



2024-2026 Community Grant Guidelines & Submission Instructions

\$100,000 Two-Year Grants

Application Deadline: September 10, 2024, by 5:00 p.m. Eastern Standard Time

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Overview

Mission

The mission of the Prevent Cancer Foundation® is to empower people to stay ahead of cancer through prevention and early detection.

2024-2026 Focus on Patient Navigation for Cancer Screening

Patient navigation¹ is an evidence-based approach that has been shown to increase cancer screening uptake among historically underserved populations.² The Foundation is committed to reducing cancer deaths by 40% by 2035. As part of this goal, we are investing in patient navigation efforts by offering two-year, \$100,000 grants (\$50,000 per year) for organizations to focus on bolstering patient navigation efforts that work to improve health equity within their communities.

Eligible applications must be focused on patient navigation for cancer prevention and early detection as well as utilize best practices³ and community partnerships. Applicant groups should describe how they are tailoring their patient navigation initiatives to address health-related disparities in their community or practice. Applicants must demonstrate established processes to provide all necessary follow-up care following cancer screening.

Community partnerships must be a key element of the proposed project. To be eligible, proposals should demonstrate partnerships of two or more unique organizations and collaboration towards the goals of the proposed project. Community partners may include nonprofit community-based organizations, faith-based organizations, educational institutions, health organizations, local businesses, resident groups and community coalitions. Involvement of community advisory boards is strongly encouraged and may be substituted for an organization.

Priority will be given to projects working to dismantle structural inequities in communities that have been historically marginalized, including engagement of people with lived experiences and/or that are representative of the priority population.

¹*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 may also be called community health workers, social workers, peer educators, nurses, or promotores de salud if the responsibilities align. (<https://navigationroundtable.org/patient-navigation/about-patient-navigation/>)

²*Historically underserved/marginalized populations include people who experience discrimination of any kind and encounter structural barriers (e.g., racial, ethnic, gender, sexual orientation, economic, cultural, and/or linguistic) to accessing public health and health care goods and services. (https://www.hhs.gov/guidance/sites/default/files/hhs-guidance-documents/006_Serving_Vulnerable_and_Underserved_Populations.pdf)*

³*A best practice is defined as an intervention that has shown evidence of effectiveness in a particular setting and is likely to be replicable to other situations. (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4693338/#:~:text=A%20best%20practice%20is%20firstly,their%20context%2C%20process%20and%20outcomes.>)*

Purpose

We will provide **\$100,000 grants for two years (\$50,000 per year)** for organizations to develop new or implement existing community projects/programs in cancer prevention and early detection with a focus on patient navigation. Our goal is to provide the resources needed for vital community-level activities in cancer prevention (including education or vaccination) or screening. The proposed community projects or programs across the United States (including tribes and territories) must focus on helping to prevent cancer or find it earlier and demonstrate a potential to make a positive impact in communities that are underserved and/or disproportionately impacted. Awarded projects are selected through a competitive grants cycle.

Grant recipients will join a cohort of other community-based groups focused on patient navigation efforts with regular opportunities for peer-sharing and learning. Recipients will be expected to join calls with other grantees and present lessons learned. An in-person gathering may be scheduled within the two-year grant period.

What We Fund

Funding Priorities

Projects that exemplify the following areas will be prioritized:

- Fill an unmet need within the organization or community.
- Make intentional efforts to reach historically underserved groups with culturally sensitive care.
- Engage community members and people with lived experience in the planning, implementation and evaluation.
- Ensure the organization's patient navigators, staff and leadership reflect the priority population the organization is serving.
- Address structural barriers to receiving health care and/or are creating systemic change within the organization/program/community.

- Demonstrate sustainability and impact can extend beyond the duration of the grant period.

Funding Objectives

Projects that meet the following criteria will be considered:

- Must be aligned with the mission of the Foundation.
- Must be feasible, with a reasonable assumption of completion and success of the project given the resources, time and personnel available.
- Must demonstrate (through letters of support) at least two community partnerships that support the implementation of the proposed project.
 - Cancer screening programs must demonstrate established community partnerships and processes to provide any necessary follow-up care.
- Must have a detailed project timeline with measurable goals, objectives and outcomes.
- Should utilize patient navigation for cancer prevention or early detection 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).
 - Screening and testing projects focused on cancer sites that lack established cancer screening guidelines must outline the evidence-base for their project's activities and procedures.

