



## **PROGRAM OVERVIEW**

Current estimates are that 1 in 5 Americans will develop skin cancer in their lifetime.

Melanoma is the most common form of cancer for young adults 25-29 years old and the second most common form of cancer for adolescents and young adults 15-29 years old.

The Alabama Comprehensive Cancer Control Coalition (Coalition) Shade Structure Grant Program awards grants to public schools for installing permanent shade structures for outdoor locations that are not protected from the sun, such as playgrounds or recreation spaces. Each shade structure award is limited to a maximum of \$15,000, which includes the cost for a shade structure and installation. A school assembly must be conducted by the Alabama Department of Public Health, Comprehensive Cancer Control Program after installation of the structure is completed (date to be determined by the recipient school). All applications must be submitted by **August 4, 2023**.

## **ELIGIBLE APPLICANTS**

The Coalition's Shade Structure Grant Program is open to Title I public schools that provide services, programs, and curricula to children ages 18 and younger. Examples of outdoor locations that are eligible for grant funds can include, but are not limited to, playgrounds, playground equipment, ball field dugouts, eating areas, etc.

### **To be considered, applicants must:**

- Be a Title I public school.
- Provide services for children ages 18 and younger.
- Demonstrate an ongoing commitment to sun-safety/skin cancer awareness within their organizations by teaching sun-safety in the classrooms, practicing healthy sun-safe behaviors while outside, and making a commitment to educating the youth on the dangers of UV rays and prevention of skin cancer.
- Be recommended by an active Coalition member. (To be connected with an active Coalition member, email a request to [acccccoalition@adph.state.al.us](mailto:acccccoalition@adph.state.al.us).)
- Have a documented need for a shade structure.
- Be committed to selecting a shade structure that meets the stringent shade requirements of the American Academy of Dermatology. [www.aad.org/spot-skin-cancer](http://www.aad.org/spot-skin-cancer)

**Anticipated Project Period: September 1, 2023- June 29, 2024**

## **HOW TO APPLY**

Applicants must submit applications through email as a PDF format to [lakita.hawes@adph.state.al.us](mailto:lakita.hawes@adph.state.al.us). Mailed submissions will not be considered. Applications must be received by August 4, 2023, at 5:00p.m.

## APPLICATION CHECKLIST

The following items **must** be submitted when applying for a shade structure grant:

- ☐ Application, in essay form.
  - Include the county in which your school is located.
  - Provide a description of your designed sun-safety program.
  - Clearly define project goals, practices, and contributing collaborative partners.
  - Include the number of children that will be impacted by the installation of the shade structure.
  - Include any plans for future construction in the area the shade structure will be installed.
  - Include a description of the area's access points for large equipment.
  - Describe need for shade structure.
  - Include a summary of past property vandalism (if any).
  - Include an estimated date you would like to have the structure installed.

**Additional items that must be included along with your essay:**

- ☐ Quote from a commercial playground equipment supplier. (see attached shade structure criteria)
- ☐ Complete budget (maximum amount \$15,000). (see attached budget template)
- ☐ Two (2) full-color photographs of the area to be shaded.
- ☐ Coalition member's letter of recommendation. (see attached template)
- ☐ The point of contact's full name, email address, and telephone number (insert on first page of application).

**Evaluation (equals 100 points):**

- ☐ Documented need for a shade structure. (15 pts)
- ☐ County in which your school is located. (5 pts)
- ☐ Active Coalition member's letter of recommendation. (15pts)
- ☐ Project goals, practices, and contributing collaborative partners. (15 pts)
- ☐ Number of children that will be impacted by the installation of the shade structure. (15 pts)
- ☐ Estimated date to have the structure installed. (5pts)
- ☐ Complete budget (maximum \$15,000) activity/outcome related (install of a permanent shade structure on an existing playground or recreational area). (10 pts)
- ☐ Provide a description of your designed sun-safety program. (10 pts)
- ☐ Demonstrates ongoing commitment to sun safety/skin cancer awareness/teaching sun safety in classrooms. (10 pts)

**PLEASE NOTE:** If you are awarded a grant, you must have your structure installed by the deadline date of **June 29, 2024**; otherwise, you will forfeit your award. Awarded schools will be announced by email on **September 1, 2023**.

