

Request for Applications



Grant Applications Now Being Accepted for 2012-2013

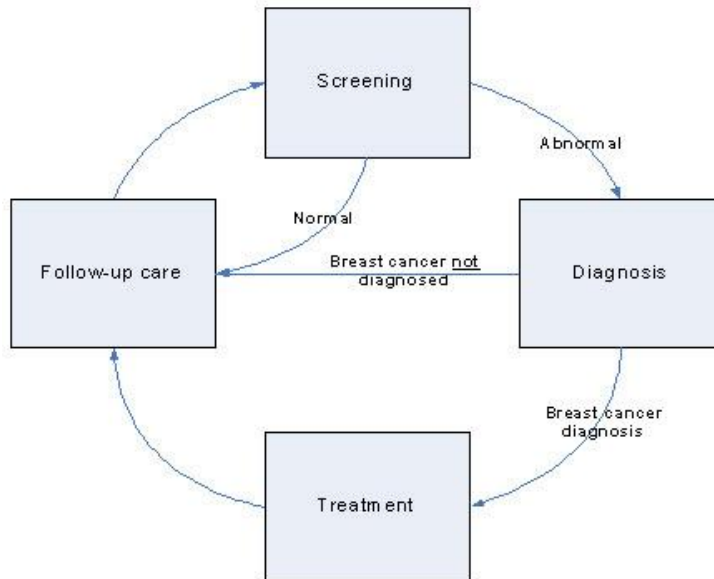
Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen for the Cure and launched the global breast cancer movement. Today, Komen for the Cure is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Thanks to events like the Komen Race for the Cure, we have invested nearly \$1.9 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world.

The Knoxville Affiliate of Susan G. Komen for the Cure—along with those who generously support us with their talent, time and resources—is working to better the lives of those facing breast cancer in our community. We join more than 2.5 million breast cancer survivors and activists around the globe as part of the world's largest and most progressive grassroots network fighting breast cancer. Through events like the Komen Knoxville Race for the Cure, we have invested more than \$4.9 million in local breast health and breast cancer awareness projects in the sixteen counties. Up to 75 percent of all funds generated by the Komen Knoxville Affiliate stay in the East Tennessee area while the remaining income goes to the Susan G. Komen for the Cure Award and Research Grant Programs supporting research, awards and educational and scientific programs around the world.

The Knoxville Affiliate of Susan G. Komen for the Cure, Inc. is currently offering grants of up to **\$100,000** for screening and diagnostic applications and **\$90,000** for innovative projects in the areas of treatment support and breast health/breast cancer education and outreach services not otherwise available to the medically underserved populations of **Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Morgan, Monroe, Roane, Scott, Sevier, and Union** counties. Grants are available for up to one (1) year.

Statement of Need

The findings from the 2011 Knoxville Affiliate Community Profile revealed an absence of a full continuum of care available for under-/uninsured women in the service area and a lack of action in regards to getting a mammogram even though an adequate knowledge of screening recommendations was identified among women. Additionally, there is a lack of knowledge of Komen Knoxville and the resources we have to support breast cancer patients through the Community Grants Program. The 2011 Community Profile can be found on our website at www.komenknoxville.org.



Drawing from the profile, the Knoxville Affiliate has identified the following funding priority areas:

Priority 1: Increase access to age-appropriate and risk-appropriate breast health services, with an emphasis on maintaining the Continuum of Care, for groups experiencing disparities in screening and care.

- A.** Increase access to age-appropriate screening and diagnostic services among uninsured, underinsured, and low income women and men in all counties the Affiliate serves.
- B.** Improve access for **underserved populations**, including African-American and Hispanic women, to breast health services

Priority 2: Reduce barriers to accessing breast cancer treatment through provision of treatment support services.

Priority 3: Projects focusing on education/outreach activities that result in action-oriented behavior as shown in the Continuum of Care.

For the purposes of the Request for Proposal:

- “Screening and Diagnostics” is defined as clinical breast exam (CBE), mammogram, breast ultrasound, and other diagnostic tests to detect breast cancer.
- “Treatment support” is defined as, but not limited to, financial assistance for ancillary needs such as rent/mortgage, groceries, utilities, transportation, medical co-pays, etc. Grant funds may not be used to fund medical treatment.
- “Education/Outreach” is defined as breast health programming designed to promote breast health/cancer awareness and/or survivor support services.

Guidelines and Instructions for Applicants

The purpose of this program is to address the breast health and breast cancer screening, treatment support, and education/outreach needs of the Knoxville Affiliate service area.