Eligibility

The following organizations are eligible to apply for a 2024-2026 Community Grants award. Only one application may be submitted by an organization.

- Nonprofit organizations that are exempt under Section 501(c)3 of the Internal Revenue Code
- Independent sponsored projects of a nonprofit 501(c)3 organization acting as a fiscal sponsor
- Government and public agencies
- Tax-exempt tribal organizations and fraternal or social organizations
- Organizations based in the United States, including tribes or territories. Groups located outside the United States are not eligible to apply.

Note: Applicants must comply with the Prevent Cancer Foundation's **tobacco policy**. Applicants (project managers/directors) must sign the Foundation's Statement of Compliance, confirming that they do not accept tobacco-industry funding.

Ineligible Projects

- Projects submitted by organizations currently funded through the Foundation's research program
- Projects that are not aligned with the mission of the Foundation and the purpose of the Community Grants program
- Projects involving cancer screening *without* established processes to provide any necessary follow-up care
- Projects of organizations not based in the United States
- Projects of for-profit organizations
- Projects focused on treatment and survivorship
- Projects that include fundraising events
- Screening projects which do not comply with current cancer screening guidelines from the United States Preventive Services Task Force (USPSTF), the American Cancer Society (ACS) or the National Comprehensive Cancer Network (NCCN)
- Projects that promote monthly breast/chest self-exam as a screening method; we *do* support programs promoting breast/chest self-awareness and 'knowing your body'
- Projects that include the construction of buildings or purchase of land

Review Criteria

Upon the submission deadline, applications will go through an administrative review by the Foundation staff. An external review group convened by the Foundation will then assess the merit of applications that are complete and compliant with the guidelines as described above and the best fit with the Foundation's mission and priorities.

Projects which pass administrative review will then have an external review of these proposal elements: Provision of vital patient navigation services for cancer prevention (including education or vaccination) or screening, community impact, feasibility and support, cultural responsiveness, utilization of evidence-based practices or best practices, measurable objectives and evaluation methods, partnerships and personnel, budget and sustainability.

How to Apply

Application Overview

- Applicants must submit proposals electronically through [ProposalCentral](#), an electronic grant submission system provided by Altum, Inc.

- The online application is due **September 10, 2024, by 5:00 p.m. Eastern Standard Time.**
- 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.
- Please see the [Frequently Asked Questions \(FAQs\)](#) for more information.

Accessing the Application

1. Access the 2024-2026 community grants application at:
<https://proposalcentral.com/ProposalGI.asp?SectionID=6938&ProposalID=-1>
2. Use the **2024-2026 Prevent Cancer Foundation Patient Navigation Application Template** to access details about the fields to be completed as part of the online application in [ProposalCentral](#).
3. If you are a ‘new’ user in ProposalCentral, click “Need an account?” and follow the prompts to complete the registration process. **Complete steps 3-7 early in the application period and become familiar with the site. Be sure to complete these steps PRIOR to when you are ready to upload the components of your proposal for submission.**
4. If you are already registered in ProposalCentral, access the site and log in with your user ID or e-mail address. If you have forgotten your password, click on the ‘Forgot Password?’ link. Supply your e-mail address or your user ID in the space provided; your password will be sent to you by e-mail.
5. After you log in, complete your Professional Profile (gray tab) before starting a proposal application. Be sure to hit “Save” after you enter information on each page.
 - For Professional Profile, fill in information under #1 and #2 (highest degree only).
6. You will need to register your organization/institution if it is not already in the system and complete the required fields under Institution Profile as well as in the application itself (Institution & Contacts). You will need to enter your institution’s EIN# and identify a signing official. If you need to make changes to an existing institution profile and are unable to do so, contact ProposalCentral Customer Support (see step #7).
7. You will be able to save your work and return later to continue your submission.
8. If you have any difficulties registering, logging in, or creating your application, contact ProposalCentral Customer Support immediately: Phone: 1-800-875-2562 or 703-964-5840, and/or e-mail: pcsupport@altum.com.

Application Content

Applicants must apply online and may use the [applicant template](#) to draft responses. The following application sections will be completed on [ProposalCentral](#).

