



Request for Application

Illinois Breast and Cervical Cancer Communities of Color Initiative Fiscal Year 2011

Illinois Department of Public Health
Center for Minority Health Services
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**Illinois Department of Public Health
Center for Minority Health Services**

**Illinois Breast & Cervical Cancer
Communities of Color Initiative**

Request for Application for State Fiscal Year 2011

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Program Summary

Title: Illinois Breast & Cervical Cancer Communities of Color Initiative

Issued By: Illinois Department of Public Health
Center for Minority Health Services

Application Processing: One signed original and three (3) photocopies of application must be mailed or hand delivered to the following address no later than **Tuesday, September 28, 2010, at 3:00 p.m.** Faxed or electronic copies will not be accepted. Any applications received after this date or not including the required number of copies will not be reviewed. It shall not be sufficient to show that the application was mailed or hand-delivery was commenced before the scheduled closing time for receipt of applications.

Illinois Department of Public Health
Center for Minority Health Services
535 W. Jefferson, 5th Floor
Springfield, Illinois 62761
Attention: Doris Turner

Who may apply: Eligible applicants include, but are not limited to, community-based organizations, non-profits, private associations, religious organizations, voluntary organizations, organizations serving youth, organizations serving ethnic populations, schools/school districts, and collaborative of government and community-based organizations.

Only organizations based in Illinois are eligible to compete for these funds.

Funding Source: Illinois General Revenue Funds

Funding Amount: Grant Awards To Be Determined

Funding Period: November 1, 2010 through June 30, 2011

Note: Please follow all grant application instructions carefully

Background:

Breast Cancer is the leading cause of cancer deaths among women throughout communities of color. We do not know what causes breast cancer but we do know that awareness and early screening through mammography aid in identifying this cancer at an early stage when it is most treatable. The mortality rate for women throughout communities of color diagnosed with cervical cancer is nearly double that of white women. Through education, awareness, and early detection cervical cancer is preventable.

Illinois data shows that in 2009, 590 women were diagnosed with cervical cancer and 200 women died of cervical cancer. In 2009, there were 8,800 new cases of invasive breast cancer and 1,970 deaths due to breast cancer. African American women experienced the highest mortality rate of cervical cancer, followed by Hispanic women.

Illinois's current state population (2009) is 12,910,409 with Chicago being the largest city in the state with a population of 2,853,114. Eighty-three (83) Illinois counties are considered rural. According to the 2009 U.S. Census, racial and ethnic composition data estimated the Illinois population as 79.1% White, 14.9% African American, 4.3% Asian, 15.2% Hispanic/Latino, 0.3% American Indian and Alaskan Native, and 0.1% Native Hawaiian and other Pacific Islander. The median age of Illinois residents was 36 years; 75.2% were 18 years and over; and 12.2% of the population were 65 years or older.

Purpose:

The Illinois Department of Public Health Center for Minority Health Services is requesting proposals for Breast and Cervical Cancer awareness, referral, and screening programs targeted to communities of color. The Center for Minority Health Services is specifically looking for community based and faith based organizations with the capacity to reach African American and Latina women by developing and implementing culturally sensitive strategies to increase awareness regarding breast and cervical cancer and the importance of early detection. Successful grantees will work in collaboration with applicable community partners to provide referrals to appropriate breast and cervical cancer screening sites and other ancillary services.

The overarching goals of the Breast and Cervical Cancer Communities of Color Initiative are to:

- Increase outreach and educational opportunities for medically underserved minority women through science based methods that not only address their risk for breast and cervical cancer, but also the unique challenges that may contribute to their low screening rates.
- Increase referrals for screening services for medically underserved minority women through science based methods that not only address their risk for breast and cervical cancer, but also the unique challenges that may contribute to their low screening rates.

- Decrease breast and cervical cancer mortality rates for women of color through the utilization of culturally and linguistically competent holistic science based methods.

The Grantee Will:

1. Develop and implement strategies that use culturally innovative and unique strategies to expose individuals in the target population to interventions that utilize group and individual settings.
2. Provide targeted breast and cervical cancer outreach, education and referrals for screening services.
3. Collaborate with the Center for Minority Health Services Evaluation Team to document data for formative, process and outcome evaluations for the breast and cervical cancer programs developed by the grantee.
4. Submit a monthly narrative, activity, and expenditure report in a timely manner by the 15th of each month and a final detailed report no later than July 29, 2011.
5. Attend all mandatory grantee meetings.

Grantee Requirements:

1. Grantee and/or key staff members should have minimum of two years experience conducting applicable culturally and linguistically competent targeted breast and cervical cancer outreach and education to the proposed targeted population.
2. Grantee and/or key staff members should have demonstrated the capacity to successfully provide outreach, education and referral services to the proposed targeted population.
3. Grantee should have documented proof of appropriate linkage agreements, and an explanation as to how these collaborators will contribute to the overall accomplishment of project objectives.

Scopes of Service:

Responsive applicants will develop objectives that are specific, measurable, attainable/achievable, relevant and time bound (SMART) related to all aspects of their program. SMART objectives are measurable objectives that require time, orderly thinking, and a clear picture of the results expected from program activities. The more specific the objective, the easier it will be to demonstrate program success.

Responsive applicants will answer the following questions related to each of their program objectives in a detailed program work plan and logic model:

- Specific - What exactly are we going to do and for whom?
- Measurable - Is it quantifiable and can it be measured?
- Attainable/Achievable - Can it be completed in the proposed time frame with the resources and support that are available?
- Relevant - Will this objective have an effect on the desired goal or strategy?

- Time bound - When would this objective be completed?

Grantees will:

1. Develop and implement SMART objectives related to breast and cervical cancer prevention, education, referral, and outreach strategies to the proposed target population.
2. Develop and implement SMART objectives related to breast and cervical cancer prevention, awareness, and screenings strategies to the proposed targeted populations.
3. Develop and implement SMART objectives related to the proposed culturally and linguistically competent holistic science based methods to be utilized.
4. Develop and implement a final evaluation plan that will include formative, process and outcome evaluations related to the proposed program.
5. Develop a final report that will include, but not limited to:
 - A final program plan discussing findings, limitations, and any recommendations from the program
 - A complete report offering specific information and presentation of process data
 - A final outcome evaluation report.

Application Process – Documentation Must Accompany Application:

Attached you will find a six page Application for Public Health Grant comprised of eight (8) sections and a Budget Detail Template that requires cost justification in each of the twelve (12) categories. Please ensure that all instructions are followed and all required information is submitted.

Application Review Criteria:

All eligible applications will be evaluated by a Grant Evaluation Committee utilizing the following 100 point scale.

- Scope of Work – Annual and quarterly goals/objectives (35)
- Adherence to application protocol (20 points)
- Budget Detail & Justification (20)
- Scope of Work – Measurement Instruments (10)
- Scope of Work – Timeline (10)
- Scope of Work – Personnel (5)
- Letters of Support – Bonus (5)

Format:

Applications must be completed using 12 point or larger font and must be both single-spaced and one-sided. Margins may not be less than one inch on all sides.

Payment Methodology:

Funds awarded to successful applicants will be provided on a reimbursement basis. The grantee will document actual expenditures on a monthly basis and submit an Illinois Department of Public Health Certification Form accompanied by a monthly narrative, activity, and expenditure report to include appropriate supporting fiscal documentation. After review and approval of program activity, narrative, and expenditure reports, a voucher will be prepared and processed through the Office of the State Comptroller for payment. Reimbursement requests must be submitted monthly and the final reimbursement request must be received by the Illinois Department of Public Health Center for Minority Health Services no later than July 29, 2011.