

Pacific CEED

Pacific Center of Excellence in the Elimination of Disparities

Department of Family Medicine and Community Health

John A. Burns School of Medicine, University of Hawaii

Legacy Projects

USAPI

2009-2010

Request for Proposals

Pending continuation funding for Cooperative Agreement 1U58DP000976-03

US Department of Health and Human Services

Centers for Disease Control and Prevention

National Center for Chronic Disease Prevention and Health Promotion, REACH US

Pacific CEED Legacy Projects

2009-2010 - USAPI

Request for Proposals

DESCRIPTION

The Pacific Center of Excellence in the Elimination of Disparities (Pacific CEED) announces the availability of Legacy Projects funding to support projects working towards the elimination of disparities in breast and cervical cancer in the U.S. Affiliated Pacific Island jurisdictions and territories (USAPI).

Pacific CEED is one of 18 Centers of Excellence in the Elimination of Disparities (CEEDs) nationwide funded by the Centers for Disease Control and Prevention (CDC), through the Racial and Ethnic Approaches to Community Health across the US (REACH US) initiative. Each CEED serves as a national/regional expert center for implementing, coordinating, refining, documenting and disseminating programmatic activities in a particular health priority area for a specific population group(s).

The overarching goal of the Pacific CEED is to eliminate health disparities for U.S. Affiliated Pacific Islanders with a specific emphasis on breast and cervical cancer and related intervening factors such as tobacco, nutrition, physical activity and sexual health. Women from American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the Federated States of Micronesia, the Republic of the Marshall Islands and the Republic of Palau are disproportionately affected by these health concerns.

Pacific CEED is built upon the tremendous work initiated in 2002 by the Cancer Council of the Pacific Islands (CCPI) and subsequently, by the Comprehensive Cancer Control (CCC) coalitions in each of the USAPI jurisdictions. In 2007, all USAPI jurisdictions received funding from the CDC to implement their CCC plans.

PROPOSALS

The Legacy Projects grant mechanism is designed to provide start up funds to communities for the purpose of initiating innovative interventions and/or strengthening community capacity. Eligible projects will address health disparities across the continuum of care for breast and cervical cancer. The cancer continuum includes primary prevention & early detection, diagnosis & treatment and support and palliative care. Specifically, proposed projects must support or be associated with the Comprehensive Cancer Control Program and/or the Breast & Cervical Cancer Early Detection Program and be familiar with the cancer plan(s) in their jurisdiction.

Proposals for Round 2 of Legacy Projects; 2009-2010 should focus on **one** of the following areas: (see **Attachment E** for examples)

- Build capacity for information/data collection and data utilization
- Explore the role of traditional beliefs/practices in relation to main-stream healthcare to support cancer prevention and early detection, diagnosis and treatment and/or palliative care
- Identify, develop and document promising practices

AWARD

Each project may be awarded funding **up to \$15,000**. The total number of awards will depend on the level of continuation funding from the REACH US, CDC and the overall Pacific CEED budget. Each USAPI may submit more than one proposal. At least one (1) and no more than two (2) projects meeting the minimum criteria will be awarded in each USAPI. Pacific CEED is committed to supporting at least one relevant community project in every Pacific Island jurisdiction. Technical assistance will be available from Pacific CEED and partners during the proposal writing phase.

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ELIGIBILITY

To be eligible, organizations must meet **all four** of the criteria below. Applicants must provide supporting documentation with their proposals as proof of eligibility (*only ONE official document per category required*).

Eligibility Criteria	Description	Supporting Document
Type of Organization <i>(must be within USAPI)</i>	<ul style="list-style-type: none"> • Comprehensive Cancer Control (CCC) Coalition • Community Organization (i.e. faith-based, women's group) 	<ul style="list-style-type: none"> • 501c3 tax letter • Notice of charter • Meeting minutes
Organization Governance	<ul style="list-style-type: none"> • Demonstrated leadership and organizational capacity 	<ul style="list-style-type: none"> • By-laws • Organizational chart • List of board members
Financial Accountability <i>(must have tax ID number)</i>	<ul style="list-style-type: none"> • Demonstrated fiscal accountability 	<ul style="list-style-type: none"> • Bank statement • Letter from bank officer • Copy of most recent tax filing • Tax ID number (required for ALL) • Copy of most recent audit
Commitment	<ul style="list-style-type: none"> • Demonstrated willingness to work with jurisdiction CCC coalition and other partners 	<ul style="list-style-type: none"> • Letter of endorsement from CCC coalition • Letter of support from senior health official in jurisdiction <i>(applicable to CCC coalitions only)</i>

The REACH US guidance specifies that each Legacy Project is a one-time only award. Continuation proposals for Round 1 Legacy Projects will not be funded. Legacy Projects funding prioritizes support for community based initiatives according to the Congressional appropriation. While CCC Coalitions are not exempt from applying as long as the project is different from a previously funded project with different objectives and activities, the CCC Coalitions are encouraged to help foster community partners to address breast and cervical cancer priorities and to seek Legacy Projects funding.

LETTER OF INTENT

Please complete the Letter of Intent (**Attachment A**) and submit by **July 1, 2009**. The letter is non-binding and has no bearing on the grant application itself. The Letter of Intent is simply an expression of interest and provides an opportunity to provide guidance to those interested in the Legacy Projects RFP. Furthermore, if a Letter of Intent is submitted and a full proposal is not prepared, this is also acceptable.

HOW TO APPLY

Complete proposals must be submitted by **email or fax no later than August 4** to:

Pacific CEED/Legacy Projects 2009 -2010
University of Hawaii John A. Burns School of Medicine
Department of Family Medicine and Community Health
95-390 Kuahelani Avenue
Mililani, HI 96789

Phone: 808.294-6683
Fax: 808.627.3262
Email: pacificceed@gmail.com

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PROPOSAL GUIDELINES

Please complete ALL sections of the proposal. (**Attachment B, proposal checklist**)

- Cover Page
- Proposal Form
 - Please type your responses below each corresponding section. Proposals should not exceed **5 pages total** (*not including cover page and attachments*).
- Project Work Plan – *limit 2 pages* (**Attachment C**)
- Project Budget Form *limit 2 pages* (**Attachment D**)
- Two Letters of Support*
 - **From different types of organizations to demonstrate range of support*
- Letter of Endorsement* from your local comprehensive cancer control coalition
 - **Must be signed by Coalition Chair and one other CCC Officer*
 - ** *Letter must state that the project is not already funded by CDC funds*
 - *** *If the CCC coalition is applying, please submit a letter of support from the senior health official in your jurisdiction in lieu of a letter of endorsement from the CCC coalition.*
- Letter of Agreement from the organization that will serve as fiscal sponsor (*if applicable*)

DEADLINE

Completed proposals must be received no later than **August 4, 2009**. Only COMPLETE proposals received by the deadline via email attachment or by fax to the Department will be considered for funding.

* **All dates/times are Hawaii Standard Time (HST)**

TECHNICAL ASSISTANCE

Two Technical Assistance Conference Calls will be held on **Tuesday, July 7, 2009 from 2:00pm to 3:30pm** and **Wednesday, July 8, 2008 from 2:00pm to 3:30pm Hawaii Standard Time** to help potential applicants understand the scope and intent of Legacy Projects funding. (*Q & A's from these calls will be made available electronically following the calls*).

Legacy Projects funding is limited to one year. Funds must be utilized before September 29, 2010. However, technical assistance for ongoing projects may extend beyond the one year timeline.

GRANT AWARD ANNOUNCEMENT

Applicants will receive written notice of the award decision by **October 15, 2009**. Awards will begin on or about **November 1, 2009**.

RESOURCES

Please refer to (**Attachment E**) for examples, additional information, resources and websites. Questions & answers and a proposal checklist are also attached to help guide you.

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Attachment A – Letter of Intent

Attachment A: Letter of Intent

Complete the section below and return this form by **July 1, 2009** if you intend to submit a proposal for Legacy Projects funding.

This does not obligate your organization nor does it have any bearing on the application. It will provide useful information as Pacific CEED and partners prepare for the review and selection process.

Email or fax the Letter of Intent by no later than July 1 to:

Pacific CEED/Legacy Projects 2009-2010
University of Hawaii John A. Burns School of Medicine
Department of Family Medicine and Community Health
Mililani, HI 96789

Phone: 808.294.6683
Fax: 808.627.3262
Email: pacificceed@gmail.com

INTENT TO SUBMIT A Legacy Projects PROPOSAL

A. CONTACT INFORMATION

Jurisdiction: _____

Organization/Community Group Name: _____

Contact Person/Project Coordinator: _____

Signature of Project Coordinator: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____

B. PROJECT INFORMATION

Project Title: _____

Project Timeline: Anticipated Start Date: _____ Anticipated End Date: _____

Amount Requested: \$ _____ (up to \$15,000) Total Project Cost: \$ _____

Brief Project Description: _____

C. TECHNICAL ASSISTANCE CONFERENCE CALL (Note: The calls will be made to the offices of the CCC Coordinators. All community applicants should plan to join the call at the CCC office).

I would like to participate in the call on (check one):

_____ Tuesday, July 7th from 2:00pm to 3:30pm HST

_____ Wednesday, July 8th from 2:00pm to 3:30pm HST

Please call me: _____ at _____ to be connected to the call.
(Participant Name) (Phone Number)

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Attachment B – Proposal Form

Pacific Center of Excellence in the Elimination of Disparities (Pacific CEED)
University of Hawaii, John A. Burns School of Medicine
Department of Family Medicine and Community Health

Attachment B: Legacy Projects Proposal Cover Page

A. Contact Information

Jurisdiction: _____

Organization/Community Group Name: _____

Contact Person/Project Coordinator: _____

Signature of Project Coordinator: _____

Additional Contacts: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Tax ID Number: _____

Fiscal Sponsor (if different from applicant): _____

Contact Person: _____

Additional Contacts: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Tax ID Number: _____

B. Project Information

Project Title: _____

Project Timeline: Anticipated Start Date: _____ Anticipated End Date: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

(up to \$15,000)

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Attachment B – Proposal Form

C. Organization Description

C1. Is your organization or community group currently a member of the Comprehensive Cancer Control (CCC) Coalition in your jurisdiction/territory? If yes, how long have you been an active member? How have you contributed to the coalition and/or to Comprehensive Cancer Control? *(No more than half-page)*

C2. Briefly describe your organization, its mission, activities, accomplishments and contributions to the community. *(No more than half-page)*

C3. Briefly describe how you collaborate with other organizations, community groups and partners. Specifically indicate which partners will work with your organization/group on the proposed project and how you will coordinate and collaborate. *(No more than half-page)*

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Attachment B – Proposal Form

D. Project Description

D1. Provide a brief narrative description of your proposed project. *(No more than half-page)*

Provide details about your project objectives, the challenge or problem your project intends to address and include a description of the specific activities the project will carry out to achieve the objectives. In addition, please complete the attached work plan form with this information. *(See sample work plan)*

D2. Specify the goal, objectives and strategies/activities this project will address and how these support the goals and objectives of your jurisdiction's Comprehensive Cancer Control (CCC) plan. *(No more than half-page)*

D3. Describe how the project will contribute to your community's capacity to address health disparities, with a focus on breast and cervical cancer and the social determinants of health. *(No more than half-page)*

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Attachment B – Proposal Form

E. Evaluation

E1. Complete the attached work plan & provide details of the specific monitoring and evaluation data and/or indicators, data collection tools/sources of data & evaluation capacity building activities. *(See sample work plan)*

F. Budget and Justification

F1. Complete the attached project budget form. Provide detailed unit costs, reasonable cost estimates & clear justification for project expenses. *(See sample budget & justification form) (NOTE: Due to the US Congress requirements for REACH US and the US CDC guidelines, Legacy Projects can be funded for one year only. Legacy Projects awards are designed to support activity costs. Recurring budget line items such as personnel salaries are not typically covered by LP short-term funding. No more than one-third (1/3) of the Legacy Projects budget should be allocated for personnel salaries, including the hiring of short term consultants/contractors.)*

F2. Briefly describe your plans for sustaining the project beyond Pacific CEED Legacy Projects funding. *(No more than half-page)*

G. Technical Assistance

G1. Describe the type of technical assistance your organization or community group requires of Pacific CEED and partners: *(Be specific; No more than half-page)*

- a) Technical assistance during the application process
- b) Technical assistance during implementation, if funded

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Attachment C - Work Plan

Attachment C: Work Plan - Jurisdiction: _____ Date Submitted: _____					
Organization: _____			Project Coordinator: _____		
Project Title: _____					
Project Goal: (indicate project goal & objectives AND the relevant CCC goal & objectives)					
Objective(s)	Activity	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget
Project Goal:					
Objective(s)	Activity	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget
Project Goal:					
Objective(s)	Activity	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget

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Attachment D – Budget Form

Attachment D: Budget & Justification Form - Jurisdiction: _____ Date Submitted: _____ Organization: _____ Project Coordinator: _____ Project Title: _____		
Budget Category	Amount	Budget Justification (Please attribute the specific amounts to the activities in the Work plan)
Personnel	\$	
Travel	\$	
Supplies & Equipment	\$	
Other	\$	
Total	\$	

- Provide appropriate and sufficient justification for each line item.
- This is a CDC funded project. As such, costs for clinical services *cannot* be included in the budget.

