

North Dakota Comprehensive Cancer Control Program Sub-Contract Application

COVER PAGE

Project Title:

Applicant information:

- Organization Name:

- Organization Address:

- Tax Exempt Identification Number:

- Primary Contact Person (project manager):
 - Phone:

 - E-mail Address:

- **Authorized Contract Representative Name and Title (person AND title, who will sign a contract if different than the project manager):**
 - **E-mail address of Authorized Contract Representative:**

- Secondary Contact Person:
 - Phone:

 - E-mail Address:

Fax Number:

Date of Proposal Submission:

PROJECT NARRATIVE

(No more than five pages, double-spaced)

In essay format, provide a detailed project description containing the following:

Statement of Need and Capacity (up to one page)

1. Describe the geographical area and target population you plan to reach. Be as specific as possible.
2. Describe the identified need(s) of your target population and how the needs were determined. List data sources.
3. Describe capacity to implement the proposed project and prior experience implementing similar projects.

Project Description (up to four pages)

4. List your project goal(s).
5. List North Dakota cancer control priorities that are met by this project (see Appendix 2).
 - List North Dakota Cancer Control Plan Objectives and/or strategies that will guide your project.
6. Describe the strategies (activities) you plan to implement related to policy, systems and/or environmental change. Indicate evidence-based interventions and adaptations made for your project. *(up to one page)*
7. Plans for sustainability of this project beyond the funded project period. *(limit to one paragraph)*
8. Identify other individuals/organizations you plan on partnering with and their role in the project.
9. Identify at least two project objectives and/or strategies that you plan to evaluate and explain why. *(up to one page)*

2016-2017 NDCCCP SUB-CONTRACT PROJECT ACTION PLAN
 (Action Plan and budget not to exceed 7 pages combined)

Project Goal:				
Objective 1:				
(See SMART object example on page 4 of Request for Proposal)				
Specific Strategies (Activities Planned) to Accomplish the Objective <small>*specify PSE approaches as (PSE)</small>	Resources Needed	Timeline to Complete	Team Member(s) Responsible	What Measure of Success was Achieved with this Strategy? (include date achieved and if not achieved the reason why)

If needed...

Objective 2:

(See SMART object example on page 4 of Request for Proposal)

Specific Strategies (Activities Planned) to Accomplish the Objective <small>*specify PSE approaches as (PSE)</small>	Resources Needed	Timeline to Complete	Team Member(s) Responsible	What Measure of Success was Achieved with this Strategy? (include date achieved and if not achieved the reason why)

If needed...

Objective 3:

(See SMART object example on page 4 of Request for Proposal)

Specific Strategies (Activities Planned) to Accomplish the Objective <small>*specify PSE approaches as (PSE)</small>	Resources Needed	Timeline to Complete	Team Member(s) Responsible	What Measure of Success was Achieved with this Strategy? (Include date achieved and if not achieved the reason why.)

2016-2017 NDCCCP SUB-CONTRACT PROJECT
ESTIMATED BUDGET AND JUSTIFICATION
 (Action Plan and budget not to exceed 7 pages combined)

Organization Name:
Project Title:

Category	Requested Subcontract Funding	Expended Sub-contract Budget	In-kind Contribution (Identify source and projected dollar amount)	Final In-kind Contribution (Identify source and dollar amount)
Printing, copying (average cost is \$.05/sheet) Itemized description:				
Justification:				
Supplies (e.g., purchase of materials, etc.) Itemized description:				
Justification:				

Meetings (e.g., facilities/associated costs; mileage @ .54/mile) Itemized description:				
Justification:				
Special events: (e.g., educational sessions, focus groups, etc.) Itemized description:				
Justification:				
Professional hourly wage Itemized description:				
Justification:				
Other expenses Itemized description:				

Justification:				
Subtotals	Total:	Total:	Total:	Total: