

FRED HUTCHINSON CANCER CENTER COMMUNITY GRANTS PROGRAM REQUEST FOR APPLICATIONS (RFA)

COMMUNITY GRANTS PROGRAM SUMMARY	
Who can apply	Community-based organizations, non-profits, local health departments, community clinics, and Tribes in Washington State (WA). Limited to one application per organization.
Project Period	04/01/2025 – 03/31/2026
Award	<p>Up to \$15,000* total costs per one-year award</p> <p>The application process is competitive, regardless of whether an organization has received a grant in the past. Funding in subsequent years is never guaranteed. Fred Hutch intends to fund 10 community grants.</p> <p><i>*Please submit your proposed budget based on need, so that funds can be awarded to a variety of applicants.</i></p>
Funding Priorities	<p>Project proposals must align with at least one of the 2022-2025 Community Benefit Implementation Plan priority areas in the “Project Focus Areas” section:</p> <ol style="list-style-type: none"> 1. Advancing Health Equity 2. Culturally Relevant Prevention, Education, and Screening 3. Accessible, High-Quality Comprehensive Care <p>Additional consideration will be given to project proposals that address a Community Health Assessment Priority Population highlighted in the “Project Focus Areas” section.</p> <ol style="list-style-type: none"> 1. American Indian/Alaska Native Populations 2. Black/African Descent Populations 3. High Priority and Rural Counties 4. K-12 or undergraduate students and/or teachers and faculty of those students
Requirements	<p>Submit a complete application by 12 PM PST on Friday, 2/28/2025. A complete application includes:</p> <ul style="list-style-type: none"> • Cover Letter • Organization Summary • Project Proposal • Budget • Letter of Support <p>See below for details on each section.</p>
Where to apply	Submit your grant documents online here: https://bit.ly/CGP2025
Info Session	Friday, 1/17/2025 from 12:00 – 1:00 PM PST via Zoom: https://us06web.zoom.us/j/82078842339?pwd=vGcmq0bMIR3NaUSYH4exYYB1Wp59Ru.1

ISSUED BY: Fred Hutchinson Cancer Center (Fred Hutch) on behalf of the Fred Hutch/University of Washington/Seattle Children's Cancer Consortium (Cancer Consortium). Fred Hutch unites innovative research and compassionate care to prevent and eliminate cancer and infectious disease. We're driven by the urgency of our patients, the hope of our community and our passion for discovery to pursue scientific breakthroughs and healthier lives for every person in every community.

BACKGROUND: The goals of this grant opportunity are to:

- Address the needs and amplify the strengths of Washington communities identified in the Community Health Assessment.
- Strengthen collaborations between Fred Hutch/University of Washington/Seattle Children's Cancer Consortium (Cancer Consortium) and community led organizations who support diverse and underrepresented communities in WA.
- Support the ability of Washington communities and Tribes to plan, develop, implement and evaluate programs that meet the specific needs of their communities.

PROJECT FOCUS AREAS: Fred Hutch invites applications for innovative projects to address and improve social determinants of health among underrepresented communities in WA, including but not limited to racial, ethnic, physical and mental ability, gender, sexual identity, geographic location, income, and education inequities.

Project proposals must align with at least one of the **2022-2025 Community Benefit Implementation Plan priority areas** listed below and described in more detail in the report found [here](#).

1. **Advancing Health Equity:** Address [social determinants of health](#) (non-medical factors affecting health, such as the conditions in which people are born, grow, work, live and age), to create opportunities for everyone to achieve their full health potential.
2. **Culturally Relevant Prevention, Education, and Screening:** Promote awareness of healthy lifestyles and the importance of regular cancer screenings, with a focus on underserved people, such as rural communities, and marginalized communities, particularly Black, Indigenous, and People of Color (BIPOC).
3. **Accessible, High-Quality Comprehensive Care:** Improve access to affordable, high-quality cancer care and related support services, especially for communities facing systemic barriers to care.

Additional consideration will be given to project proposals that address one of the identified

Community Health Assessment priority populations listed below:

1. American Indian/Alaska Native Populations: In collaboration with our Indigenous Cancer Health Equity Initiative, we will fund at least one project.
2. Black/African Descent Populations
3. High Priority and Rural Counties: Including Benton, Chelan, Clallam, Clark, Cowlitz, Douglas, Grant, Grays Harbor, Jefferson, Kittitas, Klickitat, Lewis, Okanogan, Pacific, Skagit, Skamania, Wahkiakum
4. K-12 or undergraduate students and/or teachers and faculty: In collaboration with our Office of Education and Training, we will fund at least one education collaboration award specifically for collaboration with K-12 or undergraduate students. The collaboration may also be focused on or include teachers/faculty.

ELIGIBILITY REQUIREMENTS: Community-based organizations, non-profit, 501(c)3 organizations, local health departments, community clinics, and Tribes located in WA are eligible to apply. Services

must serve residents in WA. Applicants must have experience working with and in diverse racial, ethnic and underserved communities.

FUNDING: Applicants 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 proposed budget. Projects should be proposed for up to one year. Fred Hutch intends to fund 10 community grants. 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. The application process is competitive, regardless of whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed.

INSTRUCTIONS FOR APPLICATION PACKAGE:

- Applications should be prepared in Arial font, size 11.
- Please note the page limits for each section of your application package, as outlined below.
- Submit completed application packages by **12 PM PST on Friday, February 28, 2025.**

The following sections and content are required for applications to be considered complete:

- **Cover Letter** – a request for the grant on organizational letterhead that includes:
 - Title of proposed project (limit to 140 characters)
 - Name of organization's project leader
 - Names of any collaborators
 - Amount of the requested grant
 - (Optional) Name of Cancer Consortium mentor or OCOE partner
- **Organization Summary** (limit to 1 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 or partnerships that will enable the achievement of your project
 - Number of paid staff, volunteers, resources, etc.
- **Project Proposal** (no more than 4 pages) – This is the core of the application where you describe the details of your project. Include the following:
 - 1) **Project Title** (Maximum 140 characters) – Give your project a short and descriptive title. This is what we will be using to refer to your project.
 - 2) **Introduction** (Maximum 1 page) - This section describes the purpose of the project by noting an identified need or health disparity in the community and how the proposed project addresses it. Describe the population to be served in detail and provide statistics to support evidence of the risk/need in this population. If you are expanding or enhancing existing programs, provide information regarding the success of the program to date and the limitations you are trying to overcome with this grant. If you are a previous awardee of this grant, include how this proposed project is different from or builds upon previously funded projects. Be sure to properly cite the sources for any literature you use in the "References" section.
 - 3) **Goals and Objectives** (Limit to ½ page) - What is your project goal (only one goal please) and what are your objectives 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. List the estimated number of individuals to be served by each objective.

- 4) Collaboration (Maximum ¼ page) – Describe the roles and responsibilities of the project lead, key personnel, and any organizations or entities involved in the project. Letters from collaborative partners are welcome, but not required.
 - 5) Methods (Maximum 2 pages) - Describe the methods that will be used to implement your project goals and objectives. Include the following:
 - *Setting*: Where will the project take place? Who will be served by the project?
 - *Engagement*: How will you identify and engage people to participate in your project?
 - *Design*: How will the project be implemented?
 - *Evaluation*: What is your strategy for measuring the impact of your work? How will information or data be collected?
 - *Outcomes of the Project* (minimum of 1 outcome): Describe the outcomes of your project. These must be measurable. How will you communicate your project's findings to others?
 - *Sustainability*: What resources will be needed to sustain the effort over time? What will it take to communicate this project to leadership to ensure buy-in? Will this project establish evidence to make the case for future related work?
 - 6) Timeline (Maximum ¼ page) - Include a monthly timeline with key benchmarks for success.
 - 7) References – Be sure to cite the sources for any literature you use in your proposal. References should be listed after the proposal and do not count against the page limit.
- **Budget** – all requests must include a 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.
 - Costs covered by the applicant organization, another grant, or provided in-kind by community partners should be clearly identified.
 - The following costs are **not** allowable:
 - Individual patient care (e.g. paying for doctor's appointments or a mammogram)
 - 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, including education partners, please include a Letter of Support stating their contribution and commitment to your project.

A letter of support should be:

- Written from the point of view of your partner
- Printed on partner's institutional letter head and signed by the partner
- Addressed to the project lead of the proposal or to Fred Hutch

GRANT-WRITING MENTORS:

Working with a grant-writing mentor from the Cancer Consortium is **optional** but encouraged. You may request to work with a mentor to provide assistance via email and phone with developing a project and putting together a proposal. A mentor can work with you to:

- Form a research question and SMART goal.
- Advise on adapting an evidence-informed/based intervention.
- Give guidance on developing a data-driven evaluation plan.
- Support in community and Cancer Consortium relationship building.

If you would like to be partnered with a mentor, please email enddisparities@fredhutch.org **by 12 PM PST on Monday, February 3, 2025**, with a brief overview of your project proposal to help us match you with a mentor. Mentor matches will be made on a first come, first served basis and are subject to mentor availability.

IMPORTANT GRANT AWARD INFORMATION:

- 1) **Formal Project Plan:** If selected, applicants will be asked to formalize their project plans utilizing a template which will be provided.
- 2) **Payment:** Grant recipients will be asked to submit an invoice for 85% of their grant award and a W9 after they complete their project plan. The remaining 15% of the grant award should be invoiced at the time of final report submission. Invoices will be paid within 30 days of receipt.
- 3) **Mid-Point Update:** All grant recipients are required to have a mid-point check-in meeting with Fred Hutch staff to provide updates on the progress of their project goals/objectives. This meeting will be scheduled in October 2025.
- 4) **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, similar to the project plan template. Final report and invoice are due April 30, 2026.

KEY DATES AND TIMELINE	
Wednesday, Jan. 17, 2025	<p>Informational Session with Q&A for this RFA (Optional) Time: 12:00 – 1:00 PM PST Location: Zoom Meeting https://us06web.zoom.us/j/82078842339?pwd=yGcmg0bMIR3NaUSYH4exYYB1Wp59Ru.1</p>
Monday, Feb. 3, 2025	<p>Last day to request a grant-writing mentor Working with a grant-writing mentor from the Cancer Consortium is an optional resource. If you would like to be partnered with a grant-writing mentor for assistance developing a project and grant proposal, please email endisparities@fredhutch.org by 12:00 PM PST.</p>
Friday, Feb. 28, 2025	<p>Submission Deadline Proposals and any accompanying materials must be received by 12:00 PM PST. See "Application Submission" section for details. Cov</p>
Monday, Mar. 17, 2025	<p>Notification of Award Applicants will be notified of award decisions by email by 5:00 PM PST.</p>
Thursday, Mar. 31, 2025	<p>Project Plan and Invoice If awarded, an invoice for 85% of award, W9, project budget, and project plan must be submitted by this date.</p>
Apr. 1, 2025 – Mar. 31, 2026	<p>Grant Activity Period Grant periods are for one year. Unexpended carry-forward funds may be available for a longer period upon approval.</p>
October, 2025	<p>Mid-Year Check In Check in with an OCOE staff member for questions, project updates, and support.</p>
April 30, 2026	<p>Final Report and Invoice Invoice for 15% of award and final project report must be submitted by this date.</p>

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) **Significance:** This includes what you wrote in your Introduction and the Goals and Objectives sections. Does the program address the needs identified?
- 2) **Priority Areas and Populations:** Does the project align with at least one of the 2022-2025 Community Benefit Implementation Plan priority areas in the “Project Focus Areas” section? For additional consideration, does the project address a Community Health Assessment Priority Population highlighted in the “Project Focus Areas” section?
- 3) **Project Team:** This includes what you wrote in your Organization Summary and Collaboration section. Does the organization, project lead and their team have the expertise to effectively implement all aspects of the project? Are the roles of the partners appropriate and relevant?
- 4) **Approach:** This includes what you wrote in the Methods section and your Timeline. 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 have a sufficient and documented plan to evaluate program impact? Is the budget appropriate and realistic?
- 5) **Overall Impact:** What type of impact will the implemented project have on the population selected? Are partnerships likely to be sustained beyond the funding period? How will the project establish knowledge and/or partnerships for future work?

GRANT CONTACTS: If you have inquiries, please contact the Office of Community Outreach & Engagement via email at endisparities@fredhutch.org.

APPLICATION SUBMISSION: Applicants should submit application documents electronically as attachments in the [InfoReady funding portal](#).