- Title page
 - Project title and type
 - Organizational overview
- Applicant/Project Director contact information
- Institution & Contacts
- Staff and board demographics
- Project Abstract and Overview
 - Abstract (3,000 characters maximum)
 - Project Overview (1,000 characters maximum)
- Priority Population and Overview
 - Priority population demographics
 - Cancers addressed
 - Location
- Project Proposal
 - Organizational background (4,500 characters maximum)
 - Relevance and Progress to Date of the Proposed Project (4,500 words maximum)
 - Narrative
 - Program description (4,500 characters maximum)
 - Priority population and partnerships (3,000 characters maximum)
 - Goals, Objectives and Evaluation (4,500 characters maximum)
 - Goals and objectives
 - Strategies
 - Estimated outcomes
 - Sustainability (1,500 characters maximum)
 - Timeline (3,000 characters maximum)
- Budget and Budget Justification
- Other Support

Attachments and Uploaded Documents

- Biographical Sketches for Key Personnel (not to exceed 1 page per person)
- Two Letters of Support (upload individually as PDF files)
- Additional attachments to support project proposal (optional)
- Proof of Tax-Exempt Status
- Tobacco Policy Compliance Page
- Form 990 of applicant organization
- References / Literature Cited (not to exceed 2 pages) (optional)

Validate Your Application

- As part of the online application (in [ProposalCentral](#)), you must validate your application. This portion of the online application will highlight errors such as missing fields or attachments which are required as part of your application. You must go back and fix the components that are flagged as errors in your application.
- For Institutional & Contacts Errors: If information is missing in this section (such as EIN or TIN number) you **MUST** contact the individuals who are listed on the Institution & Contacts page to make the necessary updates.
- For further problems with Institutional & Contact Errors please e-mail pcsupport@altum.com or call 1-800-875-2562 or 703-964-5840.
- Applicants will **not** be able to validate, address errors and upload application documents after the deadline. The system will be closed promptly at the deadline.

Signature Page

- After all sections are complete and attachments are uploaded, the e-signatures of the Applicant/Project Director and Signing Official need to be added on the “Download Application Attachments & Signature Page” page. You will need to verify that statements within the proposal are true and complete to the best of your knowledge and to accept the obligation to comply with the grantor’s terms and conditions if a grant is awarded as a result of this application.
- You must have both the Applicant/Project Director and the Signing Official for your organization add e-signatures to the signature page.

Before you submit your application

- Verify that all sections are complete. **Incomplete applications will not be reviewed.**
- Check that the biosketches are included for **all personnel** listed on the budget and the project director, whether or not salary expenses are included.
- Include at least two letters of support/collaboration in the required attachments section of the online application. Letters should be saved individually as .pdf files and uploaded separately.
- Sign the Tobacco Policy Compliance Page verifying that the applicant does not accept tobacco-industry funding and save as a .pdf file. Include the statement in the required attachments section of the online application (in [ProposalCentral](#)).
- Submit your proof of tax-exempt status (in .pdf file format). Include this documentation in the required attachments section of the online application (in [ProposalCentral](#)).
- Enter e-signatures to application signature page found in the “Download Application Attachments & Signature Page” section of the online application (this page is auto-populated with information from your online application, once any errors are addressed).

- Submit Project Proposal and entire electronic grant application through [ProposalCentral's](#) grant submission system.

Timeline

Note: The Foundation reserves the right to alter the project dates and Terms of Agreement as necessary.

	\$100,000 Two-Year Grants
Application Launch Date	July 25, 2024 Application opens on ProposalCentral
Application Due Date	September 10, 2024 5 p.m. Eastern Standard Time Late or incomplete applications will not be considered.
Notification of Award	November 25, 2024 Applicants will be notified via email. The grant award letter will outline the grant period, payment schedule, and reporting deadlines.
Project Start and End Dates	Start Date: January 1, 2025 End Date: December 31, 2026
First Grant Payment	December 6, 2024 Receipt of the signed Terms of Agreement is required prior to disbursement of the first \$50,000 payment.
Meet and Greet Call	January 2025 Call with all awarded grantees to meet one another and share project plans
Workshop 1	June 2025 Workshop to promote peer-sharing and learnings
Progress Report Due Date	January 12, 2026 The 12-month progress report will be an update on progress toward the project outcomes.
Second Grant Payment	February 6, 2026 The second payment of \$50,000 is contingent upon a satisfactory 12-month progress report.
One-Year Check-in	January 2026 Check in on the progress reports and one-year benchmark of the grant
Workshop 2	June 2026 Workshop to promote peer-sharing and learnings <i>*Potential for in-person meeting</i>
Grant Period End	December 31, 2026

