Fred Hutch
Cancer Center

# FRED HUTCHINSON CANCER CENTER COMMUNITY GRANTS PROGRAM

# REQUEST FOR APPLICATIONS (RFA)

Fred Hutchinson Cancer Center (Fred Hutch) is inviting applications for innovative projects to address and 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, and education inequities.

Potential projects may include: (1) identifying unmet need(s) within a defined community, (2) exploring or testing solutions to health inequity issues, (3) increasing the understanding of factors that influence the health of diverse, racial, ethnic, and underserved communities, (4) enhancing/expanding an existing program by adding new activities or reaching a new part of the community, (5) new program development.

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| **Who can apply:** | Community-based organizations, non-profits, and Tribes* in Washington State<br>*All proposals with the intention to support a tribe in Washington state must submit a Letter of Support from their Tribal Council* |
| **Project period:** | 04/01/23 – 03/31/24 |
| **Award:** | Up to $15,000* total costs per award<br>*Please submit your proposed amounts based on need, so that funds can be awarded to a variety of organizations and groups.* |
| **Focus Area:** | Community-driven social impact and health equity in Washington State |
| **Requirements:** | Applying for this RFA requires submitting a completed application by 2/28/2023 (see below for more details) |

| KEY DATES | |
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| **Thursday, Feb. 2, 2023** | **Open Listening/Q&A Session for this RFA (Optional)**<br>**Time:** 2:00 – 3:00 PM<br>**Location:** Zoom Meeting – Link to register below<br>https://us06web.zoom.us/meeting/register/tZYrde2rrzwjHtH1OVjLlvvLQkccqU0726E- |
| **Friday, Feb. 10, 2023** | **Last day to request an academic mentor**<br>Working with an academic mentor or partner from Fred Hutch/University of Washington/OCOE is an optional resource. If you would like to be partnered with an academic mentor for assistance developing a project and grant proposal, please email enddisparities@fredhutch.org by 12:00 PM PST. |
| **Tuesday, Feb. 28, 2023** | **Submission Deadline**<br>**Time:** Materials must be received by 12:00 PM PST. See "Application Submission" section that follows. |
| **Friday, Mar. 17, 2023** | **Notification of Award**<br>Awardees will be notified of award decisions by email. |
| **Apr. 1, 2023 – Mar. 31, 2024** | **Grant Activity Period**<br>Grant periods are for one year. Unexpended carry-forward funds may be available for a longer period. |

**ISSUED BY:** Fred Hutch's Office of Community Outreach and Engagement (OCOE), Community Benefit Program, and the National Cancer Institute (NCI) funded U54 New Mexico State University (NMSU)-Fred Hutch Partnership for the Advancement of Cancer Research have combined their Small Grants Programs for the 2023 application cycle.

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

**APPLICATION SUBMISSION:** Applicants should submit application documents electronically as an e-mail attachment to enddisparities@fredhutch.org.

**PURPOSE:** The purpose of this grant opportunity is to strengthen relationships between Fred Hutch and community led organizations who support diverse racial, ethnic and underrepresented communities in Washington. 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.  Services must be provided in Washington State or serve residents in Washington.  Applicants must have experience working with/in diverse racial, ethnic and underserved communities.

**FUNDING:**  Projects may ask for up to $15,000 total costs (direct + indirect costs).  Indirect costs, (facilities and administrative (F&A) costs), if applicable, should be no more than 10% and should be included in the $15,000 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.

**INSTRUCTIONS FOR APPLICATION PACKAGE:**
- Applications should be prepared in <u>Arial font, size 11</u>.
- Complete application packages must be submitted by **12 PM PST on Tuesday, February 28, 2023**.
- The following sections, section limits, and content are required for applications to be considered complete:
  - ➢ *Cover Letter –* a request for the grant with the following information on organizational letterhead:
    - o Title of proposed project (limit to 140 characters)
    - o Name of organization's project leader
    - o (Optional) Name of Fred Hutch, University of Washington mentor or OCOE partner
    - o Names of any collaborators
    - o Amount of the requested grant

  - ➢ *Organization Summary* – (limit to 1 page) Let us know who you are, and your organizational capacity related to the grant topic.  Include the following:
    - o Mission statement
    - o Expertise, qualifications and relevant prior experience of your organization
    - o Current programs and major accomplishments
    - o Productive collaborations/partnerships that will enable the achievement of the grant
    - o Number of paid staff, volunteers, resources, etc.

