

Hep B United Mini-Grants 2018 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 education, screening and linkage to care activities. Up to 7 awards will be given ranging from \$5,000 to \$10,000 each.

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 education, 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 review committee.

PURPOSE: The main purpose of this RFP is to enhance the capacity of Hep B United coalition partners to conduct hepatitis B (HBV) education, testing and linkage to care in their local communities. The emphasis of this RFP is focused on Asian American, Native Hawaiian and Pacific Islander (AA & NHPI) 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 \(VHAP\)](#).

This RFP focuses on Priority Areas 1,3, and 5 of *Hep B United's* [Strategic Priority Areas](#):

SP 1: Prevention and Education

SP 3: Linkage to Care

SP 5: Surveillance

PROPOSAL: All applicants must focus on one of the four priority areas above and develop related activities to support coalition building and maintenance, education and training, and testing and linkage to care efforts. Activities can include, but are not limited to:

- Developing local coalition infrastructure by engaging new non-traditional partners (including partnership development and partner training);
- Implementing the [#justB storytelling campaign](#) into local education and community engagement efforts; creating new story-focused educational programming, including story circles; focusing on reducing stigma, fostering open HBV discussion and move people towards screening;
- Developing and implementing strategies for reaching specific, hard to reach or untapped populations in your communities (e.g. LGBTQ+, AAPI and HIV or diabetes service providers, other AAPI-serving organizations);
- Identifying/developing systems and strategies to increase HBV screening;
- Increasing the number of community-based HBV screening and education events in your community;
- Increasing HBV disaggregated data sharing (conducting formalized data collection, analysis, and/or dissemination, and/or using new technologies to collect community-based HBV screening data);
- Identifying and addressing specific local barriers to HBV screening and linkage to care.

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 & NHPI 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.
- Implementation of the Know Hepatitis B campaign including written/visual documentation of resources used at HBV education, screening, and/or other training events.
- Any project involving HBV testing must include a description of linkage to care activities.

SUBMISSION DEADLINE

All items must be submitted by **5:00 PM PDT on August 20, 2018** to Catherine Freeland, HBF Public Health Program Manager, via email Catherine.Freeland@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. A cover letter should be included, but it will not count toward the page limit. Please submit one PDF document for your application.

a) Cover Letter

b) Project Narrative: up to 60 points total, Include a detailed description of the proposed project:

- **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&NHPI 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)
- **Section 2: Project Goals, SMART Objectives, and Project Activities (Up to 24 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? (4 pts)? Are objectives in SMART (Specific, Measurable, Achievable, Relevant, Time-bound) format? (4pts)
 - Are the activities described feasible given the resources such as time, funding, staffing? (5 pts)

- **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? (8 pts)
- **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? (4 pts)
 - Does applicant demonstrate planned activities can be realistically accomplished within the proposed budget range of up to \$10,000 for one year? (4 pts)
- **Section 5: Innovation (up to 4 points)**
 - Does the project involve testing a new strategy or technology? (2 points)
 - Does the project involve reaching new, previously untapped AAPI communities? (2 points)

c) Appendices

- Appendices do not count toward the page limit and must include:
 - 1-page detailed timeline of activities
 - At least one letter of support
- Supporting documents can include:
 - Additional letters of support
 - Local Coalition Work Plan/Overview/Mission
 - Coalition Roster (list of local partners)

ADDITIONAL INFORMATION: Please email Catherine Freeland 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. An overview of the grant program, and a Q&A Session will be held during the HBU webinar on **Tuesday, August 7th at 3:00pm EDT**. Those interested in applying are strongly encouraged to email questions beforehand to Catherine Freeland at Catherine.Freeland@hepb.org.