Important Dates

Grant Writing Workshop	August 31, 2011
Application Deadline (for compliance review)*	November 14, 2011
<i>* May be submitted electronically or by mail (ONLY one copy should be submitted)</i>	
Final Application Deadline	December 5, 2011 @ 4:00pm
<i>*Refer to Submission Requirement section below</i>	
Award Notification*	March 30, 2012
<i>* Project directors will be notified of the outcome of the review via email.</i>	
Award Period	April 1, 2012-March 31, 2013

Submission Requirements

All applications must be submitted by 4:00pm on Monday, December 5, 2011.

- Applications must be submitted by the director of the program
- Keep grants requests to the page limits stated in the application instructions (excess pages will be removed prior to review)
- After your grant is reviewed for compliance and you have received approval from the Affiliate office to proceed, submit 8 paper copies (one original and 7 copies) printed on plain, white, single-sided 8 ½ x 11 paper using 12-point **Arial** font. The pages should be numbered and each copy should be 3-hole punched and clipped (not stapled). No special packaging (spiral bound, binders, plastic covers, etc.) or additional material (videotapes, annual reports, brochures, letter of support or recommendation, etc.) should be included.

- Faxed copies will not be accepted

Eligibility

Applicants and institutions must conform to the following eligibility criteria to be considered for funding:

- Applicants must ensure that all past and current Komen-funded grants or awards are up-to-date and in compliance with Komen requirements
- Applications must be submitted in English
- Institutions must be a US non-profit organization as recognized by the Internal Revenue Service. This includes 501c3 organizations, cities, counties, states, hospitals, clinics, schools, universities, government agencies, religious organizations, charities or associations.
- Institutions must be located in or providing services to one or more of the following counties:
 - Anderson
 - Blount
 - Campbell
 - Claiborne
 - Cocke
 - Grainger
 - Hamblen
 - Jefferson
 - Knox
 - Loudon
 - Morgan
 - Monroe
 - Roane
 - Scott
 - Sevier
 - Union
- Projects must be specific to breast health and/or breast cancer; e.g. if a project is a combined breast and cervical cancer project, funding may only be requested for the breast cancer portion.

Allowable Expenses

Funds may be used for the following types of program expenses:

- Salaries and fringe benefits for program staff
- Consultant fees
- Clinical services or patient care costs
- Meeting costs
- Supplies
- Travel
- Other direct program expenses
- Equipment, not to exceed \$5,000.
- Indirect costs, not to exceed 10% of direct costs

Funds may **not** be used for the following purposes:

- Medical or scientific research
- Scholarships or fellowships
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments

- Debt Reduction

Grant Classifications

Komen Knoxville will award two types of grants through this Request of Applications. Both types of grants will be evaluated based on the project's ability to provide access to essential services.

Community-Based Programs

- A single organization may request up to \$100,000 for screening and diagnostic grants and \$90,000 for treatment support and education/outreach grants to implement a project meeting one of the listed funding priorities.

Collaborative Partnerships

- Collaboration is encouraged between community organizations in order to increase efficiency in reaching targeted populations, and to increase access to services.
- A potential partnership might include the following scenario:
 - A collaboration to share institutional capacity, such as a large community institution (ex: a hospital, county health department, health care foundation, college or university) and one or more grass-roots community organizations working cooperatively to effectively deliver services to a target population in specific locations in the community
- The overall goal of a collaborative partnership should be to deliver considerable economic efficiencies in order to service the greatest number of medically underserved individuals. The funding maximum of \$100,000 for screening and diagnostic grants and \$90,000 for treatment support and education/outreach grants still applies in a collaborative partnership.
- A proposal for a collaborative partnership must include a detailed description of the respective project activities and budget for each partner organization.

Educational Materials and Messages

Susan G. Komen for the Cure® is a source of information about breast cancer for people all over the world. To reduce confusion and reinforce learning, we require that grantees provide educational messages and materials that are consistent with those promoted by Komen. Please visit the following website before completing your application and be sure that your organization can agree to promote these messages:

<http://www.shopkomen.com/educational-materials/index.php?c=7000>

Komen Knoxville Affiliate's Community Grantees are eligible to receive preferred pricing for Komen educational materials and will be provided with a discounted ordering code.

Failure to adhere to these guidelines will result in delayed processing or refusal of the application.

Applications must be received by Monday, November 14, 2011 at the Komen Knoxville Office:

Knoxville Affiliate of Susan G. Komen for the Cure
318 Nancy Lynn Lane #13
Knoxville, TN 37919

Inquiries or questions should be addressed as above or directed to:

Stephanie Elliott, MPH
Director of Community Programs
(865) 588-0902
selliott@komenknoxville.org

Confirmation of receipt of application

Confirmation of receipt of application will be given to the project director following review for compliance to guidelines. If immediate confirmation of receipt is requested, please include a self-addressed, stamped postcard that will be returned to you immediately upon receipt of the application. *Please do not contact the Knoxville Affiliate regarding the status of the application during the review period.*

Review

Applications meeting compliance with these guidelines will be submitted for grant review by a panel established through the Komen Knoxville Grants Committee. The grant application process is competitive, whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed.

Payment and Reporting

The first payment of half the grant amount awarded will be made no later than thirty (30) days after receipt of the fully executed grant contract.

New grantees will be required to submit quarterly progress reports to the Affiliate for a total of four (4) reports per grant year. After approval of the mid-year report, the remaining half of the total grant award will be issued.

Previous grantees are required to submit two (2) progress reports to the Affiliate during the grant year. The mid-year report is due 15 days following the end of the first six (6) months of the contract. After approval of the mid-year report, the remaining half of the total grant award will be issued. The final report is due within forty-five (45) days of completion of the grant period.

Refer to the grants calendar for the specific reporting dates.

Number of grants to be awarded

A minimum of \$350,000 is expected to be granted in this program. The actual number of awards will depend on the amount of funding available.

Application Instructions

Cover Page (form attached)

Complete the attached cover page including an abstract (project summary). The abstract should be limited to 1,500 characters, including spaces and punctuation (approximately 225 words). The abstract should provide a brief description of the proposal including the following: 1) the purpose of the program; 2) a description of key activities; 3) a summary of evaluation methods; and 4) the likely impact of the program. The signature of approving institutional personnel, other than the project director, is required.

Organization Summary (form attached)

Complete the attached organization summary page. It should include a brief description of the following: 1) organization's history and if your program is part of a larger organization, an explanation of the mission of the larger entity and your relationship to it; 3) the mission of the organization; 4) the current programs and accomplishments; 5) explanation of how your organization seeks to be diverse and inclusive; 6) number of paid full time staff, volunteers and total annual organization budget.

Project Work Plan (form attached)

Complete the attached project work plan. Directions for completion appear at the top of the page.

Program Description

Organization Capacity (limit- 3,500 characters)

- Explain why the applicant organization is best-suited to lead the project and accomplish the goals and objectives set forth in this application
- Describe evidence of success in delivering breast health/cancer services to the proposed population
- Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.

Statement of Need (limit- 3,500 characters)

- Describe the population to be served
- Describe evidence of the risk/need within that population
- Provide statistics specific to the target population

Project Description (limit- 3,500 characters)

- Explain how the project's goals and objectives, as outlined in your Project Work Plan addresses one or more of the priorities outlined in the Affiliate's Community Profile/Statement of Need.

Collaboration (limit- 3,500 characters) **IF APPLICABLE**

- Describe the roles and responsibilities of all organizations or entities participating in the project.

- Explain how the collaboration strengthens the project and why these organizations are best suited to carry out the project and accomplish the goals and objectives set forth in this application.

Sustainability (limit- 3,500 characters)

- What resources (financial, personnel, partnerships, etc.) will be needed to sustain the effort over time?
- What are your organization's plans to support the project lead to implement, manage and oversee all aspects of the proposed project?
- What efforts will you take to communicate this project to leadership to ensure buy-in?
- Describe the organization's current financial state. Has your organizational budget increased or decreased from last year? Please explain why.

Evaluation

- Describe in detail how the organization (s) will measure achieving project goals and objectives and how will the impact of the project on the priority selected will be assessed.
- Describe the evaluation expertise that will be available for this purpose.
- What resources, if any, are allocated for evaluation in the project budget?
 - A strong evaluation plan measures both the quantity and quality of strategy implementation and outcomes.
 - Impact Evaluation:** Assesses the changes that can be attributed to a particular intervention, such as a project, program or policy. Impact Evaluation helps us to answer key questions such as, what works, what doesn't, where, why and for how much?
 - Process Evaluation:** Assesses the delivery of programs. Process evaluation verifies what the program is and whether it is being implemented as designed. It answers the questions of what is delivered in reality and where are the gaps between program design and delivery?

Budget (form attached)

Provide a detailed total program budget. All funding for this program, including other grants and general funds should be included in the budget. Please note that indirect costs may not exceed 10% of direct costs and equipment costs may not exceed \$5,000. For each line item in the budget, provide a brief description of how the funds will be used and why they are programmatically necessary. List all other committed and pending sources of support for the program.

Attachments

1. **Information regarding Key Personnel** – For key personnel that are currently employed by the applicant, provide a resume or curriculum vitae. For new or vacant positions, provide job descriptions (*Two page limit per individual*).

2. **Proof of Non-Profit Status** – To document your federal tax-exempt status, attach your determination letter from the Internal Revenue Service. Evidence of state or local exemption will not be accepted. Please do not attach your Federal tax return.
3. **If applying for a collaborative grant ONLY: Attach letters of support, collaboration, MOUs, etc.** demonstrating your partnerships.