



## Hep B United Mini-Grants 2014 Request for Funding Proposal

**INTRODUCTION:** The Hepatitis B Foundation is offering mini-grants for one (1) year to *Hep B United* coalition partners working on hepatitis B screening and linkage to care activities. Up to eight awards will be given ranging from \$5,000 to \$10,000, with a total of \$50,000 in funds available for this program.

**ELIGIBILITY:** In order to qualify for this award, applicants should be able to demonstrate that they have in place an active, local coalition focusing on hepatitis B screening and linkage to care activities. Eligible applicants must be current *Hep B United* members with the capacity to directly implement the proposal, collect data as required, provide written reports, and manage the funds appropriately. Applicants must submit a project narrative and work plan that will be evaluated by a grants committee.

**PURPOSE:** The main purpose of this RFP is to enhance the capacity of *Hep B United* coalition partners to conduct HBV education, testing and linkage to care in their local communities. The emphasis of this RFP is focused on AA & NHOPI communities, and supporting activities at the local coalition level to advance the hepatitis B priority areas of the U.S. Department of Health and Human Services' National Viral Hepatitis Action Plan (VHAP). In 2013, *Hep B United* developed a national community strategic plan based on the VHAP. **This RFP focuses specifically on strategic priority #2 -- *Improving testing and linkage to care to prevent HBV-related liver disease and cancer.***

**PROPOSAL:** Applicants are to base their proposals on this priority area and develop related activities to support their testing and linkage to care efforts at the local level. Activities can include, but are not limited to: developing local coalition infrastructure (including partnership development and partner training); identifying and addressing specific local barriers to HBV screening and linkage to care; identifying/developing systems to increase HBV screening; and increasing the actual number of community-based HBV screening and education scheduled events.

Project sites will be offered ongoing support and training throughout the 12-month project period. This will focus on improving skills (i.e. data collection and management; technology; IRB). Training and support will also allow project sites to make use of best practice models and existing educational tools and resources for AA & NHOPI communities. Project sites will be expected to evaluate their project and complete/submit final reports to the Hepatitis B Foundation and present their findings to *Hep B United*.

### PROJECT SITE REQUIREMENTS:

- Ongoing communication with the Hepatitis B Foundation (HBF), including regular phone calls (schedule will be determined at a mutually convenient, regular date).
- Participation in the mini-grants training webinar (scheduled at the start of the 12 month project period).
- Participation in monthly *Hep B United* coalition calls, quarterly training webinars and Hep B “hangouts”.
- Provide a 6-month and 12-month written report that includes evaluation, and a “lessons learned” presentation on one of the monthly *Hep B United* calls.

### SUBMISSION DEADLINE

All items must be submitted by **5:00pm PST on Monday, March 10, 2014**  
to Kate Moraras, HBF Senior Program Director, via email to [Kate.Moraras@hepb.org](mailto:Kate.Moraras@hepb.org)

**PROPOSAL FORMAT:** The application, which includes the budget and budget narrative pages, should be no longer than 10 pages in length, double-spaced. Application should be on 8 ½” x 11” paper, in 12-point Times New Roman font, with 1 inch margins. Pages should be numbered clearly and sequentially. Cover letter should be included, but does **not** count toward the page limit.



- a) **Project Narrative: up to 60 points total**, Include a detailed description of the proposed project:
- i. **Section 1: Experience and Capacity (Up to 8 points)**
    - Does the applicant demonstrate that an active, multi-sector coalition exists? (2 pts)
    - Does the coalition demonstrate experience and success in addressing hepatitis B health disparities among AA&NHOPi communities? (6pts)
      - Has the applicant described previous hepatitis B-related activities?
      - Does the applicant describe previous or current methods of collecting HBV-related data?
      - If the applicant has not had previous experience in the chosen priority area, have they described how they will realistically and practically respond to this lack of experience?
      - If applicant is currently receiving funding for hepatitis B activities, does the applicant describe how their proposed activities will be complementary and not duplicative? (Not scored)
  - ii. **Section 2: Project Goals, SMART Objectives, and Project Activities (Up to 26 points)**
    - Does the applicant describe their project activities in detail? (6 pts)
    - Are goals, objectives, activities, and measures aligned with the *Hep B United* Strategic Plan? (5 pts)
    - Are the objectives/activities in alignment with measurable indicators noted in the RFP? (5 pts)
    - Are objectives in SMART form? (Specific, Measurable, Achievable, Relevant, Time-bound?) (5pts)
    - Are the activities described feasible given the resources such as time, funding, staffing? (5 pts)
  - iii. **Section 3: Project Evaluation (Up to 16 points)**
    - Does evaluation plan include both process and outcome measures, examples of expected indicators, data sources, and timelines? (4 pts)
    - Does applicant describe how data will be collected, including baseline measures? (4 pts)
    - Do process measures include the “who-what-when-where-how” of the activities? (4 pts)
    - Do outcome measures demonstrate the immediate results of the activities, e.g. changes in skills, knowledge, attitudes and behavior? (4 pts)
  - iv. **Section 4: Budget Narrative and Budget Justification (Up to 10 points)**
    - Does applicant include an itemized budget for the program year with detailed justification for activities? (5 pts)
    - Does applicant demonstrate planned activities can be realistically accomplished within the proposed budget range of up to \$10,000 for one year? (5 pts)
- b) **Appendices**
- i. Appendices do not count toward the page limit and **must** include:
    - 1-page detailed timeline of activities
    - At least one letter of support
  - ii. Supporting documents **can** include:
    - Additional letters of Support
    - Local Coalition Work Plan/Overview/Mission
    - Coalition Roster (list of local partners)

**ADDITIONAL INFORMATION:** Please email Kate Moraras with any questions. All questions and answers will be posted on the *Hep B United* website, to ensure that everyone will have access to responses. **Q&A Session will be held February 13, 2014 on the Hep B United coalition call at 3:00 pm EST.** Participants are strongly encouraged to email questions beforehand to Kate Moraras.