



California Dialogue on Cancer

To Protect and Improve the Health of All Californians

CALIFORNIA COLORECTAL CANCER PROGRAM (CRC) Mini-Grant Award Request for Application August 14th 2009

Goal of the CRC PROGRAM Mini-Grants

The goal of the CRC Mini-Grant Award is to collaborate with community-based organizations to raise awareness regarding Colorectal Cancer screening, symptoms and prevention. Outreach efforts may be focused towards providers or the general population.

Background

Colorectal cancer is the third most common cancer in California and is the third most common cause of cancer-related death. The overall 5 year survival rate for colorectal cancer is 63%, but if detected early, the colorectal cancer survival rate is 90%. Currently only 39% of colorectal cancer cases among Californians are diagnosed at an early localized stage. The California Colorectal Cancer (CRC) Program aims to save lives by increasing early detection of this preventable disease.

California's Comprehensive Cancer Control Program (CCCP), in collaboration with the California Dialogue on Cancer, administers California's CRC Program.

CRC Program Goals

- Promote early symptom recognition by both healthcare providers and patients
- Educate healthcare providers about current diagnostic recommendations for at-risk populations

Available Funding

Funds are administered by the Public Health Institute and the Comprehensive Cancer Control Program. These are one time awards to be dispersed among approved applicant organizations with no one organization receiving more than \$5,000.

Who Can Apply?

Proposals will only be accepted from IRS recognized 501(3) not for profit organizations with services in California. Individuals are not eligible to apply.

RFA Application Submission Requirements

Applications must contain all information and conform to the format described in the RFA. It is the applicant's responsibility to provide all necessary information to the CRC program. A template of this application is available on the CRC website at:

http://www.cdoc-online.org/specific/cancer_colorectal.php

The application must be received by the CRC program no later than **3:00 pm on September 30th, 2009**. Late and/or incomplete applications will not be considered. Please mail, hand deliver or e-mail applications to the address below.

Contact - Application mail in/walk in address

Emily Perez, MA
Program Manager, California Colorectal Cancer Program
Comprehensive Cancer Control Program
Public Health Institute
1825 Bell Ave, Suite 102, Sacramento, CA 95815
Phone (916) 779-0335 - Fax (916) 779-2608
E-mail: emily.perez@cdph.ca.gov

Question & Answers

Applicants may ask questions as they relate to the RFA via e-mail. All questions will be answered and posted on the CRC program website as they are received. The last day to submit questions is **September 15th, 2009**. All questions and answers submitted will be posted on the CRC program website on September 18th, 2009. **Questions should be submitted to: Emily.perez@cdph.ca.gov.**

Important Dates	
RFA Released	August 14 th , 2009
Last Day to submit written questions via e-mail	September 15 th , 2009
Last Day for THE CRC PROGRAM to post responses to written questions on THE CRC PROGRAM website	September 18th, 2009
RFA Application Deadline	September 30th, 2009
Notice of Intent to Award Released	October 9 th , 2009
Final report due from Awardees	June 29 th , 2010

Use of Funds/ Restrictions

It is the intent of these awards to encourage organizations to implement or support successful programs contributing to the prevention of colorectal cancer. More specifically, funds should be used to create or support educational programs aimed at health care providers or the general public about the prevention and symptoms of colorectal cancer. When possible, projects should be supported by evidence-based strategies/interventions.

Funds cannot be used:

- To conduct research of any kind
- To deliver direct services to individuals
- To purchase equipment
- To supplement salaries of existing full-time staff of the contracted organization (consultants or sub-contractors may be hired to deliver contract services)
- For out of state travel
- Political Lobbying

Applicant Evaluation

All applicants will be reviewed by Comprehensive Cancer Control Program staff including CRC Program staff.

Applicant Instructions

Application – The entire application must be received by **3:00 pm on September 30th, 2009**. A complete application must include the following components:

- A. Application Form
- B. Project Narrative
- C. Work Plan
- D. Budget Template and Justification

A. Completed Application

Use the attached application to provide general contact information and demographic information about the applicant.

