

# REQUEST FOR APPLICATION



## SunSense North Carolina

**Funding: One year and special project**

## Healthy Schools

*A collaboration between  
North Carolina Department of Public Instruction  
and  
Division of Public Health, NC Department of Health and Human Services  
In partnership with  
The NC Comprehensive School Health Training Center at Appalachian State University*

The Healthy Schools Initiative, a collaboration between the North Carolina Department of Public Instruction and the Department of Health and Human Services in partnership with The NC Comprehensive School Health Training Center at Appalachian State University, is pleased to announce the **Sun Safety North Carolina** Grants for 2005.

The mission of **Sun Safety North Carolina** is to decrease ultraviolet radiation exposure through the development and implementation of a multifaceted statewide school based skin cancer prevention program by 2006.

Cancer is a devastating and increasing prevalent disease. One in two men and one in three women in North Carolina will be diagnosed with cancer during their life. State projections for the year 2003 show an estimated 1,600 new cases of malignant melanoma.

The rate of skin cancer in North Carolina is 13.7 per 100,000 people. The fifteen counties identified as having the highest rates of melanoma include:

- **Graham (32.5 per 100,000)**
- **Henderson (27.9 per 100,000)**
- **Polk (28.3 per 100,000)**
- Transylvania (25.8 per 100,000)
- Alleghany (23.5 per 100,000)
- Madison (22.6 per 100,000)
- **New Hanover (21.5 per 100,000)**
- **Burke (20.7 per 100,000)**
- **Alamance (20.6 per 100,000)**
- Camden (20.0 per 100,000)
- Surry (19.7 per 100,000)
- Catawba (19.6 per 100,000)
- **Buncombe (18.8 per 100,000)**
- Carteret (18.6 per 100,000)
- Swain (18.5 per 100,000)

Source: NC Central Cancer Registry July 2003  
Currently funded projects

## Purpose

These grants are made available to support local school systems and their partners implement the CDC Guidelines for School Programs to Prevent Skin Cancer within the framework of coordinated school health. All applications must demonstrate a collaboration between the local school system and local health department. The CDC guidelines for school systems emphasize the following:

- skin cancer is the most common type of cancer, and new cases and deaths from its deadliest form have been increasing dramatically;
- exposure to the sun during childhood and adolescence typically plays a critical role in developing skin cancer;
- to be most effective and efficient, school-based approaches to skin cancer prevention should be implemented as part of a coordinated school health program, because no single strategy in isolation can solve the problem;
- schools can do a variety of things to prevent skin cancer such as creating supportive, caring environments that make skin cancer prevention a priority.

Interventions proposed through this grant program must focus on at least 3 of the recommendations for skin cancer prevention in schools identified in the MMWR, Guidelines for School Programs to Prevent Skin Cancer. These include:

1. Establish **policies** that reduce exposure to ultraviolet radiation.
2. Provide an **environment** that supports sun-safety practices.
3. Provide health **education** to teach students the knowledge, attitudes, and behavioral skills they need to prevent skin cancer.
4. Involve **family** members in skin cancer prevention efforts.
5. Include skin cancer prevention with **professional development** of staff (e.g., preservice and inservice education).
6. Complement and support skin cancer prevention with school **health services**.
7. Periodically **evaluate** whether schools are implementing the guidelines on policies, environmental change, education, families, professional development, and health services.

In addition, interventions must:

8. Implement best practices (evidence-based interventions) for sun safety policies, education and/or environment;
9. Provide sustainable infrastructure to support opportunities for sun safety within the school;
10. Include parent and community awareness

A complete copy of the MMWR entitled, "Guidelines for School Programs to Prevent Skin Cancer" can be found at: [www.cdc.gov/mmwr/PDF/RR/RR5104.pdf](http://www.cdc.gov/mmwr/PDF/RR/RR5104.pdf)

## **Funding and Eligibility**

Approximately 15 projects for up to \$10,000 for a period of nine months will be funded. All local education agencies in partnership with their local health department are eligible and encouraged to apply. Funding is also available for a one time special project or event (Examples include: sun safety focus during Field Day, safety event during summer camp)

### **Funds may be used for:**

- Materials, equipment and resources needed to implement the proposed interventions (Examples include: educational or promotional materials and resources; trees or constructed shade; sunscreen hats, protective clothing; health screenings);
- Travel and staff development; and/or
- Administrative costs such as postage and office supplies.

