



\$10,000 One-Year Grants
2012 Community Grant Application

Deadline:

November 7, 2011 by 6:00 PM EST

Contact Information:

1600 Duke Street, Suite 500

Alexandria, VA

Attn: Kristina Hunken

Phone: (703)-837-3694 /Fax: (703) 836-4413

Email: Kristina.Hunken@preventcancer.org

Message from the President and Founder

Dear Friends,

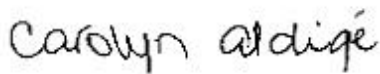
- This Grant Application Guide is designed to be used by applicants requesting funds for community education and outreach in cancer prevention and early detection from the Prevent Cancer Foundation. In the following pages, you will find general grant information and specific steps for preparing and submitting applications. The guide offers practical information so that grant seekers can develop the highest-quality proposals that support Foundation goals. We are interested in receiving grant applications that are aligned with our mission to support community programs across the United States that focus on helping to prevent cancer or find it earlier and demonstrate a potential to make a positive impact on all populations, especially underserved communities.

Since 1985, the Prevent Cancer Foundation has carried out its mission in three main ways:

- Funding research that adds to what is known about how to prevent cancer;
- Educating the public about cancer prevention and early detection (when it can be more successfully treated); and
- Providing cancer education and screenings to underserved communities.

We envision a future where cancer incidence and mortality will be significantly reduced through preventive measures. Since 1985, we have provided \$125 million in support of cancer prevention research, education and outreach programs nationwide, and we have played a pivotal role in developing a body of knowledge that is the basis for important prevention and early detection strategies.

Sincerely,



Carolyn “Bo” Aldigé
President and Founder

Guidelines

Mission

The mission of the Prevent Cancer Foundation is saving lives through cancer prevention and early detection. The purpose of the Community Grants is to support community programs across the United States that focus on helping people prevent cancer or find it earlier and that demonstrate the potential to make a positive impact in the field of cancer prevention.

Funding Objectives

Projects that meet all of the following criteria will be considered:

- Projects must be aligned with the mission of the Prevent Cancer Foundation.
- Projects must be feasible. There must be a reasonable assumption of completion and success of the project given the resources, time, and personnel available.
- Projects must have measurable goals, objectives and outcomes.

Purpose

The purpose is to extend the opportunity of **one-year \$10,000** grants for developing new or implementing existing community projects/programs in cancer prevention and early detection. The proposed projects must be aligned with our mission to support community programs across the United States that focus on helping to prevent cancer or find it earlier and demonstrate a potential to make a positive impact on all populations, especially underserved communities.

Eligibility

The following groups or organizations are eligible to apply for Community Grants award:

- 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

Examples of work include:

- Health Education
- Health Care Delivery
- Cancer Prevention Advocacy
- Groups and organizations described above must be located outside of the Washington, DC, metro area to be eligible for the 2012 grants.

Note: Projects and organizations previously funded by the Prevent Cancer Foundation may re-apply for funding.

Note: All applicants must comply with the Foundation's **Tobacco policy**. All applicants must sign the Foundation's Statement of Compliance, confirming he/she does not accept tobacco-industry funding. Also, documentation must be included that confirms the 501(c)3 status of the organization.

Review Criteria and Funding Priorities

Priority will be given to those projects that demonstrate one or more of the following characteristics:

- New and innovative cancer prevention and/or health and wellness outreach which follow current prevention and early detection screening guidelines
- The use of technology as a means to enhance cancer prevention outreach
- The use of alternate settings that enhance access to cancer prevention programming
- Demonstration of cultural competence in outreach strategies
- A focus on geographically underserved populations (e.g., inner urban, rural)
- Inclusion of patient navigation (for service delivery programs)
- Integration of prevention and early detection education or service delivery for two or more cancers or with other chronic diseases
- Projects that help to extend Foundation programs across the United States, its territories or tribes

Proposals for screening programs must demonstrate established community partnerships to provide any necessary follow-up care.

Statement of Intent to Fund

Community Grants are derived from funds raised by the Prevent Cancer Foundation. The amount of funding for the Community Grants Program will vary from year to year as will the number of grants awarded. The Foundation is under no obligation to award a certain number of grants in any given year. Financial support for fundable proposals is at the discretion of the Board of Directors. The Foundation expects to fund up to four \$10,000 awards for the 2012 cycle.

Payment and Accounting of Grant Funds

The designated Project Director is responsible for determining where payments of funds shall be made. Often funds are paid directly to an organization or institution for accounting and tax purposes. Funds paid to an institution or organization will be 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.

Review Process

Applicant organizations must submit an **electronic copy (one PDF file or Word file, not multiple files)** of the application to be considered for funding. Incomplete applications will not be considered. Upon receipt, applications will first be reviewed by Foundation staff. Applications that are complete and compliant with the guidelines will be assessed for merit by an external review group convened by the Foundation.

All completed applications should be sent to: Kristina Hunken at
Kristina.Hunken@preventcancer.org

Award Process

Funding of applications is subject to availability of resources and approval of the Prevent Cancer Foundation.

	\$10,000 One-Year Grants
Electronic Due Date	November 7, 2011 6PM EST Late or incomplete applications will not be considered
Notification of Decision Applicant will be notified via email and hard copy. The grant award letter will outline the grant period, payment schedule, and reporting deadlines.	December 20, 2011
Project Start Date	January 10, 2012 January 9, 2013 (End Date)
Grant Payment	January 17, 2012 (Full) Paid in FULL after receipt of signed Terms of Agreement
Project End Date	January 9, 2013
Report Due	February 8, 2013 (FINAL)

Note: The Foundation reserves the right to alter the project dates as necessary.

Grantee Terms of Agreement

After notification of award, a Terms of Agreement document is signed by a representative from your organization and returned to the Foundation before payment can be made.

- All publications, presentations, project materials, etc., must acknowledge the Foundation's support of the program/project by displaying in bold, "This program is supported by the Prevent Cancer Foundation."
- The Foundation allows the grantee a limited, non-exclusive license to use and sublicense the Prevent Cancer Foundation name and logos solely to acknowledge the Foundation. It is agreed and understood that the Foundation retains all right, title and interest in and to the 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.
- The Foundation may release information regarding the grantee to the general public and news media. Grantee grants and shall cause the partnering organizations to grant to the Foundation a non-exclusive license to include their respective names in information pertaining to this award that is released to the public.
- Significant changes to the approved program/project or budget must be submitted to the Foundation for review and approval.

Reporting Requirements

Deadline

Final report is due on **February 9, 2013**

All Prevent Cancer Foundation grant recipients must adhere to the following reporting requirements.

Final Report Components

Final reports must contain the following: a progress report, statement of impact, financial statement, and high-resolution (300 dpi and 1 MB) photographs. Details of these four components are listed below. Should your application be accepted, more information and a template for these reports will be provided in the grant agreement.

A. Progress Report

- Progress towards Measurable Objectives [1-2 pages in length]
- Project Summary [4-6 pages in length]
 - Program Status
 - Volunteers
 - Evaluation
 - Upcoming/Planned Activities
 - Report on Timeline (submitted in proposal)
 - Summary and Recommendations

Attach current copies of any significant materials, newsletters, brochures, articles, etc., associated with activities of the program/project.

B. Statement of Impact [1-4 pages in length]

- How has the funding provided by the Prevent Cancer Foundation helped your community?

C. Financial Statement

- Indicate how Foundation funds have been used for the reporting period. Provide an amended budget justification for any new items or changes made to the original budget.
- A copy of this final report should be filed in an Office of Grants Administration or similar institutional office.

D. Photographs

- As a grantee, you are **required** to submit at least three photographs documenting the program for the final report. The Foundation 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 Prevent Cancer Foundation (see consent form below). All pictures are to be sent electronically in JPEG format (pictures need to be high resolution, at least 300 dpi and 1 MB) with people and places identified.
- Use the photo/film release form in the application.