
C4 Community Grants - Request for Applications
Fiscal Year: 2018

CALL FOR APPLICATIONS

C4 is initiating the sixth annual community collaborative grant process for fiscal year 2018. Applicant organizations are encouraged to apply for grants that are in alignment with C4's mission to increase colorectal cancer screening rates in an effort to decrease mortality associated with the disease. The C4 mission is to save lives and reduce suffering from colorectal cancer in all Californians. C4 plans to fulfill this mission by: 1) implementing strategies to reduce disparities in CRC screening, diagnosis and treatment among underserved populations in California; 2) increasing capacity for colorectal cancer screening; and 3) advocating for CRC screening programs to serve uninsured and underinsured populations.

Applications that propose projects related to C4's priority areas **related to colorectal cancer** are strongly encouraged:

- Primary Prevention and Screening
- Screening Barriers
- Epidemiology
- Health Communications
- Psychosocial/Cultural and Survivorship Issues
- Cancer Health Care - Delivery
- Cancer Health Care - Economics
- Cancer Health Care - Policy

APPLICATION PROCESS

• **Electronic Application Process**

- C4 is moving to a fully integrated online electronic submission process for the 2018 Community Grants program. C4 is seeking applications from organizations within California that promote the mission of improving the outcomes related to colorectal cancer in Californians.
- **Important Note:** please review the online information carefully. The Budget and Project Plan both require uploaded documents (templates provided) as well as selective entry of some data directly into the online application fields. For those who are successfully funded, these fields will carry forward to help streamline the 6-month progress and 12-month final reports. In addition, the direct data entry fields will allow us to complete routine programmatic assessments, and the detailed reports will be the basis of the grant review process.
- You can access **the website submission portal** at the following link:

<https://webportalapp.com/sp/c4communitygrants>
- This RFA and other programmatic resources can be located on the C4 website:

<http://cacoloncancer.org/grants.php>
- The Program Director for your project will need to establish an identity within the system before beginning the application process.
- You will be able to complete the application in segments and have print options before submitting your final application.

- **Projects funded in prior grant cycles - FYI**

Information on competitive applications from previous years can be reviewed at the following link:
http://cacoloncancer.org/grants_archive.php.

- **Applicant Question and Answer session**

- Dr. Hitchcock will hold a Q&A session on **October 23 at 10 am** to answer questions about C4 priorities, questions related to the focus of an application, and suggestions related to details within proposals.
- The call-in information is:

Dial-In #	641-715-3580	Participant Code	555-037
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- The teleconference will be recorded and a FAQ list will be generated to be shared on the C4 website, based on questions from this call.

ADDITIONAL PROJECT DETAILS AND GUIDANCE

- **Project duration**

- For the 2018 RFA, C4 will consider grants of 12-months duration (or less). Projects timelines must be implemented and completed within the timeline of March 2018 through February 2019.

- **Project Abstract**

- The project abstract will be used by C4 to publicize the community-engagement efforts related to its primary mission. The abstract will be published on the C4 website and within print media generated by the organization.

- **Budget guidance and specifications**

- You will need to complete the budget template and provide justification for expenses. **IMPORTANT:** we also need you to upload specific data fields from the budget template into the data capture fields within the online portal. This will allow us to periodically evaluate the program efficacy and sustainability of our community grants program. These fields are indicated within the template.
- Maximum allowed budget requested: \$10,000 per year. Budgets may be reduced if inadequately justified or funding is requested for materials or other resources available through C4 collaborations.
- **No indirect institutional costs are allowed:** the amount of funds available per project, and for the entire program, precludes C4 from providing funding for any institutional indirect costs (those costs not directly linked to conducting the project).
- In-kind or matching funds are strongly encouraged. Please include details on potential overlapping funding. While you may have support from multiple sources for the same project, the funds being charged to the C4 grant need to be clearly separate and justified in the budget justification.
- **No costs associated with diagnosis or treatment are allowed.**
- Please provide a detailed budget (Microsoft Word template will download from within the application portal, please complete and upload back into the portal), and include the budget justification narrative (directly entered into at data field within the application portal).

- **Project Plan Narrative**

- For those organizations seeking **continuation of funding**: please include a brief summary of your progress from the previous funding cycle(s) under the Project Overview.
- **Baseline data and projected outcomes**: please include details on your current baseline data for what you propose within your project, along with your projected outcomes by the end of the project.
- **Project Plan Details, including Timeline**: A thorough project plan will include an overall project goal and sufficient details that reflect S.M.A.R.T objectives. A template for the Objectives and Action Steps is available as a download under this section of the application. Complete the requested information in the table (adding or deleting objectives, as appropriate) and then uploading the completed document to the link. You will also need to enter your Objectives and Timeline (months 1-12) into the Objectives field under the Main Menu.

CDC guidance on S.M.A.R.T. objectives can be found below:

(http://www.cdc.gov/phcommunities/resourcekit/evaluate/smart_objectives.html).

- **Screening of patients** according to USPSTF recommended guidelines are allowed within the scope of the project but the details for development of FIT kits need to be clearly indicated, as well as the tracking of patients for follow-up when patients test positive.
 - C4 has negotiated contracts with Polymedco, Quest and Immunostics for standardized testing costs associated with their FIT products. Grantees and other clinics that are collaborating with C4 will have access to contracts that provide excellent pricing that provide and develop the fecal immunochemical test (FIT) kits. Health care collaborating partners interested in accessing these resources should contact Dr. Margaret Hitchcock for the details.
 - C4 encourages applicants to review the FluFit program (<http://flufit.org>) for ideas on how to pair CRC screening with annual influenza immunizations.
 - Updated CDC Community Guide for Colorectal Cancer Screening Interventions Released:

In case you missed it, the CDC recently posted their updated community guide for CRC.

The recommendations now place a bigger emphasis on multi-component interventions. The major findings are that multicomponent interventions increased colorectal cancer screening by any test by a median of 15.4 percentage points when compared with no intervention. The largest screening increases were seen among multicomponent interventions that combined approaches from each of the three strategies or that combined approaches to increase community demand and access.

Please review our website Resources section for a downloadable flyer:

http://cacoloncancer.org/documents/Community_Guide_Flyer.pdf

- National Colorectal Cancer Roundtable (NCCRT) resources for evaluation:
http://nccrt.org/wp-content/uploads/Evaluationtoolkit_tipsheet_4-11-1.pdf
- The project plan needs to include strategies for diagnosis and treatment, if medically necessary, should a positive screening result arise from the project. Of note, **the grant application cannot request diagnostic or treatment related procedures or funds**, so the project needs to have these resources clearly specified. C4 takes a very strong ethical stance on the need for having resources in

place for diagnosis and/or treatment when a patient has a positive screening test for colorectal cancer. The applicant organization needs to identify these resources if the plan includes screening for CRC.

- **Review process and notification of awards**

- The C4 grants review committee will review applications in January 2018, and the C4 Board of Directors will make final funding decisions during their annual board meeting (January 2018).
- Notifications will be sent to applicants by March 1, 2018, absent unforeseen circumstances.
- C4 reserves the right to request clarification of submitted information prior to funding decisions, including additional details on funding overlaps with other funding for the organization.

- **Reporting requirements**

- **Baseline data:** for those applicants proposing screening, your baseline screening rates will be captured as part of the application process.
- **An Interim progress report** will be required at 6-months.
- **Final report of outcomes** including a summary for general distribution by C4 is required within 30 days of the completion of the grant.
- Acknowledgement of C4 funding in any publications, presentations, or educational materials.
- Final fiscal accounting of expenditures of money awarded.
- Any training videos or other materials developed through funded projects will be shared with C4 so they may distribute more broadly. Content of such resources should be in accordance with C4's stance on CRC screening. The C4 website has links to currently accepted practices for CRC screening (www.cacoloncancer.org).

- **Submission Dates for applications**

- The 2018 RFA release date: **October 10, 2017**
- Grant deadline for receipt of all materials: **November 30, 2017**

- **Questions about the application process**

- Please submit any questions about the grant application process to:
 - Dr. Margaret Hitchcock:
mhitchcock@cacoloncancer.org
530-400-8159 (text or phone)