### **Funds may NOT be used for:**

- Replacement of funds from other sources for currently budgeted expenses;
- Office equipment or computer hardware.

## Assurances

Application for these funds requires a statement of assurance (Attachment D) that the grantee will:

1. Use funds for school-based, multi-level interventions that focus on implementation of the CDC Guidelines for School Programs to Prevent Skin Cancer.
2. Partner with appropriate community organization(s) and include the target population in planning the intervention.
3. Provide an interim Progress Reports and a written Final Report of all activities and the outcomes.
4. Share experiences, challenges and successes with other communities through presentations, newsletters, community change chronicles and other media as needed.
5. Attend Sun Safety North Carolina regional trainings when offered.

## Sun Safety Regional Trainings

Healthy Schools and ASU have selected an existing curriculum called “Sunny Days, Healthy Ways”. This particular curriculum has undergone extensive evaluation and has a proven record of effectiveness with school-aged children. Grant recipients will receive a free copy of Sunny Days, Healthy Ways (CD Rom) as well as a free training on the use of the curriculum

The training will provide educators with the necessary skills to use this curriculum (specifically grades 3-5) as a component of comprehensive school health education.

## Application Content

Applications must include:

- A completed and signed cover page (Attachment A)
- A narrative that answers the FOUR questions posed in “Application Narrative” (Attachment B) in no more than 10 double-spaced pages with 1 inch margins and 12 point font. Budget, assurances, letters of support and appendices do not count in the 10 page limit.
- A detailed budget that is clearly linked to the activities described in the application narrative (Attachment C).
- Signed list of assurances (Attachment D)
- Letters of support from partnering agencies. Letters must clearly indicate the role that the partner will play in the project.

Note: Special project funding require Attachment A, a brief description of program/event, partners, and budget (Attachment C)

## Submission Deadlines and Instructions

You must send an original plus three copies of the completed application.

## Mailing/Shipping/Delivery Instructions

Completed Applications may be sent via US Mail, a delivery service, or be hand delivered. NO FACIMILES or emails will be accepted:

### US Mail

Dorothea S. Brock,  
School Health Consultant  
1928 Mail Service Center Raleigh, NC  
27699-1928

**Questions:** If you have questions feel free to contact Dorothea Brock at 919.715-1349 or dbrock@dpi.state.nc.us.

## Review Process

Each application will be reviewed and scored by a committee. Every effort will be made to ensure a fair and objective review of the applications. Applications will be scored on four components of the application narrative and the budget justification. Some applications may be funded at a lower level or with conditions.

An overview of the scoring criteria and maximum points that may be awarded follows.

Applications will be scored on the extent to which they meet the following criteria:	Points
1. Project has a clearly identified need, i.e., high rates of skin cancer, or fills a gap in school programs or services.	30
2. Project advances CDC Guidelines for school programs to prevent skin cancer.	25
3. Capacity of the applicant and partnering agencies to complete the project is evident; substantial participation by partners exists, especially between the education agency and public health department; evidence of sustainability beyond grant period exists.	20
4. Action Plan: major steps to complete the project are identified, time-framed, and realistic; staff/partner roles in implementing related activities are clearly defined; a plan for documenting the process and evaluating outcomes is in place.	20
5. Budget is realistic and clearly linked to expected outcomes and project activities; all projected expenses are allowable.	5
Total Possible Points	100



Name of Local Education Agency: \_\_\_\_\_

Name of local Health Department: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ Financial Reporting Year: \_\_\_\_\_

Brief Overview of Proposed Intervention:

Target Audience:

Total Funds Requested: \_\_\_\_\_

\_\_\_\_\_  
Lead Agency Head Signature and Title  
(School Superintendent or Health Director)

\_\_\_\_\_  
Project Coordinator's Signature and Title

## Application Narrative: Sun Safety North Carolina

### 1. **Statement of Need: Project has a clearly identified need, i.e., high rates of skin cancer, or fills a gap in school programs or services. (30 points)**

Describe why the proposed intervention is needed in your community and how it fills a gap in community programs or services. Data on state or local skin cancer rates are suggested as a component of supportive documentation.

