



REQUEST FOR APPLICATIONS

Community Health Intervention Program (CHIP) South Carolina Cancer Prevention and Control Research Network Mini-Grants Program 2020-2021

Background: The South Carolina Cancer Prevention and Control Research Network (SC-CPCRN III) focuses on community-based cancer prevention and the reduction of health disparities in the state of South Carolina. The vision of the SC-CPCRN III is to work with the community to implement evidence-based programs that will significantly reduce the burden of cancer, especially in rural-designated communities.

Program Description: In February 2021, the SC-CPCRN III Community Health Intervention Program (CHIP) intends to award two (2) \$10,000 mini-grants to organizations in South Carolina to implement programs that will improve health outcomes for their rural communities. Eligible programs will focus on rural cancer prevention. A list of resources of recommended, evidence-based programs is provided at the end of this packet.

Grantees can receive up to \$10,000 for program-specific expenses over a 12-month period and will receive technical assistance from the SC-CPCRN III staff to help with implementing the program. Program-specific expenses may include materials, participant incentives, personnel, and other operational costs (see budget example page). Approximately, two (2) grants will be awarded.

CHIP Training Webinar:

Mini-grant applicants are strongly encouraged to attend the "Community Health Intervention Program (CHIP) Informational Webinar," a 2-hour virtual training workshop about the mini-grants program that will be offered on Wednesday, November 11th, 2020 at 9-11 am. There is no registration cost. The registration deadline is Friday, October 30th, 2020. To register for the webinar, please email Sam Noblet at noblet@mailbox.sc.edu. Please include the name of your organization, your contact information, the number of individuals participating and their names.

Pre-award Technical Assistance: Each applicant organization will be offered technical assistance when preparing their application. Applicants can contact the SC-CPCRN III at (803) 777-5887 to seek assistance. Staff are available to answer questions regarding identifying the targeted community, identifying organizational resources and potential partners, clarifying core elements, determining appropriateness of the fit for the intended population, identifying appropriate changes to existing programs, and clarifying the guidelines.

Eligibility: Any organization or community group located in rural areas of South Carolina that is interested in improving the health of their group may apply. The group must have at least five (5) members and must identify a program leader (PL) who is willing to commit effort to implementing the program. Applicants also are encouraged to work with a clinical partner such as a federally qualified health center or rural health clinic.

Selection Criteria: Applications will be considered based on the following criteria:

1. Demonstrated commitment for improving health through the use of an evidence-based program aimed at improving health outcomes.
2. Sufficient support for the proposed program, including the support of organizational leaders (e.g., head administrator, pastor, etc.).
3. A designated coordinator who can commit time and effort to the program.
4. Selection of a rural population that demonstrates need for the program.
5. Identification of key staff and/or volunteers who will coordinate the proposed program.
6. Identification of and partnership with a clinical partner as evidenced by a letter of commitment from the health clinic.
7. Detailed, realistic, yet ambitious, timeline that spans over the grant period ending on September 29th, 2021.
8. Technical merit of application (e.g., provides specific details, addresses **Potential Mini-Grants Application Questions** (see Listing at the end of this), etc.).

The selection committee also will consider the geographic distribution of applicants, the diversity of applicant organizations, and the distribution of eligible programs selected.

Getting Started:

1. Select a program from the list of recommended programs provided at the end of this packet. The applicant must select one of the specific programs.
2. Provide a brief, one-page letter of intent to submit. This letter should include: contact person's name, organization, title, address, e-mail, telephone and fax numbers, and brief statement of your organization's proposed program topic. *A sample letter of intent is provided at the end of this packet.* The Letter of Intent is due **November 18th, 2020.**
3. Each applicant organization must submit a letter of support from their FQHC or rural health clinic partner with the final application. In addition, if the applicant organization plans to conduct the program *with another group outside of their organization or in addition to their partnering FQHC or rural health clinic*, it must submit a letter of commitment from appropriate primary partner organizations. For example, if a non-profit organization wants to plan an intervention to increase colorectal cancer screening for employees at a local hospital, it could ask the hospital administration and/or the employee health promotion committee to write letters of commitment.