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Attachment E – Samples & Resources

Attachment E: Proposal Samples & Resources

Build capacity for information/data collection and utilization *(may include training)*

Proposal Idea: Create a community center for women to learn and teach each other about breast and cervical cancer issues, nutrition and physical activity, with an existing network of community women's groups.

- Example 1. *Community assets mapping and/or needs assessment* – conduct an inventory of resources or assets available within your community to inform your project.
- Example 2. *Conduct focus groups* – gather information from specific groups in the community(ies) to find out what is important to them, what types of services they would like, how they would like the services to be offered, etc.
- Example 3. *Utilization of data* – use community assets mapping, needs assessment and/or focus group data to develop an active 'community center' where women come for health information, including breast & cervical cancer. OR use the formative data to write another grant application for another source of funds.

Explore the role of traditional beliefs/practices relative to 'Western' practices, in supporting cancer prevention, early detection, treatment, &/or palliative care

Proposal Idea: Identify how traditional medicines & practices are used to complement 'Western' medicine to prevent or treat cancer.

- Example 1. Interview or conduct focus groups of cancer survivors and/or health providers to explore personal experiences and professional practices in traditional medicine and mainstream medicine.
- Example 2. Establish a working group of traditional and mainstream practitioners and develop a training course highlighting shared benefits and the role of traditional practices in cancer prevention and treatment.
- Example 3. Conduct a literature review and develop a database of traditional medicines/practices in your community or across the USAPI.

Identify, develop and document promising practices *(new, innovative ideas from your community or program)*

- Example 1. Involve a women's group to learn basic scriptwriting skills to draft, perform and produce a radio drama addressing several key prevention and early detection messages and information related to breast & cervical cancer. Seek support from local/national radio to air the radio serial drama over several weeks and/or months.
- Example 2. Develop a cervical cancer health education program for high school girls and implement it within the school system, enabling the school girls to develop their own approaches for sharing with their mothers, grandmothers and aunts.
- Example 3. Develop creative approaches for involving men, fathers, husbands, brothers, and sons in breast and cervical cancer prevention and early diagnosis.
- Example 4. Develop community-based or systems-level approaches for integrating breast and cervical cancer disparities into the broader national program on preventing non-communicable diseases (chronic diseases).

NOTE: ALL LEGACY PROJECTS will be requested to document their projects/promising practices and to disseminate the data and/or project reports & models to policymakers, health providers and the general public, with Technical Assistance from Pacific CEED.

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Attachment E – Samples & Resources

Program planning and evaluation resources

<http://www.thecommunityguide.org/>

- Evidence-based recommendations for programs and policies

<http://cancercontrolplanet.cancer.gov/>

- Comprehensive cancer control resources, listing of research-tested programs and products

<http://www.healthypeople.gov/>

- US National health objectives

<http://ctb.ku.edu/en/> (The Community Tool Box)

- Information on skills/tools for building healthy communities

<http://www.cancer.org> (The American Cancer Society)

- Information and ideas about community programs and services

<http://www.cdc.gov/eval/evalguide.pdf> (US Centers for Disease Control)

- Self-study guide for developing evaluation plans and implementing program evaluation

<http://www.cdc.gov/reach> (REACH U.S.)

- Information about Racial and Ethnic Approaches to Community Health Across the US

<http://www.cdc.gov/nccdphp/dach/chaps/> (Community Health and Program Services/CDC)

- Information about programs that build health communities (including REACH), resource library

<http://www.cdc.gov/wisewoman/> (Well-integrated Screening and Evaluation for Women Across the Nation)

- Ideas for possible activities to address risk factors

<http://www.wkkf.org> (W.K. Kellogg Foundation)

- Toolkits for communication, evaluation and policy

http://www.cbr-aimhigh.com/main/ccbam_model_summary.htm (Community Building Resources)

- Community capacity building and asset mapping

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Attachment E – Samples & Resources