**Award will go to the proposal that conforms to the solicitation and is the most advantageous to the state, taking into consideration price and evaluation factors. All payments are on a reimbursement basis pending satisfactory completion of work and approval of submitted invoices and supporting documentation.**

**Important Information:**

If your school is awarded the Shade Structure funding, you must enroll in the State of Alabama Accounting and Resource System (STAARS). All vendor transactions are completed in STAARS, including payments. The name and address on your account must match the Unique Entity Identifier (UEI) assigned through SAM.gov and the W-9 exactly. To register in STAARS or ensure that your vendor status is up-to-date and active to conduct business with the State of Alabama, visit <https://procurement.staars.alabama.gov>.

## COALITION MEMBER RECOMMENDATION REQUIREMENTS

Each shade structure application must be recommended by a Coalition member. The recommending member can be from your city or surrounding area. **Members can recommend more than one shade structure application.** There is no financial obligation, or liability by a Coalition member recommending a shade structure application.

The Coalition member must provide one letter of recommendation. The letter should:

- Be placed on the Coalition member's organization letterhead.
- Include the sponsoring member's signature.
- Be written by the sponsoring member.
- Include how he/she knows your school/organization.
- Describe what he/she knows about your school/organization's current sun-safety/skin cancer awareness program, including his/her participation in such programs.
- Describe how he/she will be working with your school/organization in the future.
- Provide information about the area to be shaded, including whether he/she has visited the location.
- Include any additional information he/she would like to include about your school/organization, its sun-safety/skin cancer awareness program, and/or your organization's need for shade.

## ADDITIONAL INFORMATION/QUESTIONS

For additional information about the Alabama Comprehensive Cancer Control Coalition, or to join the Coalition, please visit <https://www.alabamapublichealth.gov/cancer/skin.html>.

Any questions regarding eligibility, or to find your nearest Coalition member, please email Lakita Hawes at [lakita.hawes@adph.state.al.us](mailto:lakita.hawes@adph.state.al.us).



Shade Structure Example

## SHADE STRUCTURE CRITERIA

A shade structure is defined as being a permanent structure with a roof made of protective materials, such as textile, fabric, metal, or wood, and supported by permanent columns or posts. Award recipients are able to select the size and type of the structure that best fits their outdoor location and meets the shade structure criteria.

The manufacturer or contractor must design and install a shade structure that meets the following criteria:

- The shade structure must be a permanent structure with a roof constructed of shade cloth, metal, or wood and provide significant protection from ultraviolet radiation (UVR).

### Cloth/textile roof structures

- Shade cloth or roof structures must include documentation about the percentage of UVR that will be blocked by the fabric, or the Ultraviolet Protection Factor (UPF).
- The Coalition recommends fabric that provides a UPF of 30 or above, which is approximately 96.7 percent of UVR blocked.
- If a UPF value cannot be determined for the fabric style and color you have selected, you will be asked to choose a shade structure roof material which blocks a percentage of UVR closest to this recommended percentage.
- Awarded recipients must provide the manufacturer's specification documents showing the UVR-blocking properties and test method. The American Academy of Pediatrics recommends that shade cloth meet U.S. standards for UPF testing and labeling of UV-protective textiles (AATCC 183; ASTM D6603).

### Hardtop roof structures

- Hardtop roof structures, either wood or metal, will block 100 percent of direct UVR and do not require documentation about the UVR blockage.

**If the shade structure that your organization is considering does not meet the criteria above, please do not complete an application.** Examples of ineligible shade structures include: slat-roof structures, slat-roof/trellis gazebos, trellis roofs designed for future plant coverage, shade trees, and small cap-roof structures for pieces of playground equipment. Structures covering the entire playground area are permissible.

## **SAMPLE LETTER OF RECOMMENDATION**

Alabama Department of Public Health  
Program Coordinator, Alabama Comprehensive Cancer Control Coalition  
201 Monroe Street, Suite 1310  
Montgomery, Alabama 36104

[Date]

Dear Fellow ACCCC Members,

I am excited to recommend (Name of public school or district) as a recipient for a shade structure program. A shade structure is a welcomed and natural addition to the school.

[Brief description of school's need and intended benefit of structure]

With over (total number of students) current students enrolled, this program has a lasting impact that goes beyond those currently enrolled in school. All of the future students and the surrounding community will be impacted by the installation of a shade structure at the school.

The ACCCC Shade Structure Program is offering up to \$15,000 per award for the installation of permanent shade structures and I highly recommend a full award (\$15,000; 100%) to (School's Name) to cover at least one shade structure.

Sincerely,

ACCCC Member Name, Title/Position  
Organization

# Sample Budget Template 2023

Item/Description	Cost
One Shade Structure	
Installation & Materials	
Shipping & Handling	
Surcharge	

## SUMMARY

**Budget Total:**

**\*\*\*Budget must not exceed \$15,000.00**