2019 Community Grants: Frequently Asked Questions

The purpose of the **2019 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. Our goal is to provide the resources needed to fund vital community-level cancer prevention (including education or vaccination) or screening activities. Awarded projects are selected through a competitive grants cycle.

Q: What should I read before applying?
Before beginning your 2019 Community Grant Application, read the 2019 Community Grants Guidelines and Submission Instructions.

Q: What type 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, especially in underserved communities.

Topics of past grantees include cancer prevention education, guidelines-driven cancer screening, HPV, hepatitis B, hepatitis C, obesity prevention, nutrition, genetic testing, exercise, patient navigation and tobacco cessation.

Q: Is there an initial Letter of Intent (LOI) phase of the application this year?
No, we are not requesting an LOI for the 2019 grant cycle.

Q: How do I submit an application?
Proposals will be submitted online via proposalCentral. Registration should be completed early in the application period in order to become familiar with the site and meet the application deadline. Read the 2019 Community Grants Guidelines and Submission Instructions for further details on electronic submission instructions and a check list of all the required sections. **Late and/or incomplete applications will not be accepted**.

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: My project focuses on providing preventive screening for undocumented residents: am I eligible to apply?
Yes, our community grants program supports cancer prevention and early detection projects focused on underserved communities, including the undocumented residents of the communities. Applications should demonstrate the impact of the project and the importance of Foundation support.

Q: What are allowable expenses for the 2019 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 2019 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 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 national groups such as the United States Preventive Services Task Force (USPSTF) or the American Cancer Society (ACS). Projects providing screening should follow such guidelines; for example,

we expect to see informed decision-making as part of projects providing prostate cancer screening.

Screening projects which do not comply with current screening guidelines from groups such as the USPSTF or the ACS 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.

Q: What does the Letter of Support entail?
Support letters should be meaningful in nature and should include a description of what the supporter is specifically providing to the applicant. 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. Letters should not be dated earlier than February 2019.

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). The page will be populated with your proposal information. You'll print it 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: 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 Chief Development Officer of the organization who completes this portion.

Q: When is the deadline?
All applications must be uploaded and submitted on ProposalCentral **by 5:00PM on March 25, 2019.** 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.