### 2. **Project Description: Project advances CDC Guidelines for school programs to prevent skin cancer. (25 points)**

In a clear and concise narrative, describe the proposed multi-level intervention (refer to purpose section of this “Request for Application” for required and recommended components). Include the following information:

- The specific target population (e.g. 230 children grades 3 – 5 who attend Carolina Elementary School);
- How the proposal advances the key recommendation(s) from the Guidelines for School Programs to Prevent Skin Cancer;
- And, the expected outcome(s) of the intervention.

### 3. **Collaboration and Capacity: Capacity of the applicant and partnering agencies to complete the project is evident; substantial participation by partners exists; evidence of sustainability beyond grant period exists. (20 points)**

Describe how the local education agency, local health department, and additional community agencies (i.e., cancer coalitions, American Cancer Society, Healthy Carolinians) will work together to plan and implement the intervention. Include letters of support that specify the commitment of each partner to the intervention (e.g. staff time, funding...). Describe plans for how activities will be sustained beyond grant period.

### 4. **Action Plan: Major steps to complete the project are identified, time-framed, and realistic; staff/partner roles in implementing related activities are clearly defined; a plan for documenting the process and evaluating outcomes is in place. (20 points)**

Describe the steps necessary to implement the intervention and achieve the stated outcome(s).

- Include the anticipated start and completion dates for each step.
- List the specific activities that will be undertaken to complete the step and who is responsible for the activity (plan)
- Describe how you will document that the step has been completed (evaluation)
- Your Action Plan should reflect the activities described in the project description.

## Budget & Budget Justification (5 Points)

Provide a detailed budget and line-item justification that is consistent with the purpose and planned activities of the project. If a given category will be provided in-kind, you may describe the in-kind contribution and provide the estimated value of the contribution but please **DO NOT** add the value of in-kind contribution to your budget.

**A. Materials** **Amount: \$ \_\_\_\_\_**

Provide a list of materials to be purchased, the estimated price and a justification for the use of each item (ie, training materials, promotional items). Computer hardware and office equipment may not be purchased with these funds.

**B. Staff Development** **Amount: \$ \_\_\_\_\_**

Provide justification for training and/or conferences that staff will attend. Funds may be budgeted to support staff development for partnering agency staff or coalition members.

**C. Training** **Amount: \$ \_\_\_\_\_**

List all expenses anticipated for training that will be provided as part of the intervention. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees and any other applicable expenses related to the training.

**D. Travel** **Amount: \$ \_\_\_\_\_**

Describe travel staff will perform.

**E. Supplies** **Amount: \$ \_\_\_\_\_**

Provide a justification for supply items other than general office supplies. Provide only a dollar amount for general office supplies like pens, paper, etc.

**F. Administrative Costs** **Amount: \$ \_\_\_\_\_**

Give justification or note in-kind contributions for staff, telephone, postage, and other administrative costs.

**G. Other** **Amount \$ \_\_\_\_\_**

Include a description and justification for items not included in the previous categories.

**Total Funds Requested:** **Amount \$ \_\_\_\_\_**

**Attachment D**

Also list this amount on the cover sheet of the application.

**Statement of Assurances**



If awarded funds for **SunSense North Carolina**, \_\_\_\_\_ (lead agency) \_\_\_\_\_ agrees to:

- Implement the proposed activities according to the timeline outlined in the application.
- Partner with appropriate local health dept or local education agency(s) to plan and implement the intervention.
- Provide interim progress reports and a written Final Report of expenses, activities and the project outcomes as required.
- Share experiences, challenges and successes with other communities through presentations, newsletters, community change chronicles and other media as needed.
- Attend SunSense North Carolina regional trainings when offered.

\_\_\_\_\_  
Superintendent Signature / date

\_\_\_\_\_  
Director, Health Department / date

\_\_\_\_\_  
Project Coordinator's Signature / date