The letter of commitment from the partner organization should include:

- partner organization's name and contact information;
 - a written statement of commitment to collaborate with the applicant to promote, conduct and complete the program;
 - examples of past collaboration with the applicant organization, if applicable; and
 - a description of the partner organization's plans for getting people involved in the program.
4. Plan to attend the virtual CHIP Training Workshop on **November 11th, 2020 @ 9-11 am.**
 5. Assemble Program Team.
 6. **Submit application by January 15th, 2021.**

Important Dates

- October 1st, 2020: **Community Health Intervention Program**(CHIP) Call for Proposals released
- October 30th, 2020: Deadline to register for CHIP Webinar
- November 11th, 2020, 9-11am: Attend CHIP Webinar Training (See attached slides; reach out with questions)
- December 16th, 2020: Submit Letter of Intent to submit an application
- January 15th, 2021: Applications Due
- February 12th, 2021: Notification of Award
- March 3rd, 2021: Awardees Meet and Greet/Check Distribution
- March 3rd, 2021: Program Start Date

For more information, please contact:

Sam Noblet

Email: noblet@mailbox.sc.edu

Phone: (803) 777-5887

Applicants should submit their applications to:

University of South Carolina

South Carolina Cancer Prevention and Control Research Network

Attn: Sam Noblet, Mini-Grants Program Coordinator

915 Greene St., 5th floor

Columbia, SC 29208

Email: noblet@mailbox.sc.edu

This mini-grants program is offered by the University of South Carolina Cancer Prevention and Control Research Network III (SC-CPCRN III) and members of the Prevention Research Centers Program. The SC-CPCRN III Program (U48 DP006401-01S5) is jointly funded by the CDC, NCI, and Cancer Prevention and Control Research Network. This mini-grants program and associated documents have been adapted from Emory University's Cancer Prevention and Control Research Network mini-grants program.

National Cancer Institute Research-Tested Intervention Programs (RTIPS)

Cancer Screening Guides and Intervention Tools

- The Witness Project

<https://rtips.cancer.gov/rtips/programDetails.do?programId=270521>

- The Robeson County Outreach Screening and Education (ROSE) Project

<https://rtips.cancer.gov/rtips/programDetails.do?programId=312185>

- Community Cancer Screening Program (CCSP)

<https://rtips.cancer.gov/rtips/programDetails.do?programId=24355707>

- Faith Moves Mountains (FMM)

<https://rtips.cancer.gov/rtips/programDetails.do?programId=24985812>

- Colorectal Cancer Education, Screening and Prevention Program (CCESP): Empowering Communities for Life

<https://rtips.cancer.gov/rtips/programDetails.do?programId=28203434>

Diet & Nutrition

- Eat for Life

<https://rtips.cancer.gov/rtips/programDetails.do?programId=224488>

- Healthy Body Healthy Spirit

<https://rtips.cancer.gov/rtips/programDetails.do?programId=220755>

- Reach Up & Out: Toward a Healthy Lifestyle

<https://rtips.cancer.gov/rtips/programDetails.do?programId=26196528>

- SIPsmartER

<https://rtips.cancer.gov/rtips/programDetails.do?programId=26317641>

Physical Activity in Rural Areas

- Healthy Body Healthy Spirit

<https://rtips.cancer.gov/rtips/programDetails.do?programId=220755>

- Development and Promotion of Walking Trails

<https://rtips.cancer.gov/rtips/programDetails.do?programId=241076>

- Reach Up & Out: Toward a Healthy Lifestyle

<https://rtips.cancer.gov/rtips/programDetails.do?programId=26196528>

Survivorship & Supportive Care

- The Touch, Caring, and Cancer Program

<https://rtips.cancer.gov/rtips/programDetails.do?programId=2401493>

- Project ENABLE II

<https://rtips.cancer.gov/rtips/programDetails.do?programId=3590238>

- Dyadic Support for Men with Prostate Cancer

<https://rtips.cancer.gov/rtips/programDetails.do?programId=291668>

- Palliative Care Intervention for Lung Cancer Patients

<https://rtips.cancer.gov/rtips/programDetails.do?programId=25901528>

SAMPLE Letter of Intent

[Name]
[Title]
[Name of organization]
[Address]
[Phone]
[Fax]
[E-mail]

[Date]

South Carolina Cancer Prevention and Control Research Network III
Attn: Sam Noblet
915 Greene St.-Fifth Floor
Columbia, SC 29208
Email: noblet@mailbox.sc.edu

Dear Mini-Grants Selection Committee:

[Name of applicant organization] would like to notify you of our intent to apply for the 2020-2021 Mini-Grants Community Health Intervention Program (CHIP). Currently, we are considering [name of program] to conduct in our organization/community. We will inform the selection committee as soon as possible if we decide to propose a different program. We will be submitting our full application by the January 15th, 2020 submission date.

Sincerely,

[Name]
[Title]
[Name of organization]