



## Request for Application

### Stand Against Cancer Initiative Fiscal Year 2014

Illinois Department of Public Health  
Center for Minority Health Services  
535 West Jefferson, 5<sup>th</sup> Floor  
Springfield, Illinois 62761  
Phone: 217-785-4311  
Fax: 217-558-7181

**Application due date is Friday, May 31, 2013**

**A technical assistance conference call will be held on May 22, 2013, at 3:00 p.m. for interested parties. To access the call, dial 1-888-494-4032; access code 4652155156. Your participation is not required to be eligible for funding.**

## Executive Summary:

The Illinois Department of Public Health Center for Minority Health Services is accepting applications for programs that are interested in participating in the Stand Against Cancer Initiative. The Initiative is funded through State of Illinois general revenue funding, and supports breast and cervical cancer prevention, education, outreach, and referral programs targeting communities of color - specifically programs with the capacity to reach rural, migrant farm-worker, lesbian and bisexual, and women of color with disabilities. Programs should be unique, culturally innovative, and increase the Center for Minority Health Services' ability to address the complexities that make these populations more vulnerable.

Funding Opportunity Title: Stand Against Cancer Initiative

Due Date for Applications: **Friday, May 31, 2013**

Application Processing: One signed original and one photocopy of application to include budget forms and a signed W-9 must be mailed, or hand delivered, to the following address no later than **Friday, May 31, 2013, 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, completed budget, and signed W-9 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.

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Attention: Marbella Marsh

Eligible Applicants: Eligible applicants include, but are not limited to, community-based organizations, non-profits, private associations, faith-based organizations, voluntary organizations, organizations serving ethnic populations, local health departments, and collaborative of government and community-based organizations. **Only organizations based in Illinois are eligible for funding.**

Funding Amount: Grant Awards To Be Determined

Funding Period: July 1, 2013 through June 30, 2014

## **Background**

Breast Cancer is the most commonly diagnosed cancer, and the second leading cause of cancer death among women in the United States and in Illinois. Nationally, approximately 29% (232,340) of all diagnosed new cancers in female patients will be breast cancer. In Illinois, over 9,000 women will be diagnosed with breast cancer and 1,610 will die from breast cancer during 2013. Although Illinois' breast cancer death rate has been consistently declining for more than a decade, Illinois' rate is still ranked among the highest nationally. African American and Latino/Hispanic women are more likely to have aggressive breast cancer tumors and less likely to receive post-surgical radiation therapy than white women.

Mammography and Pap tests are underused by low-income women, those residing in rural populations, and inner city low income communities, and those experiencing health disparities within the following population subgroups - the uninsured or under-insured; geographically or linguistically/culturally isolated; medically under-served; racial, ethnic, and/or cultural minorities including African Americans, Hispanics, Alaska Natives, American Indians, Asian Americans, Pacific Islanders; lesbian women; and women with disabilities.

There are many reasons why women do not receive annual breast cancer screenings or Pap test. The most common reasons include - their provider did not recommend it; they did not think they needed it; fear of cancer; cost; and discomfort or pain from the procedure. The risk of a breast cancer diagnoses increases as you age. Most breast cancers and breast cancer deaths occur in women aged 50 and older. We do not know what causes breast cancer, but we do know that education and early screening examinations through mammography aid in identifying this cancer at an early stage when it is most treatable.

Nationally during 2013, more than 12,000 women will be diagnosed with invasive cervical cancer, and 500 women will be diagnosed in Illinois. Most will be younger than 55. If invasive cervical cancer is detected at an early stage, it is one of the most successfully treatable cancers with a five year survival rate of 91%. Invasive cervical cancer rates increase with age.

All women are at risk for cervical cancer. It occurs most often in women over age 30. The human papillomavirus (HPV) is the main cause of cervical cancer. Cervical cancer is the easiest gynecologic cancer to prevent with regular screening tests and follow-up. It also is highly curable when found and treated early.

## **Funding Opportunity Description**

The Illinois Department of Public Health Center for Minority Health Services is requesting proposals for breast and cervical cancer education, outreach, and referrals programs. This initiative will result in the development of culturally competent strategies to increase awareness and educate women regarding breast and cervical cancer and the importance of prevention and 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.

### **Program Expectations**

The over-reaching goals of the Stand Against Cancer Initiative are to:

- **Increase breast and cervical cancer** outreach, education, and referrals for screenings to rural, migrant farm-worker, lesbian and bisexual, and women of color with disabilities. The Census Bureau's classification of "**rural**" consists of all territory, population, and housing units located outside of urban areas and urban clusters.
- **Reduce** the incidence of the late diagnosis of breast and cervical cancer for rural, migrant farm-worker, lesbian and bisexual, and women of color with disabilities; Specifically targeting low income, under-served women in priority populations who are aged 18 to 64 years for breast cancer and women aged 18-64 years for cervical cancer.
- **Improve** access to culturally and linguistically appropriate medical care and coordinated support services for women diagnosed with breast and cervical cancer.

### **Successful Applicants Will**

1. Develop and implement SMART objectives related to breast and cervical cancer outreach, education, screening, and diagnosis strategies to the proposed targeted population.
2. Submit a monthly narrative, activity, and expenditure report in a timely manner by the 15<sup>th</sup> of each month, and a detailed final report no later than July 31, 2014. Failure to submit reports as required will result in termination of grant funding.
3. Attend all mandatory grantee meetings.
4. Develop a final report that entails program findings and future recommendations for the program.

### **Applicant Requirements**

1. Grantee and/or key staff members must have a minimum of two years experience conducting breast and cervical cancer outreach education, and referral activities to the target population, and provide documentation of that experience with the application.
2. 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 description and objectives.
3. Grantee organization and key staff members must identify and demonstrate the capacity to successfully provide services to the proposed target population.
4. Address how the project increases the percentage of women of color within the target population who are screened for breast cancer and when necessary enter, remain, or progress through the continuum of breast and cervical cancer care.
5. Avoid duplication of efforts already occurring within their communities

## **Application and Submission Process**

Application for funding is through the submission of a six page Illinois Department of Public Health Grant Application comprised of eight sections and a Budget Detail Template that requires cost justification in each of twelve categories. Please ensure that all instructions are followed and all required information is submitted. All sections of the application must be completed in their entirety.

Section 7 of the application shall include a detailed description of the proposed project to include objectives, outcomes, timeline, and a work plan describing when and how the objectives will be met. Objectives shall be specific, measurable, attainable/achievable, relevant, and time bound, and activities supporting attainment of objectives shall be described. The program plan shall demonstrate innovative or new efforts. Successful applicants shall identify how the proposed project relates to the Illinois Department of Public Health, Center for Minority Health Services Stand Against Cancer Initiative.

Program information contained within Section 7 must include, but is not limited to:

- Detailed description/information about the proposed project
- Expected outcomes
- Description of how outcomes will be measured
- List of goals to be accomplished during the grant period
- Proposed timeline
- Objectives by quarter with a list of tasks that will be implemented to accomplish the objectives. The organization shall specify how the objectives will be measured to determine successful completion. Must be revised. It's only for 6 months project.
- Detailed budget by line item and justification. (Copy Attached)

## **Application Review Criteria**

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

- Adherence to application protocol (20)
- Scope of Work – Annual Goals (15)
- Scope of Work – Quarterly Goals (15)
- Scope of Work – Measurement Instruments(10)
- Scope of Work – Timeline (10)
- Scope of Work – Personnel Loading Chart(5)
- Budget Detail & Justification (20)
- Letters of Support (maximum of three) (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 monthly 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 30, 2014.

**Funding for this grant program is contingent upon the final state budget. Awards will be made after the Department's Grant Review Committee process has been completed. Submitting an application ensures that you will be in the pool of potential applicants considered for funding. It is not a guarantee of an award.**