SAMPLE Work Plan: Jurisdiction: <u>XXXXXX</u>		Date Submitted: <u>August 4, 2009</u>			
Organization: <u>National CHC Association</u>		Project Coordinator: <u>XXXXX</u>			
Project Title: <u>Community Health Worker Training in Culturally Sensitive Breast & Cervical Cancer Screening</u>					
Project Goal: Decrease disparities in breast & cervical cancer, including the outer islands (supports CCC Goal #2 & objectives X, Y, & Z)					
Objective(s)	Project Activities	Timeline	Monitoring & Evaluation data	Person(s) responsible	Budget
To establish and carry out a participatory process to develop the B&CC training program and curriculum.	-Identify key training partners, including local training resource persons -Draft the Terms of Reference for the Training Advisory Committee -Convene regular meetings of the Training Advisory Committee	December 2009	-Training Advisory Committee Terms of Reference drafted -Training Advisory Committee members identified & recruited -Committee meeting minutes -Local training personnel identified & committee	Project coordinator and relevant partners	INSERT relevant \$XXX based on line items in budget below
To develop an evidence-based B&CC training program for community health workers	-Identify & review existing B&CC training resources -Develop training program (at least 3 days) -Draft training materials for trainers -Draft training materials for participants	February 2010	-B&CC training program developed and scheduled	Project Coordinator Training Advisory Committee	
To identify and recruit appropriate outer island participants	-Contact community leaders by phone/email -Carry out appropriate communication methods to recruit relevant community health workers	April 2010	-Maintain records of communications with community leaders -Develop spreadsheet of possible participants	Project Coordinator	
To convene and conduct the B&CC training workshop on outer islands	-Work with Training Advisory Committee and community leaders to manage the logistics, budget and content for the workshop -Conduct and evaluate the workshop	June 2010	-Training program finalized -Participant list documented -Pre & post test developed -Course evaluation developed -Data collated and analyzed	Project Coordinator Training Advisory Committee	
To document and disseminate the B&CC training curriculum, evaluation results and 'next steps'.	-Finalize the training curriculum -Compile a summary of the training course to document 'lessons learned' for the process, content and outcomes. -Report to the CCC -Report back to community health workers & partners	August 2010	-B&CC curriculum drafted -Workshop report with results drafted -Report to Training Advisory Committee submitted -Report to CCC submitted	Project Coordinator Training Advisory Committee Partners CCC	

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Attachment E – Samples & Resources

SAMPLE Budget & Justification Form		
Budget Category	Amount	Budget Justification (Please attribute the specific amounts to the activities in the Work plan)
Personnel		<p>-Personnel costs for Project Coordinator (10 (or 12) months x .25 (or.50FTE) x hourly or monthly rate) = \$XXX (e.g. existing staff, temporary hire, consultant, etc.)</p> <p>-Honoraria for local resource personnel (\$x/day x 5 resource persons X 3 days)</p> <p><i>Justification:</i> Project Coordinator will be responsible for coordinating and overseeing the project, ensuring that the goals/objectives are met, documenting the project and communicating with Pacific CEED. Local resource persons are full-time government employees and/or CCC or partner employees and require acknowledgement for their professional training expertise, during the planning meetings and during the actual training workshop. (must be reasonable cost)</p>
Travel		<p>-Travel & accommodations costs to outer islands for resource personnel to conduct workshop/training (RT + \$ accommodations @ \$X x 3 (or 4 or 5) persons x 1 (or 2) trips, Total = \$XXXX) OR costs to bring the community health workers to the main island.</p> <p><i>Justification:</i> The only transportation between the outer islands and the main island is by boat. The boat makes the island circuit 1/month.</p>
Supplies & Equipment		<p>-General office supplies (paper, pens, folders) @ \$XX total</p> <p>-Telecommunications costs @ \$X/month x X # of months</p> <p>-Office and/or training equipment – e.g. LCD Projector, laptop, camera, radio, flip charts</p> <p><i>Justification:</i> To carry out daily project functions and communications. To support the training program. To document the project and deliverables, including the curriculum. To include video tapes as part of the curriculum package for dissemination.</p>
Other		<p>-Facility rental for workshop @ \$XX/day x 1 (or 2) workshops = \$XXX</p> <p>-Printing (training materials, training curriculum) @ \$X/brochure or \$X x 200 copies = \$200</p> <p>-Production costs (purchase videos to assist with training) \$20 x 5 videos = \$100</p> <p>-Local training costs for participants (e.g. transportation, workshop handbags, materials for outreach, etc.) \$X per person x # of participants, \$X per item x # of participants.</p>
Total	NO MORE than \$15,000	

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Attachment E – Samples & Resources

Budget & Budget Justification Guidelines

Instructions: Please provide as much detailed unit cost information as possible. Please provide sufficient information and justification to support the requested budget amounts for EACH line item.

