to improve population health.. ***(Community-Clinical Linkages for the Prevention and Control of Chronic Disease)***
^Health Equity – The attainment of the highest level of health for all people. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and health care disparities. ***(Healthy People 2020)***
Health Disparities** – A particular type of health difference that is closely linked with social, economic, and/or environmental disadvantage. Health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; mental health; cognitive, sensory or physical disability; sexual orientation or gender identity; geographic location; or other characteristics historically linked to discrimination or exclusion. ***(Healthy People 2020)
^^Access – Access to health services means "the timely use of personal health services to achieve the best health outcomes." It requires 3 distinct steps: gaining entry into the healthcare system (usually through insurance coverage), accessing a location where needed health care services are provided (geographic availability), and finding a health care provider whom the patient trusts and can communicate with (personal relationship). ***(Healthy People 2020)***