This document outlines the important information needed by a prospective applicant to submit a proposal to the Community Partnership Program. Please read the entire document and contact the Community Partnership Program with any questions or comments.

For more information visit:

www.ohsuknightcancer.com/community-grants or contact us at KnightCancerCRO@ohsu.edu or 503 494-1617, option 6.

Published July 16, 2015

<table>
<thead>
<tr>
<th>Key dates</th>
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<tr>
<td>Application assistance webinar</td>
<td>July 28 or August 3, 2015</td>
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<tr>
<td>Project design and evaluation webinar</td>
<td>August 11 or August 20, 2015</td>
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<tr>
<td>Intent to apply form deadline</td>
<td>August 13, 2015 at noon</td>
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<tr>
<td>Full proposal deadline</td>
<td>September 8, 2015 at noon</td>
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<tr>
<td>Notification of awards</td>
<td>Mid November, 2015</td>
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<tr>
<td>Project preparation period</td>
<td>Begins immediately following notification</td>
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<tr>
<td>Distribution of funds for awarded proposals</td>
<td>Distribution depends on several administrative requirements including approval from an Institutional Review Board, when applicable, and may take several months.</td>
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About the Community Partnership Program

The OHSU Knight Cancer Institute created the Community Partnership Program to support the development of sustainable collaborations with Oregon communities to address community-identified cancer needs. Awards will fund projects anywhere along the cancer continuum from prevention and early detection to treatment and survivorship. Proposals that focus on addressing cancer-related health disparities are highly encouraged.

Awards are available in three different tiers to provide the framework and resources to build projects over time while allowing for funding opportunities to be open to as wide a variety of applicants as possible.

Guiding principles

Community Partnership Program grants are designed to:

- Support Oregon communities to understand and address their most pressing cancer-related needs
- Enhance collaboration between Oregon communities and OHSU to address cancer in Oregon
- Foster the skills and abilities of communities to secure additional sources of funding to ensure projects are sustainable

Resources

In addition to funding for projects, applicants and award recipients will have access to a range of resources to support project success. Resources include:

Professional development:

- Pre-application: Applicants will be offered webinars on applying to the Community Partnership Program, project design, and evaluation prior to the proposal submission due date. Learn more on page 10.
- Post-award: Awardees will attend a full day workshop to build skills for planning and evaluating evidence-based community health interventions. This workshop was developed by the Cancer Prevention and Control Research Network with funding from the National Cancer Institute and Centers for Disease Control and Prevention. Community Partnership Program awardees will be among the first in Oregon to receive this resource.

Technical assistance: Awardees will have access to a range of academic consultation resources. Program staff will work with awardees to select appropriate resources for their project. Learn more on page 9.

Networking: The Community Partnership Program will offer opportunities to enhance community-building and collaboration throughout the funding period. These resources include in-person, virtual, and awardee-led activities. Awardees are required to attend the annual awardee meeting planned for spring 2016. Additional meeting details will follow funding notifications.
**ELIGIBILITY**

Eligibility for applying to this request for proposals is as follows.

Individuals affiliated with community groups/organizations, schools, government bodies, health/medical clinics, health systems or businesses may apply. An individual may not have more than two active Community Partnership Program projects at the same time. Please see below for more information about eligibility of current awardees. The Community Partnership Program may limit the number of awards made to an organization in a single round or cumulatively.

OHSU employees, students, divisions or departments are not eligible to apply. If an OHSU representative is interested in the Community Partnership Program, please contact us to learn more about opportunities to consult with awardees.

**Applicants from a previous round**

Applicants who have previously submitted a proposal to the Community Partnership Program and did not receive an award are encouraged to resubmit a proposal up to a maximum of two resubmissions. Please see resubmission instructions on page 11.

**Current and past awardees**

An individual with a current Community Partnership Program award may submit a new proposal, with new objectives, to further develop their project if the current funding period ends prior to the beginning of the next funding period. A new award cannot be used to complete the objectives described in the previous proposal. For the purposes of eligibility, this scenario counts as one project. This cycle, early stage awardees are likely to be the only current awardees to be eligible for a new award to develop their current project. It is anticipated that developmental and program enhancement awardees will be eligible to apply in the next cycle. Organizations that have received a previous award through the Community Partnership Program must be in good standing per the terms of the previous contract to submit any proposal.

Please contact the Community Partnership Program with any questions about eligibility.
## Award tiers

The OHSU Knight Cancer Institute provides awards across three tiers, described below. Use the information provided below to assist in tier selection. Applicants are also encouraged to join one of our application webinars, see page 10, or contact the Community Partnership Program for assistance.

### Tier 1:  
**Early Stage**  
**Purpose**  
Engage stakeholders and/or community around a common cancer interest and increase a community’s capacity to address cancer-related needs

### Tier 2:  
**Developmental**  
**Purpose**  
Support the development of emerging community collaborations and required infrastructure, design and pilot project plan based on needs assessment / framework of program, and test evidence-based models

### Tier 3:  
**Program Advancement**  
**Purpose**  
Implement, adapt and/or expand community level projects and programs based on evaluation, and establish plans for building on success and sustainability

### Examples

<table>
<thead>
<tr>
<th>Tier 1: Early Stage</th>
<th>Tier 2: Developmental</th>
<th>Tier 3: Program Advancement</th>
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<tr>
<td>$10,000</td>
<td>$25,000</td>
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<tr>
<td>Examples</td>
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<td>Complete a needs assessment, establish committee to address local cancer issue, develop framework for a cancer prevention program plan</td>
<td>Pilot studies to support the development of a larger intervention or program implementation, test education programs or adapt tools designed to build program planning, and build evaluation capacity within the community</td>
<td>Implement previously tested projects/programs, evaluate and disseminate outcomes, or scale evidence-based intervention across broader population</td>
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**TIER 1: EARLY STAGE**

**Up to $10,000**

Early stage awards offer initial funding to applicants interested in identifying a pressing cancer-related need that can be addressed through a community-based effort.

They can be used to:

- Collect and assess baseline data on local cancer issues
- Assess how specific cancer topics impact target Oregon communities
- Conduct a needs assessment to identify local gaps and opportunities related to priority cancer issues
- Build stakeholder and community capacity to establish local commitment around a cancer topic for which there is common interest
- Engage key stakeholders in cancer prevention and control planning efforts.
- Work with community partners to develop a project plan, based on needs assessment and/or local evidence

**Who should apply?**

Organizations that are dedicated to gaining a deeper understanding of a particular cancer need in their community and interested in developing the first stages of a project plan and evaluation—even if the cancer topic of interest cannot yet be fully articulated.

**Example projects**

- Conduct a needs assessment to gain baseline data on access to and utilization of colorectal cancer screening for veterans
- Establish a local committee to plan a tobacco cessation program for teens
- Conduct qualitative interviews to assess local capacity and gain a deeper understanding of perceptions, beliefs and barriers to adoption of sun safety behaviors

Program implementation time period: **six months**
TIER 2: DEVELOPMENTAL
Up to $25,000

Developmental awards invest in the development and maturation of collaborations and may also support the development of a small-scale project to be evaluated.

They can be used to:

• Conduct a feasibility or small pilot study to test the effectiveness of a cancer-related resource/intervention
• Fund focus groups, strategic planning, in-depth interviews, surveys or other information-gathering tools to assist in the design and adaptation of the cancer-related resource/intervention
• Utilize project development tools designed to build project implementation and evaluation capacity within the community.

Who should apply?

Organizations that:

• Have a specific interest in developing a cancer-related project/intervention based on an existing needs assessment or similar tool
• Want to test feasibility, impact or efficacy of a new program/intervention to address identified need
• Want to train key stakeholders to prepare for a larger programmatic proposal

Example projects

• Design and evaluate a program plan for increasing access to cancer treatment in rural areas
• Conduct a small study to determine efficacy of a train-the-trainer or community health worker model for improving screening rates in rural communities
• Fund a training for a small number of community cancer support group members to learn a project implementation and evaluation tool that may be useful for developing plans to address their cancer topic
• Conduct a feasibility study to adapt an outreach plan to serve communities using a tested model

Program implementation time period: 12 months
**TIER 3: PROGRAM ADVANCEMENT**

**Up to $50,000**

Program advancement awards will allow established community collaborations and programs to build on previous implementation and evaluation activities aiming to address a defined issue.

They can be used to:

- Implement and evaluate an adapted intervention/program to improve effectiveness of intended outcomes
- Expand an existing program to reach new target populations or address additional cancer topics
- Evaluate a tested intervention/program to assess efficacy of program adaptation
- Expand collaborations with partners to enhance impact and outcomes and ensure sustainability of efforts

**Who should apply?**

Organizations that:

- Have identified a specific cancer-related issue
- Have initially tested a program/intervention and can provide references to demonstrate its feasibility and/or preliminary efficacy
- Are ready to implement an adapted program
- Want to expand the project in content, audience or region. Are able to describe a plan for sustaining their program in future years

**Examples projects/programs**

- Partner with a local hospital to host tested breast cancer screening education program and evaluate for an increase in patient screening rates
- Adapt a cervical cancer screening program to serve needs of local Latina/Hispanic populations
- Expand a tested program to reach participants in surrounding counties

Program implementation time period: **12 months**
Project preparation period

The project preparation period is designed to assist awardees in successfully completing applicable administrative requirements before the proposed project commences. Distribution of funds will be dependent upon, but not limited to, the following:

- IRB approvals if applicable
- Participation in technical assistance activities
- Contracting

Activities to prepare awardees

Kick-off webinar: All awardees will participate in an introductory webinar to learn about technical assistance activities, IRB processes, reporting guidelines, and more. Dates and times are to be determined.

Professional development: A project planning and evaluation workshop developed by the National Cancer Institute and Centers for Disease Control and Prevention will provide training in the selection and evaluation of evidence-based programs and interventions for public health. Participation is required for early stage and developmental awardees. Participation is recommended for program advancement awardees. It is anticipated that these trainings will take place early in the project preparation period. Dates and times will be announced as soon as possible.

Institutional Review Boards (IRB): Some projects will require IRB oversight. If determined to need IRB oversight, awardees will receive technical support to complete the IRB study submission process, but should be prepared to actively participate in and commit effort to this process. Please note: IRB approvals can take several months. Please ensure that the impact of a potential delay in funding is considered carefully by the awardee's organization in the project planning phase. Distribution of funds is dependent upon IRB approval, and awardees should not expect to receive their funds upon award notifications.

Technical assistance: To enhance project design and impact, Community Partnership Program awardees will have opportunities to work with a range of OHSU academic consultants. Program staff will work with awardees and OHSU faculty to create a technical assistance plan for each project during project preparation phase.

Examples of what the technical assistance program offers awardees:

- Identification of applicable evidence-based interventions
- Guiding an evaluation plan
- Assistance with identification of appropriate, tested evaluation tools
- Content expertise
- Strategies to engage target audience, partners and/or stakeholders
- Facilitating the development of community coalitions
- Sharing best practices
- Aiding to identify additional funding opportunities

Previous awardees note: Awardees currently working with an OHSU academic collaborator on an existing project may have an opportunity to continue the collaboration as a part of the technical assistance resource.
**Award letters:** Award letters will be distributed during the project preparation period. Awardees will be required to return award letters with an authorized signature and submit a W-9 to receive funds. Please note: Distribution of funds is dependent on IRB approval, if applicable. IRB approvals may take several months.

**Reporting requirements:** Awardees will receive the reporting guidelines during the project preparation period. Project progress reports are due within 30 days of contracted project end date.

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## Submitting a proposal

Submitting a proposal to the Community Partnership Program is a three-step process:

1. **Read this request for proposal and review frequently asked questions online for supplemental information.**
   - Consider which tier fits best. If you are unsure of which tier best fits your project, please contact us.
   - Participate in a Community Partnership Program application assistance webinar on Tuesday, July 28, 2015 or Monday, August 3, 2015 and a program design and evaluation webinar on Tuesday, August 11, 2015 or Thursday, August 20, 2015. The webinars will each be recorded and posted on our website. **Register for the webinars.**
   - If you are considering resubmitting a proposal that did not receive funding in an earlier round, see resubmitting a previous proposal below.

2. **Submit an online intent to apply form by noon on August 13, 2015.**
   - Review the intent to apply answer preparation guide.
   - Submit the intent to apply form. The online form requires cookies, JavaScript and pop-ups to be enabled on the browser.
   - Expect an email response to the intent to apply submission by August 17, 2015; including instructions and a link to the proposal submission form. The intent to apply submission is for administrative purposes only.

3. **Complete the proposal submission form by noon on September 8, 2015.**
   - Follow the proposal submission form instructions contained in the proposal submission answer preparation guide.
   - Unless otherwise specified, limit answers in free text fields to a maximum of 225 words per field. Proposals with responses exceeding this limit will not be accepted.
   - The online proposal submission form will not accept bibliographic reference numbers. Please indicate references using brackets, e.g.: [1].
   - Prepare the budget and justification using the instructions, below.
   - Merge supporting documents into a single Adobe PDF file in this order:
     a. Cover sheet with organization name, project title and tier
     b. A one-page list of project objectives, see the objectives section in the proposal submission answer preparation guide.
c. Budget and justification, using the **MS Excel budget template**.

d. Bibliography (references).

e. Letters of support from any partners or collaborators involved in the proposed project.

- Submit the online form.

**BUDGET PREPARATION**

Applicants may request budgets up to the maximum amount designated for each tier. Use the **MS Excel budget template** to outline and justify the costs associated with this project.

- The budget should be constructed to realistically meet project objectives.
- Account for all expenses required to complete the scope of work in the proposal, and do not exceed the maximum amount for the selected tier.
- The budget must be appropriate for the proposed work; budgets that make efficient use of support to achieve the goal of funding objectives are desired.
- Include direct costs that are reasonable for the scope of work such as personnel, consultants, equipment, supplies, travel, clinical services and other direct costs.
- Facilities and administration, indirect or overhead costs may be included up to 10 percent of the total budget.

**RESUBMITTING A PREVIOUS PROPOSAL**

Applicants may resubmit proposals that did not receive an award in a previous round for up to two cycles, however each application will be reviewed as a new submission. Applicants should consider reviewer feedback on the previous proposal and use it to help strengthen their new submission. Specific responses to previous reviewer comments should not be provided. For questions about resubmission or to discuss feedback received from a previous proposal submission, contact the Community Partnership Program.

When completing the intent to apply and proposal submission forms, indicate that the proposal is a resubmission in the fields provided.

**Proposal review process and criteria**

**Review process**

As an academic research institution, OHSU follows the National Institutes of Health (NIH) review model. All proposals are assigned to multiple reviewers who represent content experts, OHSU Knight Cancer Institute stakeholders, and communities. Reviewers must recuse themselves from reviewing proposals submitted by organizations with which they collaborate and/or have existing relationships that present a real or perceived conflict of interest.

Each proposal is reviewed by 2-3 reviewers. Each reviewer submits an overall impact score and comments based on defined criteria. These scores are given equal weight and averaged to give each proposal a preliminary score. In general, the top half of proposals are discussed during a review meeting at which final scores are submitted by the full panel of reviewers. Proposals are then ranked based on their average final score.
Review criteria

Applicants may find it useful to know the criteria that will be used when reviewers are reading and scoring proposals. Criteria are provided to reviewers in categories, which are considered together to help reviewers assign an overall impact score for the proposal. These criteria categories are: significance and impact, approach, and organization and team. Specifics about the criteria in each category will be online at www.ohsuknightcancer.com/community-grants in mid August. Reviewers will consider the budget in the review but will not give scores for it and will not consider budget in the overall impact score.

Notification of awards

Applicants will be notified of the outcome and will receive their proposal’s written feedback provided by the reviewers. Applicants who receive funding notification will then receive further information about an award letter. See the project preparation period for more information.

Contact information

For questions or more information, please email KnightCancerCRO@ohsu.edu or call 503 494-1617, option six.
INTENT TO APPLY SAMPLE

The following is provided to help you prepare answers for the online intent to apply form.

Applicants must complete an online intent to apply form by noon on August 13, 2015. The intent to apply form is not binding and will not be reviewed alongside the subsequent proposal. The information that it contains allows staff to estimate the potential workload and prepare for the review process.

Please have the following information available when completing the online intent to apply form.

Organization name/address
Primary contact name/title
Phone
Email to receive proposal instructions and link
Organization website

Organization type
☐ Business  ☐ Hospital/Clinic/Health System  ☐ Governmental  ☐ Non-profit
☐ University  ☐ Other:

Project’s working title (15 words max)

Award tier
☐ 1. Early stage (up to $10,000)
☐ 2. Developmental (up to $25,000)
☐ 3. Program advancement (up to $50,000)

Will this be a resubmission of a proposal that did not receive an award in a previous round?
☐ Yes  ☐ No

Briefly describe the need for the project (70 words max)

Briefly describe the aim(s) of the project (70 words max)

Cancer focus  ☐ All cancers  ☐ Specific cancers (list):  ☐ Other topic (list):

Cancer continuum
☐ Prevention  ☐ Screening/early detection  ☐ Treatment  ☐ Survivorship

Target geography  ☐ Rural  ☐ Urban  ☐ Both

Will you partner or consult with any non-OHSU organizations or individuals?
☐ Yes  ☐ No  ☐ Undecided  If yes, please provide the person or organization’s name:

Will you partner or consult with any OHSU faculty or departments?
☐ Yes  ☐ No  ☐ Undecided  If yes, please provide the person or department’s name:

How did you hear about this request for proposal?

For any questions about the online form or how to respond to these questions, please contact the Community Partnership Program.
PROPOSAL SUBMISSION PREPARATION SAMPLE

The following is provided to help you prepare answers for the online proposal submission form.

All applicants must complete an online proposal submission form by noon September 8, 2015. If you have submitted an intent to apply form and have not received an email with proposal submission instructions and a link to the proposal submission form by August 17, 2015, please contact us.

Please have the following information available when completing the proposal submission form.

Organization name/address
Primary contact name/title
Phone
Email
Organization website

Organization type
- Business
- Hospital/Clinic/Health System
- Governmental
- Non-profit
- University
- Other:

Project title (15 words max)

Award tier
- 1. Early stage (up to $10,000)
- 2. Developmental (up to $25,000)
- 3. Program advancement (up to $50,000)

Information NOT evaluated during the review process
The following information will be used only for work planning and reporting.

This proposal is a
- New project
- A previously awarded project in a new tier
- A previously awarded project in the same tier
- First resubmission of a proposal that did not previously receive an award
- Second resubmission of a proposal that did not previously receive an award

Briefly describe the need for the project (70 words max)

Briefly describe the aim(s) of the project (70 words max)

Cancer focus
- All cancers
- Specific cancers (list):
- Other topic (list):

Cancer continuum
- Prevention
- Screening/early detection
- Treatment
- Survivorship

Target geography
- Rural
- Urban
- Both

Funds restricted to efforts within Oregon

Target counties, if any
Demographic information

If the proposal specifically targets a race, ethnicity, sex, age or other demographic focus then indicate. Otherwise, select “Not specified.”

Ethnicity focus  □ Hispanic  □ Non-Hispanic  □ Not specified

Race focus  □ American Indian/Alaskan Native  □ Asian  □ Black/African American
□ Native Hawaiian/Other Pacific Islanders  □ White/Caucasian  □ Not specified

Sex focus  □ Female  □ Male  □ Transgender  □ Not specified

Age focus  □ Age 0-18  □ Age 12-18  □ Age 18+  □ Age 50+  □ Age 65+
□ Adolescents and young adults (AYA)  □ Women in childbearing years  □ Not specified
□ Other:

Other demographic focus  □ Key stakeholders  □ College students  □ OHSU patients
□ Immigrants/refugees  □ Low income  □ Patients and/or family members
□ People on reservations  □ Parents  □ People with disabilities  □ Pregnant women
□ Providers  □ Screening appropriate  □ Survivors and/or family members  □ Teachers
□ Tobacco users  □ Un/under insured  □ Underserved  □ Not specified  □ Other:

Will you partner with other organizations?  □ Yes  □ No  □ Undecided
If yes, list potential partners:

Will you partner or consult with any OHSU faculty or departments?  □ Yes  □ No  □ Undecided
If yes, please provide the person or department’s name:

Enter the names of consultants listed on this project:

Information evaluated during the review process

The following questions will be provided to reviewers during the review process.

Complete the following questions in the online application and note:

• If a question is not applicable to the project, write NA in the answer field for that question.

• Limit answers to a maximum of 225 words per numbered question unless otherwise stated. Proposals with responses exceeding specified limits will not be accepted.

Significance and impact

Local issue

1. What is the local cancer-related concern this project addresses? If applicable, include information on cancer type and whether you propose a prevention, screening, treatment or survivorship project.

2. Explain the need for this project in your community.
3. Briefly reference and/or describe any evidence that factored into your decision to select this project or intervention. Evidence might include studies and reports of similar projects, collection of initial data (such as in a needs assessment), and/or existing expertise within the organization. If early stage, state the rationale for investigating this topic.

Target audience

4. Identify the target population this project aims to learn more about (early stage), or to engage through proposed programmatic effort (developmental and program advancement), and provide evidence to explain why this target population was chosen for this project (all tiers).

5. What are the key characteristics of your target population, including: race/ethnicity, gender, age, and socioeconomic status? If applicable, what cancer-related health disparities faced by your target population does your project aim to address?

Objectives (one page max)

6. Create a one-page outline of the following objectives and insert it in the supporting documents in PDF format.
   - Three to five program objectives
   - The key activities directly linked to each objective
   - The anticipated outcomes for each objective (consider outcomes for your organization as well as for individual participants)
   - Two to three measures for each outcome

Impact

7. What is the long term plan for addressing the cancer-related need and what proposed impact will this project eventually have on the issue and/or target population? For example, will the project continue as is, will its scope broaden or will its approach change?

Approach

Award tier

8. Provide rationale for the grant tier chosen and why it is the best fit for this project.

Methodology (350 words max)

9. Describe the activities proposed to achieve desired goals and objectives. Include information on the setting in which the assessment/program/intervention will occur, if applicable. How will you collect, store, and use it data if applicable? Is this project based on and/or adapted from a tested model/program/intervention? Will you use existing tools or develop tools specifically for this program? Tools might include education materials, curricula, brochures, fact sheets, scripts, surveys, mailings, etc.

10. What is the frequency of the proposed activities and/or how much of the intervention will the target audience receive in order to achieve stated outcomes? (Examples include one weekly education session for six months, two trainings over twelve months, etc.).

Outreach and engagement strategy

11. Describe how community partners and target populations will be engaged. What outreach strategies or tactics will be utilized to reach the target audience?
12. What barriers do you anticipate in reaching the target audience or implementing the program and how will they be mitigated?

Evaluation

13. Describe the evaluation plan. Include a timeline stating how and when key milestones will be assessed, who you will be collecting data on, the types of data you are collecting, and (if known) the evaluation tools you will utilize to measure desired outcomes.

Sustainability

14. What are the next steps to help meet the long-term project goals (early stage)? After the award period ends, how will you sustain the program if successful (development and program advancement)? What are your biggest challenges to sustainability (all tiers)?

Organization and team

Organization

15. Describe your organization. What is its mission?

16. What are the organization’s current goals and recent achievements? How will this project help you meet the existing mission and goals of your organization?

17. Briefly describe the qualifications of your organization to successfully carry out this project. Examples include expertise, previous experience or related achievements, or existing resources that can be leveraged.

Partners/project team

18. Describe project team members (the personnel, volunteers or other community members) and their roles on this project.

19. If the proposal is for the program advancement tier, describe how key personnel are qualified to fulfill their roles; (i.e., experience and expertise to do the proposed work).

20. Will you partner with other community organizations and/or key stakeholders? If so, what is their role or contribution to this project? If proposed project is dependent upon partner involvement, please demonstrate their commitment with letters of support.

Be prepared to upload a single Adobe PDF document containing the cover sheet, objectives, budget and justification (see budget preparation on page 11), bibliography (references) and letters of support.

If you have any questions about the online proposal submission form or uploading supporting documents, contact the Community Partnership Program.