  - ➢ *Project Abstract* (limit to 1500 characters) include the following:
    - o Project title
    - o Purpose of the project
    - o Description of key activities
    - o Summary of evaluation methods
    - o Expected outcomes

> **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) <u>Title</u> (Maximum 140 characters) – Give your project a short and descriptive title. This is what we will be using to refer to your project.

2) <u>Introduction</u> (limit to ½ page) – This section provides preliminary information. Describe how the proposed project addresses an identified need in the community or addresses a health disparity in the community. Why is this the best population or community to work with? Describe the population to be served in detail and provide statistics specific to the population to be served to describe the evidence of risk/need in your service area. If you are expanding/enhancing existing programs, provide information regarding the success of the program to date and the limitations you are trying to overcome with this grant. Be sure to properly cite the sources for any literature you get information from in the "References" section.

3) <u>Goals and Objectives</u> (limit to ½ page) – Does your organization have a research question it wants to answer? What is your project goal and what are your objectives/specific aims for the project? (No more than one goal.) 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) <u>Methods</u> (limit to 1 page) – Describe the methods that will be used to implement your project's goals and objectives. At minimum, the proposal must address:
   o *Setting.* Where will the project take place? Who will be served by the *project?*
   o *Recruitment.* How will you identify and recruit people to participate in your project?
   o *Design.* How will the project be implemented?
   o *Evaluation.* What is your strategy for evaluating the project and feasibility of your work? How will you measure it? What measurement tool(s) will you use? How will your information be collected?
   o *Outcomes of the Project* (minimum of 1 outcome). Describe the outcomes 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) <u>Timeline</u> (limit to ¼ page) - Describe a monthly timeline with key benchmarks for success. Make sure that the objective(s) is/are on the timeline.

6) <u>References</u> – 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.

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

  o 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
    • 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:
    o Specify what the partner will contribute to the project.
    o Convince the reviewer that the partner will fulfill the request.
    o Lend credibility to your proposal.

    A letter of support should:
    o Be written from the point of view of your partner.
    o Be printed on partner's institutional letter head and signed by the partner.
    o Be addressed to the project lead/principal investigator of the proposal or to the granting agency (Fred Hutch).

**IMPORTANT INFORMATION:**
1) If your project includes working with a federally recognized tribe in Washington, a letter of support from the tribe's governing body is required. Submissions are not limited to this population focus and may include other communities of interest.

2) Fred Hutch/University of Washington/OCOE Mentor or Partner: Working with an academic mentor is **optional**, however, encouraged. Benefits of working with an academic mentor include the following, but are not limited to:

a. Forming a research question/SMART goal
b. Advice on adapting an evidence-informed/based intervention
c. Guidance on developing a data-driven evaluation plan
d. Community and academic relationship building

Mentors are available and applicant organizations may request a mentor 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 12 PM PST on Friday, February 10, 2023**.

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

4) Payment: Grant recipients will be asked to submit an invoice for 75% of their grant award after they complete their project plan (see #3). 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) Mid-Term Update: All grant recipients are required to have a mid-point check-in meeting with Fred Hutch to provide updates on the progress of their project goals/objectives. Guidelines will be provided when the meeting is scheduled. This meeting will be scheduled in October 2023.

6) 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.  The committee reserves the right to request additional information from applicants if deemed necessary.  Reviewers will consider the following:

1) <u>Significance:</u> 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) <u>Project Team:</u> 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 target population? 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) <u>Approach:</u> 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?  Are they using 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) <u>Overall Impact:</u> 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?