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APPLICATION FORM GUIDELINES

Please read the following information carefully. Completed applications must be submitted to the University of Guam, Margaret Perez Hattori-Uchima School of Health. **Deadline to submit FY 2025 application is Friday, September 20, 2024, at 5:00 pm.**

Please select the following: **New Application** **Change/Corrected Application**

Your application for GCTF should include the following documents:

Document #1 — A cover letter requesting consideration for funding with:

- (1) The title of the organization requesting funding;
- (2) The mission statement (purpose) of organization (1page maximum as an attachment);
- (3) A purpose statement (1-3 sentences maximum);
- (4) The amount requested;
- (5) A point of contact and the organization’s contact information;
- (6) A statement specifying that if the applicant is requesting funds for direct services oreducation or outreach services; and
- (7) A statement specifying if the applicant is new or existing organization applying for the fundswhich states how long the organization has been in existence.

Document #2 — An Executive Summary or Abstract (1 page maximum) containing a conciseproject description consisting of:

- (1) A statement of the purpose of the project;
- (2) The health benefit(s) and why it is eligible for funding under this program; and
- (3) Any other information pertinent to the project.

Document #3 — A detailed write-up that includes the following:

- (a) Guam’s need for the services or the program (1 page maximum);
- (b) The goals and objectives of the services or the program related to funding request (2 pages maximum);
- (c) The applicant’s approach or proposed delivery of the services or the program related to funding request (2 pages maximum);
- (d) A current listing of the applicant’s board members, directors, officers, or employees that identifies any of them who are full or part-time employees of the Government of Guam or any Government of Guam public corporation, autonomous agency, or instrumentality;
- (e) A list of any of the applicant’s employees who will be administering the grant;
- (f) A list of the applicant’s employees, contractors, or staff positions, that will be providing direct services or who will be providing education and outreach services;

- (g) A list of any other organizations that will assist the applicant in providing the direct services or education and outreach services via a partnership, a memorandum of understanding, or a contract or subcontract; and
- (h) A project schedule or timeline.

Document #4 — A detailed budget that includes:

- (a) A statement of justification;
- (b) A detailed list of position descriptions and financial compensation, including base salary and any fringe benefits, of any persons who will be compensated using the grant;
- (c) Up to 15% may be used for administrative costs. Describe these costs if applicable to your application. Allowable administrative costs include, but are not limited to the following: administrative employee salaries and fringe benefits, office supplies, motor vehicle expenses such as fuel, repairs, insurance, and maintenance costs, rent for building of facility, utilities such as power, water, phone or internet service, or trash collection, insurance for building or facility;
- (d) Detailed list of equipment and supplies that will be obtained from the grant; and
- (e) A detailed list of any other expenses that will be paid using the grant.

**** Unallowable use of grant funds for the following:** major medical equipment purchases, construction, remodeling or renovation of building facility, clinic, or office, capital expenditures, cancer prevention screening, diagnosis, or cancer treatment or any individual patient that would be covered by the patient's health insurance or any government provided welfare programs, including but not limited to: medical assistance, Medicare, Medicaid, Medically Indigent Program, private health insurance, and supplemental insurance such as AFLAC.

Document #5 — Other relevant supporting materials related to funding request (optional).

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Please note the following:

- Applicants must obtain prior Guam Cancer Trust Fund Council approval to use a consultant to prepare any part of their applications
- The Guam Cancer Trust Fund Council may approve or deny any grant application, or request that an applicant provide any other information required by the University or the Guam Cancer Trust Fund Council and the applicant shall provide such information in writing in a timely manner so that the Guam Cancer Trust Fund Council may complete the evaluation of the grant application.

The Guam Cancer Trust Fund Council members shall review grant applications based on:

- The need for the proposed activity;
- The previously documented effectiveness of the treatment or service;
- The degree to which the proposed activities will achieve the goals and objectives set forth in the plan;
- The experience of the application team in such activities;
- The lack of other resources or funding for the proposal;
- The amount of funding requested;
- The feasibility of the time line in delivering the goals and objectives of the plan; and
- The extent to which medical guidelines for screening, diagnosis, and/or treatment are being followed (if applicable).

For more information, please contact gctf@triton.uog.edu.