

APIAHF/AAPI Cancer Survivorship Capacity Building (CSCB) Project Capacity Building Assistance (CBA) Request Form - Instructions

In an effort to build the skills and capacity in Asian American and Pacific Islander (AAPI) communities and programs offering cancer prevention, education, survivor support resources to AAPIs, APIAHF offers capacity building assistance (CBA) in specific cancer control related areas. APIAHF provides CBA in the following:

- Health Information/Research – AAPI cancer prevalence data, cancer related information
- Language Materials
- Organizational Development
- Program Development – program planning/brainstorming, grant writing assistance, how to work with AAPI communities
- Policy Advocacy Development – legislative information and education

APIAHF provides CBA around cancer to health departments, community-based organizations (CBOs), cancer support groups, voluntary health organizations, community members, AAPI serving cancer programs, health centers, and medical centers.

In order to expedite the processing of the CBA Request Form, fill out all requested information regarding your specific CBA request. *(Please do not fill out the bottom portion indicated for staff use only.)* The form can be submitted to AAPI CSCB Project Staff or any of the Consortium Partner staff via fax, e-mail, and/or mail. CBA requests are generally processed on a first come first serve basis. Please provide a reasonable amount of time between request receipt before staff can respond to your request. If your request is urgent in manner, please contact staff by telephone prior to submitting the form.

Lead Agency

- *Serving AAPI communities in all geographic regions*
Asian & Pacific Islander American Health Forum (APIAHF)
450 Sutter Street, Suite 600
San Francisco, CA 94108
rbautista@apiahf.org
(415) 954-9988 ext 311
(415) 954-9999 Fax

Consortium Partners

- *Serving AAPI Community Health Centers in all geographic regions*
Association of Asian Pacific Community Health Organizations (AAPCHO) – Oakland, CA
Contact: Nina Agbayani
nagbayani@aapcho.org
(510) 272-9536
- *East Coast/Massachusetts Region*
Family Health Center of Worcester, Inc. (FHC) – Worcester, MA
Contact: Tam Le
tam.lefhcw@umassmed.edu
(508) 860-7937
- *Hawai'i*
Kalihi-Palama Health Center (KPHC) – Honolulu, HI
Contact: Andrea Macabeo
amacabeo@aol.com
(808) 791-6326

If you have any questions about the AAPI CSCB Project and/or CBA related issues, please contact Mavis Nitta, Program Coordinator at (415) 954-9988 ext. 311.

APIAHF/AAPI CSCB Project - Capacity Building Assistance Request Form

Today's Date ____/____/____

CONTACT INFORMATION

CBA Requested By

Organization

Address

Phone #
()

Fax #
()

Email

Type of Organization *(check one box only)*

Health Department

Community Based Organization (CBO)

Cancer Support Group

Other (specify):

TA REQUESTED

Type of CBA Requested

AAPI Specific Cancer Education Materials

Data on AAPI Cancer Issues

Program Development (i.e. proposal/grant writing assistance, program planning/brainstorm, etc.)

Letter of Support

Training Request – specify topic:

Other (please specify):

APIAHF Developed Cancer Materials/Publications

Presentation/Speaker Request

Linkages/Referral to Community Members, Other CBOs, Programs, and/or services

Collaboration on Activities

Description of CBA Requested *(Please briefly describe the CBA requested)*

Best Method of Communication

Telephone Call

E-mail

Fax

Mail Requested Materials

Other

How soon do you need the information? *(Please provide at least a minimum of 2 days from time of receipt before staff can respond to your request.)*

AAPICSCB PROJECT STAFF USE ONLY

Request Received via: Telephone Fax E-mail

Mail Meeting Face-to-Face

CBA Category: Health Info/Research Language Materials

Media Organizational Development Policy Adv Development

Program Development

Date CBA Received:

Priority: Urgent Within 1 week Within 2 weeks

Summary of CBA Action & Follow Up:

CBA Provided by (staff initial):

Date CBA Completed: