



Cancer Plan Implementation Funding Announcement

September 2014

Background:

The New Hampshire Comprehensive Cancer Collaboration (NH CCC), managed by the Foundation for Healthy Communities, works to address cancer, the leading cause of death in New Hampshire (NH). The NH CCC is made up of 100-150 individuals and organizations that pool resources and efforts to eliminate cancer in the state. The *New Hampshire Comprehensive Cancer Control Plan* addresses cancer prevention, early detection, treatment, and quality of life for people living with cancer. Currently, NH CCC work groups are drafting the *2015-2020 Cancer Plan*. Three overarching goals that have been established:

- Goal 1: Foster communities and systems that support and reinforce healthy lifestyles.
- Goal 2: Detect cancer at its earliest stage.
- Goal 3: Optimize quality of life for those affected by cancer.

NH CCC is part of a national effort to address cancer prevention and control. The Centers for Disease Control and Prevention fund states, territories and tribes to address Comprehensive Cancer Control. The [2010-2014 New Hampshire Comprehensive Cancer Control Plan](#) was developed by the NH CCC's work groups as the blueprint for their activities over the five year period 2010-2014. These workgroups (Primary Prevention, Prevention and Early Detection, Treatment and Survivorship, and Palliation) are charged with implementing thirty-three objectives found in the current cancer plan. Information about the NH CCC is available at www.NHCancerPlan.org.

Purpose:

The purpose of this funding for 2014-15 is to support activities that are linked to objectives identified in the NH Cancer Plan. Activities must use an evidence-based policy, systems or environmental change (PSE) intervention that offers opportunities to further develop community partnerships. (Examples of PSE approaches are listed on page 2.)

Approved proposal activities **must be completed by June 30, 2015** and all funds awarded must be spent **by June 30, 2015**.

The objectives of the *2010-2014 NH Comprehensive Cancer Control Plan* can be found on pages 6-7 at <http://www.nhcancerplan.org/nhccc/publications/nhcancerplanbook.pdf>. Proposals can be submitted for funding awards ranging from \$1,000 - \$5,000

Eligible Applicants:

Proposals for this funding cycle will only be accepted **from individuals who are active members of at least one of the Collaboration's workgroups or committees**. Proposals will also be accepted on behalf of a work group. **A non-profit organization must be identified** on the cover sheet to serve as the **fiscal agent** for the proposal.

| Timeline: | |
|--------------------|---|
| September 2, 2014 | Request for Proposals issued |
| September 26, 2014 | Required Letter of Intent due. Use template posted at http://www.nhcancerplan.org/index.php/news-and-events/9-uncategorised/199-loi-september-2014-funding-opportunity . |
| September 26, 2014 | Deadline to submit questions (in writing via email only - no phone calls) All questions and answers will be posted at www.NHCancerPlan.org |
| October 15, 2014 | Proposals due <i>via email only</i> by 4 pm to: jproctor@healthynh.com Judy Proctor, Manager NH Comprehensive Cancer Collaboration c/o Foundation for Healthy Communities 125 Airport Road Concord, NH 03301 |
| October 31, 2014 | Selected applicants are notified |
| June 30, 2015 | Projects must be completed and funds spent |
| July 31, 2015 | Final written and financial report due |

Proposal Outline, Forms, and Review Criteria

These forms **will be sent to those who submit the required Letter of Intent** using the template provided at <http://www.nhcancerplan.org/index.php/news-and-events/9-uncategorised/199-loi-september-2014-funding-opportunity>.

- Cover Page (see form*)
- Proposal Narrative (**no more than 5 pages** in size 11 font, and at least 1 in. margins)
- Workplan (see form*)
- Work group co-chair note of support (see form*)
- Budget (see form*)
- Budget Narrative (Provide descriptive explanation for each budget item; Include description of other income sources either secured or pending)

Exclusions/Limitations:

The grant program's current guidelines preclude support for:

- Funding of ongoing staff positions. However, contract staff positions will be considered for funding. Funding of positions cannot supplant existing funds.
- Individuals
- Endowments
- Capital campaigns
- Organizations that advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual preference, or physical handicap
- Religious purposes
- Medical services/equipment, screening tests, labs, or supplies.
- Fundraising
- Lobbying

Examples of Policy, Systems, Environmental approaches:

see <http://www.nhcancerplan.org/images/downloads/PSEWorkshop05302014FINAL.pdf>

- Create tobacco-free campus policies
- Add night/weekend healthcare provider office hours
- Offer healthy vending machine options
- Incorporate sidewalks and recreation areas into community design

Proposal Review Criteria

At least three individuals will review each proposal to ensure that it addresses the purpose of this funding opportunity and evaluate how well it meets the criteria listed below:

- There is a clear and concise explanation of how the project is linked to implementation of at least one objective in the *2010-2014 NH Comprehensive Cancer Control Plan*.
- The proposal uses a PSE approach
- The applicant is an active member of at least one of the NH CCC's workgroups or committees.
- There is evidence of collaboration with other organizations.
- The proposal addresses a high-risk or underserved population
- A note of support form from a work group co-chair is submitted with the proposal.
- There is a well-defined, specific, and feasible work plan that the project will use to achieve its stated objectives.
- Wherever possible, the project activities are supported by data and are drawn from proven and/or evidenced-based strategies.
- The proposal demonstrates the applicant's ability to successfully implement the project.
- The timeline is realistic for completing activities by June 30, 2015.
- The budget is realistic, consistent with project objectives, and organized to reflect contributions by all organizations involved.
- The proposal offers opportunities to leverage other funds.
- The proposal demonstrates that the project does not duplicate any other services already available in the community.
- The letter of intent is submitted on time.
- The proposal meets page limit, font, and margin criteria.

Funding Status:

The status of proposed projects will fall within one of three categories:

Funded

The proposal is funded in full with no budgetary or programmatic modifications recommended by the review team.

Funded with Modifications

The proposal is funded, but with budgetary or programmatic adjustments.

Unable to Fund

The proposal will not be funded.

Funding Awards

Funds will be awarded to applicants contingent upon availability of funds at the Foundation for Healthy Communities (FHC). The FHC provides management services for the NH CCC through a contract with the NH Division of Public Health Services. Selected applicants will be asked to sign a letter of agreement (LOA) with the FHC. Note that funds may be awarded in divided payments. **Payments will be made to the identified fiscal agent.** Failure to submit the final report by July 31, 2015 could disqualify an applicant from eligibility for future funding opportunities.