B. Project Narrative (4 pages maximum)

Please include:

- Brief description of your organization
- Description of organization's expertise or experience in cancer control/prevention activities
- Specific objectives and activities to be accomplished
- Provide the number and type of individuals to be reached
- Describe use of personnel
- Describe plans for measuring project accomplishments

C. Work Plan

Please use the attached template to describe your work plan

D. Budget

Please complete the attached budget template and provide a budget justification for each line item. Samples are attached for your convenience.



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CALIFORNIA COLORECTAL CANCER PROGRAM (CRC) Mini-Grant Award APPLICATION

Program Information

Name of Organization
Geographic location that your organization serves:
Federal Employer Identification Number (FEIN)
Physical Address
Phone Number/Fax Number
E-mail Address

Contact Information

Program Director : Name and Title
Phone Number/Fax Number
E-mail Address
Mailing Address (If different from above)

Narrative

Please provide a brief narrative on the proposed project including:

- Brief description of your organization
- Description of organization's expertise or experience in cancer control/prevention activities
- Specific objectives and activities to be accomplished
- Provide the number and type of individuals to be reached
- Describe use of personnel
- Describe plans for measuring project accomplishments

Project Work Plan

Organization: _____

Project Title: _____ **Program Period:** _____

Objectives	Activities	Start Date	End Date	Evaluation/Measurement of Accomplishments

Sample Work Plan

Project Work Plan

Organization: Teal Ovarian Cancer Organization

Project Title: Teal Ovarian Cancer Education Program **Program Period:** October 5th, 2009 – June 29th, 2010

Objectives	Activities	Start Date	End Date	Evaluation/Measurement of Accomplishments
Develop CME program for healthcare providers and the local community using COCAP's CME DVD.	<ul style="list-style-type: none"> • Work with COCAP and other ovarian cancer organizations to develop program • Work with local hospitals, clinics, and professional organizations to recruit physicians to participate in CME program. • Secure location and food for CME screening 	October 5 th , 2009	April 2010	Administer pre and post surveys at CME screening

Budget Template

Consultant/Subcontractor Expenses

Budget Item	Purpose/Activity	Estimated Cost
Subtotal:		\$

Expenses

Budget Item	Purpose/Activity	Estimated Cost
Subtotal:		\$

Administrative Costs

Budget Item	Purpose/Activity	Estimated Cost
Subtotal:		\$

Budget Total

	\$
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Sample Budget Template

Budget Template

Consultant/Subcontractor expenses

Budget Item	Purpose/Activity	Estimated Cost
Translator	Spanish Translation of Brochure	\$500
Graphic Designer	Design skills for brochure	\$525
Subtotal:		\$500.00

Expenses

Budget Item	Purpose/Activity	Estimated Cost
Facility Rental/Food	Facility and food costs for the CME Program	\$2,200
Printing/Reproduction	Production of cancer educational piece, signage, other printing	\$550.00
Telecommunications	Phone calls & postage to recruit audience for CME program	\$150.00
Travel	Local mileage costs	\$150.70
Subtotal:		\$4,350.70

Administrative Costs

Budget Item	Purpose/Activity	Estimated Cost
General Expenses/Supplies	General office supplies, materials for CME program and administrative overhead	\$500.00
Subtotal:		\$500.00

Budget Total

	\$ 4,575.70
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Sample Budget Justification

Budget Justification

Consultant/Subcontractor Expenses:

1. Translator for brochures @ \$25 hour X 20 hours = \$500
2. Graphic Designer for brochures @ 35 hour X 15 hours = \$500

Expenses:

1. Facility Rental/Food: Facility fee including audiovisual rental @ \$500, Lunch for 70 persons @ \$2,200
2. Printing/Reproduction: Printing and reproduction of CME materials including binders, fliers, signage and reports @ \$4 a CME packet X70 = \$280, \$270 for signage copying of materials, save the date fliers and invitations = \$550.
3. Telecommunications: Telephone communication @ 20 a month X 4 months = \$80, Postage @ \$70
4. Travel: local mileage @ .55 cents/mile X 274 miles = \$150.70

Administrative Costs:

1. Miscellaneous office supplies and administrative overhead @ 10% = \$500