Final Report Due	February 1, 2027
Impact Presentations	February 2027 Share findings, lessons learned and impact reports

Grantee Agreements

Terms of Agreement

After award notification, a Terms of Agreement document is signed by a representative from the funded organization (“grantee”) and returned to the Prevent Cancer Foundation® (“Foundation”) before payment can be made. The Project Director is responsible for adhering to the terms for the duration of the grant period.

- Grantee must include reference of the Foundation’s support of the funded project in all print and digital materials referencing the project throughout the duration of the grant. This includes but is not limited to newsletters, press releases, websites, social media mentions, recruitment materials and annual reports. Grantee must provide copies of these to the Foundation at the time of publication or dissemination.
- The Foundation allows the grantee a limited, non-exclusive license to use and sublicense the Foundation name and logos solely to acknowledge the Foundation. It is agreed and understood that the Foundation retains all rights, title and interest in and to the name and logos, which shall remain the exclusive property of the Foundation. The grantee is prohibited from transferring, sublicensing or assigning its rights to use the logos. Please use the logo versions provided by the Foundation (not downloaded from the internet).
- The Foundation may release information regarding the grantee to the general public and news media. Grantee accords and shall cause any partnering organizations to accord to the Foundation a non-exclusive license to include their respective names in information pertaining to this award that is released to the public. Grantees must notify the Foundation at the time of the award of any hesitancy with the release or sharing of grant-related information.
- Significant changes (more than 5%) to the approved program/project or budget must be submitted to the Foundation for review and approval in advance of any changes. Unspent funds must be returned after the project ends. Requests for a one-time six-month no-cost extension may be considered if requested no later than 60 days prior to the project end date.
- Grantee must provide at least two digital, high-resolution photos (300 dpi or higher) that best demonstrates the proposed project and can be used for promotional materials within 14 days of signing the agreement. Preference is for candid or action photos related to the grant project. Additional photos must be submitted with the progress and final reports. Photos are for Foundation use as staff see fit, with no limitations on time of use. Consent for photos must be obtained and submitted using the Foundation’s consent form (provided

with agreement) or the organization's consent form for public use of photos. The Foundation retains the right to send a professional and/or Foundation photographer and videographer to document grant-related activities through the duration of funding. Advanced notice will be given.

- Grantee will join a cohort of other community-based groups focused on patient navigation efforts with regular opportunities for peer-sharing and learning. Recipients will be expected to join calls with other grantees and present on lessons learned. An in-person gathering may be scheduled within the two-year grant period.
- Grantee must provide a designated point of contact for Foundation-generated content, including but not limited to blog posts focused on the grantee or project, print and digital newsletter articles, annual report articles and other designated communications.

Reporting Requirements

Successful applicants must complete a one-year progress report and final report. The second grant payment is contingent upon a satisfactory one-year progress report.

- **Progress report** is due on January 12, 2026.
- **Final report** is due on February 1, 2027

The 12-month progress report is an update on the project outcomes. The final report includes: Progress towards measurable objectives, measurement of outcomes, project summary, statement of impact, signed financial statement and submission of photographs and optional videos.

Statement of Intent to Fund

Community Grants are derived from funds raised by the Foundation. The amount of funding for the Community Grants Program and the number of grants awarded may vary from year to year. The Foundation is under no obligation to award a certain number of grants in any given year. Financial support of proposals which are eligible for funding is at the discretion of the Prevent Cancer Foundation's Board of Directors.

Payment and Accounting of Grant Funds

The applicant organization's designated Project Director is responsible for determining where payments of funds shall be made. Usually, funds are paid directly to an organization or institution for accounting and tax purposes, and they are sent directly to a designated official of that organization for administration and financial reporting (e.g., controller, grant office), who is required to give a full and accurate accounting of expenditures at the close of the grant.

Questions

For questions or concerns about the 2024-2026 community grants cycle, please contact Shelby Sih at Shelby.sih@preventcancer.org.

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