

Purpose –

The State Affiliate Grant Program is designed to enable State/Regional Affiliates to engage in activities that will have an overall benefit to their members, ASCO members, other state societies, and the oncology community at-large. The purpose of the State Affiliate Grant Program is to provide financial support to State/Regional Affiliates, which will assist them in implementing specific activities. The State Affiliate Grant Program allows ASCO to utilize its strength and expertise in raising funds – taking advantage of resources not available on the state level – and demonstrates ASCO’s commitment to strengthening state societies.

Possible projects include, but are not limited to, conducting an educational meeting, developing an informational brochure or newsletter, creating a state clinical trials network, taking part in a quality cancer care initiative, or collaborating with a patient advocacy group on an awareness campaign. **Funds obtained from ASCO through the State Affiliate Grant Program should not be used for general operating costs of the state society. Grants will also not be provided for State/Regional Affiliates to carry out lobbying activities, including meetings with state and federal legislators, administrative officials or their staff.** At least 75% of grant funds should be used to meet the objectives set forth in the application. No more than 25% of funds should go towards personnel expenses.

Grants are intended to support one year projects. Any application submitted for a multi-year project must demonstrate the society’s ability to fund the project in subsequent years.

Eligibility –

ASCO has 47 State/Regional Affiliates. Grant applicants must be either the current President or Administrator/Executive Director of a state society that is formally affiliated with ASCO. Applications must illustrate a commitment by society leadership in carrying out the requested activities.

Grant Details –

- Grant amount will not exceed \$10,000 each. ASCO reserves the right to award less than the amount being requested.
- The grant application deadline is **December 9, 2008**.
- Grants will be disbursed no later than **March 27, 2009**.
- The grant period will begin **April 1, 2009**, and conclude **April 1, 2010**.
- Funds will be directed to the state society, not the individual.
- Grant recipients will be notified by mail from the Chair of ASCO’s Clinical Practice Committee.
- Grant recipients will be acknowledged at the State Affiliate Reception at ASCO’s Annual Meeting.
- A 6-month progress report is due **October 1, 2009**.
- A final report is due **May 3, 2010**.

Marketing Plan –

The online grant application will be available **September 15, 2008** to the Presidents and Executive Directors/Administrators of each of the 47 State/Regional Affiliates. Information will also be available at www.asco.org/stateaffiliates.

Application Requirements –

The grant application should consist of:

1. Project Description
2. Objectives
3. Deliverable/Expected Outcome
4. Society’s Skill Set
5. Evaluation

6. Project Timeline
7. Benefit to other State/Regional Affiliates and/or the oncology community
8. Key Personnel to carry out the work of the project
9. Additional project background details
10. General society information
11. Detailed Budget including Expenses and other Revenue Sources, including matching funds or in-kind support for this specific proposed activity

Method of Application –

Applications will be accepted via the online process only. Applications must be submitted by **December 9, 2008**, or they will not be considered.

Joint Applications –

Societies may combine resources to collaborate on a joint activity. A single application, listing all collaborating societies, should be submitted by the lead organization. The role and responsibilities of each participating society should be clearly defined throughout the application. The Budget Summary and spreadsheet should also illustrate how funds will be used by each society.

Grant Review –

The State Affiliate Working Group will meet January 15, 2009, to review applications and select recipients.

Selection Process –

Criteria for selecting an application will include:

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| 1. Adequacy of demonstrated need for the activity being proposed..... | 25% |
| 2. Project will enhance the state society's skill set | 25% |
| 3. Benefit to other Affiliates and/or oncology community | 25% |
| 4. Appropriateness, feasibility, and adequacy of Affiliate's resources to carry out project | 25% |

Affiliate applicant may be requested by ASCO to provide additional information prior to the application selection process. Notification letters will be mailed from the Chair of ASCO's Clinical Practice Committee to recipients following the State Affiliate Working Group meeting. Funds will be disbursed to recipients no later than **March 27, 2009**. Recipients will be acknowledged at the State Affiliate Reception at ASCO's Annual Meeting.

Status Reports –

Recipients will be responsible for submitting a 6-month progress report, as well as, a final report – summarizing the activity, detailing allocation of funds, and measuring the outcome – within 30 days of the end of the grant period. Reports should be transmitted electronically via email. Reports will be reviewed by the State Affiliate Working Group to ensure the successful completion of the project. Recipients may also be asked to complete summaries, abstracts, or posters at the request of the State Affiliate Working Group.

Terms & Conditions –

If, for any reason, a grant recipient is unable to carry out the proposed activity, that society must explain the reason in writing and refund the balance of the grant to ASCO. If you fail to submit a 6-month or final report, you will be required to return grant funds. Grant recipients will be required to provide detailed financial reports, including an explanation of in-kind support, the number of staff hours required to complete the project, and a comparison of budgeted versus actual expenses. Any unused funds must be returned to ASCO.

Schedule –

September 15, 2008	Grant application open to 47 State/Regional Affiliates
December 9, 2008	Deadline for submitting grant application to ASCO
Early-January, 2009	Applications processed and reviewed by State Affiliate Working Group
January 15, 2009	Working Group meets to select applications
Mid-February, 2009	Recipients notified via letter from CPC Chair
March 27, 2009	Funds disbursed to grant recipients
April 1, 2009	Beginning of grant period
June 2009	Recipients acknowledged at State Affiliate Reception
October 1, 2009	Six-month progress report due to ASCO
April 1, 2010	End of grant period
May 3, 2010	Final report due to ASCO