OCOE COMMUNITY GRANTS PROGRAM
REQUEST FOR APPLICATIONS

The Fred Hutch/University of Washington (UW) Cancer Consortium’s Office of Community Outreach & Engagement is inviting applications for innovative projects to address and potentially improve multiple social determinants of health among underrepresented communities in Washington state, including but not limited to racial, ethnic, physical and mental ability, gender, sexual identity, geographic location, income, education disparities. Potential projects may include: (1) identifying unmet need(s) within a defined community, (2) exploring or testing solutions to health disparities issues, (3) increasing the understanding of factors that influence the health of diverse, racial, ethnic, and underserved communities.

Who can apply: Non-profit and 501(c)3 community-based organizations and Tribes* in Washington state are eligible to apply. *All proposals with the intention to support a Washington Tribe must submit a Letter of Support from their Tribal Council

Project Period: 04/01/22 – 03/31/23

Award: Up to $10,000 Total Costs

Focus Area: Community-driven social impact and health equity in Washington state.

Requirements: Applying for this RFA requires submitting a completed application* *Grant application development support is available for grantees. See below for more details.
<table>
<thead>
<tr>
<th>KEY DATES</th>
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<tbody>
<tr>
<td><strong>Thursday, February 3, 2022</strong></td>
<td><strong>Open Listening/Q&amp;A Session for this RFA (Optional)</strong></td>
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<tr>
<td><strong>Time:</strong> 10:30AM – 11:30PM PST</td>
<td><strong>Location:</strong> Zoom Meeting – Link to register below:</td>
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<td><a href="https://us06web.zoom.us/meeting/register/tZclf2qqzkrG9bMNl7Tc80TT5oZ7L-hIRl0">https://us06web.zoom.us/meeting/register/tZclf2qqzkrG9bMNl7Tc80TT5oZ7L-hIRl0</a></td>
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<tr>
<td><strong>Friday, February 11, 2022</strong></td>
<td><strong>Last day to request an academic mentor</strong></td>
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<td><em>Working with an academic mentor from the Fred Hutch/UW Cancer Consortium is a beneficial, however an optional resource. If you would like to be partnered with an academic mentor for assistance developing a project and grant proposal, please email <a href="mailto:enddisparities@fredhutch.org">enddisparities@fredhutch.org</a> by 12:00 PM PST.</em></td>
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<tr>
<td><strong>Monday, February 28, 2022</strong></td>
<td><strong>Submission Deadline</strong></td>
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<td><strong>Time:</strong> Materials must be received by 12:00 PM PST. See “Application Submission” section that follows.</td>
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<tr>
<td><strong>Friday, March 18, 2022</strong></td>
<td><strong>Notification of Award</strong></td>
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<td>Awardees will be notified of award decisions by email.</td>
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<td><strong>April 1, 2022- March 31, 2023</strong></td>
<td><strong>Grant Activity Period</strong></td>
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<td>Grant periods are for 1 year. Unexpended carry-forward funds may be available for a longer period.</td>
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**ISSUED BY:** The Fred Hutch/University of Washington Cancer Consortium’s (Cancer Consortium) Office of Community Outreach and Engagement (OCOE)’s mission is better outcomes for everybody. Health care is not experienced equally across the nation and a number of communities shoulder an unequal and unjust burden of cancer. Cancer health inequities are differences in cancer outcomes, such as screening rates, incidence (new cases), stage at diagnosis, mortality (deaths), quality of life after cancer treatment and survivorship that often place underrepresented populations at a disadvantage. These underrepresented groups are characterized by race, ethnicity, disability, gender, sexual identity, geographic location (rurality), lower income, lower education or other characteristics. In general, people of color and those from lower socioeconomic backgrounds (people experiencing poverty, those who lack health insurance, those with limited or no access to effective health care) experience a greater cancer burden than the general U.S. population. As such, they are more likely to be diagnosed with cancer once it has reached a later stage of development. They are also more likely to die from treatable cancers that may have been detected early with screening.

**GRANT CONTACT:** If you have inquiries, please contact enddisparities@fredhutch.org.

**APPLICATION SUBMISSION:** Applicants should submit their grant application electronically as a PDF attached to an e-mail sent to enddisparities@fredhutch.org.
PURPOSE: The purpose of this grant opportunity is to strengthen relationships between the Cancer Consortium and community led organizations who support diverse racial, ethnic and underrepresented communities in Washington state. These community-academic partnerships can enhance each organization’s abilities to plan, develop, implement and evaluate culturally appropriate, evidence-informed programs that are tailored to meet the specific needs and expectations of diverse, racial, ethnic, and underrepresented communities.

To meet the goal of this funding opportunity, applicants should (1) develop a project proposal to address a significant health inequity within the communities they serve, (2) implement a project to address the identified need, and (3) maintain partnerships/collaborative activities with key partners in alignment with project priorities.

ELIGIBILITY REQUIREMENTS: Community-based organizations, non-profit, 501(c)3 organizations and Tribes located in Washington state are eligible to apply. Project work must be carried out in Washington state or serve residents in Washington. Applicants must have experience working with/in diverse racial, ethnic and underserved communities. Previous or current work in a cancer-related field is not required.

FUNDING: Applicants may request up to $10,000 total costs (direct project costs + indirect costs) to address a significant health inequity in Washington State. Indirect costs (facilities and administrative (F&A) costs), if applicable, should be no more than 10% and should be included in the total budget. Projects should be proposed for up to one year. At the discretion of reviewers, award amounts may be decreased. Awards pursuant to this RFA are contingent upon the availability of funds and the receipt of a sufficient number of meritorious requests. If no applications are considered meritorious, the RFA will be reissued.

COVID-19 SAFETY: Organizations who receive funding must agree to monitor and comply with all local, state, tribal and federal ordinances related to COVID-19, such as travel restrictions, limitations on in-person gatherings, the use of PPE in public spaces, etc. Applicants should consider project activities that can be completed virtually or in a physically distanced setting.

INSTRUCTIONS FOR APPLICATION PACKAGE:
- Applications should be prepared in Arial font, size 11, single-spaced.
- Complete application packages must be submitted by 12:00 PM PST on Monday, February 28, 2022. (See “Application Submission” section above for more information)
- The following sections, section limits, and content are required for applications to be considered complete.
- Be sure to properly cite the sources for any literature you get information from and include in your proposal in a “References” section. Technical Assistance may be offered by faculty mentor or OCOE staff.
Organization Summary – (limit to ½ page) Let us know who you are, and your organizational capacity related to the grant topic. Include the following:
- Mission statement
- Expertise, qualifications, and relevant prior experience of your organization
- Current programs and major accomplishments
- Productive collaborations/partnerships that will enable the achievement of the grant
- Number of paid staff, volunteers, resources, etc.

Project Proposal – This is the core of the application. It is where you describe the details of your project in depth. This should include:
1) Title – Give your project a short and descriptive title. This is what we will be using to refer to your project.

2) Introduction (limit to ½ page) – This section provides preliminary information. Include the following:
- Project title
- Name of project contact
- (Optional) Name of Cancer Consortium mentor or OCOE partner
- Name(s) of any collaborator(s)
- Describe how the proposed project addresses an identified need in the community or addresses a health disparity in the community.
- Purpose of the project

3) Goals and Objectives (limit to ½ page) – Does your organization have a research question it wants to answer? What is your goal and objectives/specific aims for the project? A project goal should have at least one, but no more than three objectives. Be sure that objectives are SMART: Specific, Measurable, Attainable, Realistic and Time-sensitive. Think about who will be responsible for completing each objective. List the estimated number of individuals to be served by each objective.

4) Methods (limit to 1 page) – Describe the methods that will be used to implement and evaluate your project’s goals and objectives. At minimum, the proposal must address:
- Setting. Where will the project take place? Who will be served by the project?
- Recruitment. How will you identify and recruit people to participate in your project?
- Design. How will the project be implemented?
- Evaluation. What is your strategy for evaluating the processes and impact of your proposed project? How will you measure it? What measurement tool(s) you will use? How will your data be collected?
- Outcomes of the Project. Describe the outcome(s) of your project. These must be aligned with your project’s objective(s), activities, and they must be measurable. How will you communicate your project’s findings to others?
5) **References** – Be sure to cite the sources for any literature you use in your proposal. References can be listed on a page after the 2-page limit for your proposal. The reference page will not be counted against your total page count for the application.

**Budget** – all requests must include a detailed budget and justification.

**Allowable costs include:**
- Personnel costs: Salaries, if requested, must be for personnel related to this project only and not the work of the applicant organization. The rate(s) (including $/hour and total number of hours estimated) requested should be those normally paid by the organization to similar categories of staff, including fringe benefits where applicable.
- Supplies: The need for supplies should be explained and all amounts based on current actual costs. Please note that funds for supplies are not intended for the purchase of furniture or office equipment.
- Travel: Local travel costs directly related to the project.
- Additional costs associated with the conduct of the project should be justified.
- Associated costs to be covered by the organization, another grant, or provided in-kind by community partners should be delineated as such.

**The following costs are not allowable:**
- Individual patient care
- Budget deficits or debt reduction
- Core programming
- Contributions to fundraising events/campaigns/drives, etc.
- Political campaigns or lobbying
- New construction or renovations or purchase of land or buildings
- Existing programs or activities
- Activities being supported by another grant

**Letter(s) of Support** – If you are collaborating with any external partners, please include a Letter of Support stating their contribution and commitment to your project. The goals of a letter of support are to:
- Specify what the partner will contribute to the project.
- Convince the reviewer that the partner will fulfill the request.
- Lend credibility to your proposal.

**A letter of support should:**
- Be written from the point of view of your partner.
- Be printed on partner’s institutional letter head and signed by the partner.
- Be addressed to the project lead/principal investigator of the proposal or to the granting agency (Fred Hutch).
- Address any specific guideline set forth by the funding agency.
IMPORTANT INFORMATION:

1) LOS from Tribal Council Required for all proposals with the intention of serving a Washington Tribe: It is a requirement that any submission that proposes to work with one or more Indigenous communities include documented tribal approval or agreement to participate in the proposed project. Submissions are not limited to this population focus and may include other communities of interest.

2) Fred Hutch/UW Mentor or OCOE Partner: Working with an academic mentor is optional, however, encouraged. Benefits of working with an academic mentor include the following, but not limited to:
   a. Forming a research question/SMART goal
   b. Advice on adapting an evidence-informed/based intervention
   c. Advice on developing a data-driven evaluation plan
   d. Community and academic relationship building

Mentors are available and applicant organizations may request a Fred Hutch/UW mentor or OCOE staff person to provide assistance via email and phone with developing a project and putting together a proposal. If you would like to be partnered with a mentor, please email enddisparities@fredhutch.org by February 11.

3) Formal Project Proposal: If selected, applicants will be asked to formalize their project proposals utilizing a provided template.

4) Payment: Grant recipients will be asked to submit an invoice for 75% of their grant award after they complete their project plan. The remaining 25% of the grant award should be invoiced at the time of final report submission. Invoices will be paid within 30 days of receipt.

5) Final Report: All grant recipients are required to submit a final report to Fred Hutch within 30 days of the completion of the funding period. The report should outline the project’s context/background, methodology, evaluation findings and implications for future work/research. A template will be provided.

REVIEW CRITERIA: All complete applications will be reviewed by a peer review panel consisting of community partners/members and academic partners. The committee reserves the right to request additional information from applicants if deemed necessary. Reviewers will consider the following:

1) **Significance**: This includes what you wrote in your Introduction and the Goals and Objectives sections. Does the program address the needs identified in the service area?

2) **Project Team**: This includes what you wrote in your Organization Summary section. Does the organization, project lead and their team have the expertise to effectively implement all aspects of the project? Is the organization respected and valued by the community being included in the grant work? Is it culturally relevant? Does the project enhance collaborations among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

3) **Approach**: This includes what you wrote in the Methods section. How likely is it that the objectives and activities will be achieved within the scope of the funded project? Is the project well planned? Does the project proposal use the most appropriate intervention
for the stated goals and objectives? Does the project have a sufficient and documented plan to evaluate program impact? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the project?

4) **Overall Impact**: Will the implemented project have a substantial impact on the population selected? Does the project serve as a pilot, establishing knowledge for a larger grant application? Are partnerships likely to be sustained beyond the funding period? Is the impact likely or have the potential to be long-term?