Personnel: Not to exceed 1/3rd of total budget. Include name of staff person/temporary hire/consultant, salary/compensation, percentage of time budgeted for this project and **job description**. Fringe benefits can not be paid.

Travel: For local travel only for project staff, local resource persons, training participants. List mode of travel, travelers names, destination and number of trips. Briefly describe the purpose of travel. Provide cost for local boat, local airfare, hotel, per diem, ground transportation and other related travel expenses. Include number of days/trip.

Supplies & Equipment: Briefly itemize the supplies & equipment needed. Justify EACH item for project use.

Other: For items not included in previous budget categories. List each item and provide sufficient justification.

NOTE: All budget items must be a direct project expense. This is a CDC-funded project and thus funds cannot be used for direct clinical services.

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Attachment F: Questions & Answers

Attachment F: Common Questions & Answers

1. How many jurisdictions submitted proposals for Legacy Projects this year?

To be determined.

2. How many Legacy Projects will be funded this year?

The total number of awards will depend on the overall Pacific CEED budget and the level of award for each grant, up to \$15,000 each. We anticipate awarding at least 1 Legacy Projects in each jurisdiction provided the eligibility criteria are met. We can help all applicants make sure the eligibility criteria are met.

3. We requested less than \$15,000 in our letter of intent. Can we request the maximum in our proposal?

The amount requested in your proposal is what will be considered by the review committee, up to no more than \$15,000.

4. If we are awarded Legacy Projects funding, will we receive the full amount requested?

The final award amount will be dependent on; 1) the overall Pacific CEED budget, 2) the strength of the competing proposals, 3) the proposal budget and 4) the budget justification submitted with your proposal. If a proposal is approved for funding, the review committee may award the full amount requested OR the committee may recommend funding at a lower budget amount, based on the above factors. The committee may request a revised budget after sending the notice of awards.

** Please keep in mind that you have approximately 10 months to utilize the Legacy Project funds. Submit a budget & justification that are realistic and reasonable. Your budget should reflect 'actual' cost of the project.*

5. If we receive an award, when can we expect the funds?

Awards will be announced around *October 15, 2008*. Recipients of Legacy Projects funds will sign a technical services agreement with Pacific CEED/University of Hawaii. The terms of the agreement will be finalized with the individual awardees. Payments will be made based on the timely receipt of the deliverables proposed in the application and agreed to following the notification of award. Depending on the prompt receipt of the signed agreement for services and accompanying documents required by UH, it is anticipated that an initial payment will be made on *December 1, 2008*.

6. Can we submit the supporting documents for eligibility separate from our grant proposal?

Yes, in fact, we recommend that you begin submitting the supporting documents for eligibility as soon as possible. You must meet **all 4** of the eligibility criteria in order for your proposal to be considered. Please fax or email your clearly labeled documents to pacificceed@gmail.com or fax (808.627.3262).

7. Will you accept proposals by email?

Yes, we will accept proposals by email (pacificceed@gmail.com) or by fax (808.627.3262). Please enter "Pacific CEED Legacy Projects" in the subject line for all communications regarding Legacy Projects.

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Attachment F: Questions & Answers

8. Are there any guidelines for submission of our documents?

Yes, to avoid confusion, please label your documents as follows:

“LegacyProject.organization.document.date”

Examples: LegacyProject.GuamACS.organizationalchart.08.04.09
LegacyProject.ASCCC.application.08.04.09
LegacyProject.CCA.workplan.08.04.09
LegacyProject.PohnpeiWC.budget.08.04.09

9. What happens if our proposal is incomplete come deadline time?

August 4, 2009 (Hawaii Standard Time) is the deadline for completed applications. ***Only completed proposals received before or on August 4 will be considered for funding.*** We recommend that you submit your proposals & attachments PRIOR to the deadline to allow for possible problems with fax and/or email and to give yourself time to submit additional documents if your proposal is determined to be incomplete. You will receive prompt email notification regarding the status of your proposal.

