



## 2024-2026 Community Grants: Frequently Asked Questions

### Application Deadline: September 10, 2024 at 5 p.m. EST

#### Q: What should I read before applying?

Before beginning your 2024-2026 Community Grant Application, read the Community Grants [Guidelines and Submission Instructions](#) and review the [application template](#).

#### Q: How do I submit an application?

Proposals will be submitted online via **ProposalCentral**:

<https://proposalcentral.com/ProposalGI.asp?SectionID=6938&ProposalID=-1>

Complete the online registration early in the application period in order to become familiar with the site and meet the application deadline. Read the 2024-2026 Community Grants [Guidelines and Submission Instructions](#) for further details and a checklist 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 2024-2026 grant cycle.

#### Q: What types of programs have been funded in the past?

Read about [current community grantees](#). Proposed projects for this grant cycle must be focused on patient navigation and aligned with our mission to fund education, screenings and vaccination efforts in medically underserved communities to prevent cancer or detect it early. See the [Guidelines](#) for eligibility criteria.

#### Q: What is considered patient navigation?

[Patient navigation](#) is defined as proactive, individualized assistance offered to patients, families, and caregivers to help overcome health care system barriers and facilitate timely access to quality medical and psychosocial care from pre-diagnosis through all phases of the cancer experience. Barriers may include but are not limited to: finances, communication, health education and emotional support during patient treatment. Patient navigators can also include community health workers, social workers, peer educators, nurses or promotores de salud if their responsibilities align with a patient navigator.

**Q: What cancer screening guidelines should be followed?**

Projects should utilize evidence-based practices or best practices to provide cancer prevention or early detection services in their communities. Projects with screening objectives must follow current cancer screening guidelines of the United States Preventive Services Task Force (USPSTF), the American Cancer Society (ACS) or the National Comprehensive Cancer Network (NCCN).

**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 the larger institution 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 \$100,000?**

The amount requested from the Foundation should equal \$100,000 (\$50,000 per year). We do not expect the project to cost \$100,000 in total. Include all other sources of funding for the project beyond what is requested of the Foundation in the “Other Support” category within the application. If you receive support from your “Parent” or “Umbrella” organization for the proposed project, this information must be listed in the “Organizational Overview” of the title page and can be described in the “Organizational Background” of the project proposal.

**Q: What are allowable expenses for the 2024-2026 community grant application?**

All expenses should be related to service delivery and justified (patient navigation, education, screening and/or vaccination). Examples of allowable expenses are apportioned salaries, small incentives for participants, supplies or expenses related to patient navigation, 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](#) around eligibility and funding priorities.

**Q: Is the purchase of a new digital breast/chest imaging machine an allowable expense?**

While we support the purchase of equipment, our funding priorities are to support navigators and facilitating access to screenings. Budget expenses for the use of cancer imaging equipment, such as for 100 diagnostic mammograms, are allowable. Cancer screening and testing costs or supplies are allowable and must be justified.

**Q: Is it allowable for the majority of the budget to go towards salaries?**

Yes, we will fund personnel and salaries as part of our funding priorities focused on patient navigation for cancer prevention and early detection.

**Q: Will you fund transportation expenses related to patient navigation?**

Yes. Examples of allowable expenses are apportioned salaries, supplies or expenses related to cancer screening or early detection and expenses related to barriers to screening (for example, transportation vouchers to clinic).

**Q: Why are you collecting my organization's demographics of the staff and board?**

We are working to promote greater health equity through our grantmaking, and as part of those efforts are collecting data around the diversity of the organizations we support. [Research](#) has attributed positive impacts in building trust, removing barriers and promoting cultural sensitivity for accessing cancer screening and care, when patient navigators are representative of the communities they serve. Additionally, the inclusion of this data will allow The Foundation to better assess our own practices in [promoting racial and health equity](#) through the organizations we support.

**Q: What if I don't have demographic information for the staff and/or board?**

We understand many organizations might not collect this data and are asking applicants to fill this out to the best of your ability. If you are part of a large organization, you may choose to only report on demographics related to your department or team that is applying for the grant. Please specify in the first question which segment of your organization you are reporting on (i.e. program team vs entire organization). The staff and board demographic sections are optional, although we strongly encourage groups to provide information to the best of their ability.

**Q: Who needs to have a Biographical Sketch?**

All key personnel and anyone listed in the budget, including the project director, must have a biographical sketch, regardless of whether or not their salary is requested. Patient Navigators funded by the grant should have a bio-sketch. If there are patient navigators being trained, the trainer should have a bio-sketch. If a position will be funded by this grant

and has not yet been filled, please include the job description.

**Q: To whom should my Letters of Support (LOS) be addressed?**

The letters can be addressed to the applicant organization, Prevent Cancer Foundation or to Erica Childs Warner, Senior Director, Evaluation & Outreach, Prevent Cancer Foundation.

**Q: What does a LOS 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. Testimonials are not considered Letters of Support, nor are Memorandums of Understanding (MOUs). Letters should be signed and dated no earlier than July 2024. 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, two Letters of Support). This signature page will be populated with your proposal information and can be accessed on the “Download Application Attachments & Signature Page” page.

You must submit e-signatures for both the Project Director and the Signing Official for your organization.

**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.

**Q: When is the deadline?**

**All applications must be uploaded and submitted on [ProposalCentral](#) by 5:00 p.m. EST on September 10, 2024. Do not wait until the last minute to submit!** 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 Shelby Sih at [shelby.sih@preventcancer.org](mailto:shelby.sih@preventcancer.org).

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