10. May we contact you if we have any questions about the RFA or our proposal?

Yes, please contact us with any and all questions. We are available to provide clarification on the proposal guidelines and to assist you with the process. Please request assistance by email (pacificceed@gmail.com) or by telephone (808.294.6683). The Pacific CEED personnel will get in touch with you. Please include a telephone number with your request.

11. Who will review the proposals?

The review committee for Legacy Projects is comprised of representatives from the Cancer Council of the Pacific Islands (CCPI), external reviewers and Pacific CEED partners. CCPI members will not review or score applications from their own jurisdictions due to the conflict of interest.

12. How will proposals be scored?

Completed proposals will be scored by the review committee as follows: **(Total = 25 points)**

C. Organization Description (6 points)

C1. Are you currently a member of your jurisdiction comprehensive cancer control (CCC) coalition? If yes, how long? How have you contributed to the coalition and/or comprehensive cancer control? If No, what are your plans to link with the work of the CCC Coalition? (No more than half-page) (2 points)

**for CCC Coalitions applying, you may skip this question and expand C2 to a full page. Please emphasize and fully describe your involvement in the community and also the community's involvement in the CCC coalition and/or in the implementation of your jurisdiction CCC plan.*

C2. Briefly describe your organization, its mission, activities, accomplishments and contributions to the community. (No more than half-page) (2 points)

C3. Describe partnerships or collaborations involved in this project. (No more than half-page) (2 points)

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Attachment F: Questions & Answers

D. Project Description (11 points)

D1. Provide a brief narrative description of your proposed project. (No more than half-page) (4 points) **Please list and fully describe the tangible deliverables or outputs of your project;** *for example: health communication materials, a training curriculum and training program, a radio soap opera script, a terms of reference for a survivor support group, a memorandum of understanding with a new partner, a community survey instrument and table of contents for the results report, a press kit, an advocacy tool for legislators, an outline for a new website, etc..*

D1. Provide details about your project objectives and specific activities in the attached work plan. (See sample work plan) (4 points)

**must include specific outcomes/deliverables, per examples above*

D2. Specify which goal, objective and/or strategy from your jurisdiction comprehensive cancer control (CCC) plan this project will address. (No more than half-page) (1 point)

D3. Describe how the project will contribute to your community's capacity to address health disparities, cancer disparities in particular. (No more than half-page) (2 points)

E. Evaluation (4 points)

E1. Complete the attached work plan. Provide details about specific monitoring and evaluation tools and data collection activities. (See sample work plan) (4 points) *Include how you intend to report on progress and performance and to whom.*

F. Budget and Justification (4 points)

F1. Complete the attached project budget form. Provide details regarding project expenses. Include information about other funding sources. (See sample budget form) (2 points) *Make sure you include all unit costs, subtotals and totals.*

F2. Briefly describe your plans for sustaining the project beyond Pacific CEED Legacy Projects funding. (No more than half-page) (2 points) *How will the continuation of your project be funded or supported? Who will take responsibility for continuing the effort? IMPORTANT *Include plans for dissemination of the results/products of your project, e.g. intended audience, format, etc.*

Pacific CEED Legacy Projects
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Proposal Checklist

Legacy Projects Proposal Checklist:

- Letter of intent** (*due July 1, 2009*)
- Supporting documents** for eligibility (can be *submitted even before the Aug 4 deadline*)
 - Type of organization (charter, meeting minutes)
 - Organization governance (by-laws, organizational chart)
 - Financial accountability (bank statement, tax document, tax ID number)
 - Commitment (letters of support, endorsement)**

** *see application section below*

Completed Proposal (*due on or before August 4, 2009 Hawaii Standard Time*)

- Proposal Form (*no more than 5 pages*)
- Project Work Plan (*no more than 2 pages*)
- Project Budget & Justification Form (*no more than 2 pages*)
- Two Letters of Support (*from different types of organizations*)
- Letter of Endorsement (*from CCC Coalition or senior health official*)
- Letter of Agreement from fiscal sponsor (*if applicable*)
 - If fiscal sponsor involved, please submit their tax ID number.

Other items

- Request for Technical Assistance
 - *include telephone number for us to call you*
 - Email: pacificceed@gmail.com
 - Call: 808.294.6683
- Acknowledgement of receipt of proposal
- Notification regarding status of proposal

This checklist is meant to serve as a guide as you complete your proposal. Please refer to complete RFA for details regarding submission requirements.