



## **Request for Applications Small Grants 2015-2016**

Susan G. Komen® Ozark—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 hundreds of thousands 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 Ozark Race for the Cure®, we have invested \$9 million in local breast health and breast cancer awareness programs in our 10 county service area. Up to 75 percent of net proceeds generated by Komen® Ozark stay in the service area of Benton, Carroll, Crawford, Madison, Sebastian, Washington, Boone and Newton counties in Arkansas and Stone and Taney counties located in Missouri. The remaining income goes to the Susan G. Komen Research Program, which supports grants and scientific partnerships to find the cures.

### **About Susan G. Komen**

Susan G. Komen® is the world’s largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$847 million in research and provided more than \$1.8 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy’s life. Visit [komen.org](http://komen.org) or call 1-877 GO KOMEN. Connect with us on Facebook at [facebook.com/susankomen](https://www.facebook.com/susankomen) and Twitter @SusanGKomen.

### **Statement of Need**

Grantmaking priorities are selected based on data from the Komen Ozark 2015 Community Profile approved Mission Action Plan, Quantitative Data, Qualitative Data, and Health System and Public Policy sections.

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The 2015 Community Profile can be found on our website at <http://komenozark.org/>

Drawing from the 2015 Community Profile, Komen Ozark has identified small grant funding opportunities to support breast health education projects, conference and travel scholarships to assist with addressing the following priorities:

- 1) Increasing education and outreach efforts targeting low socioeconomic status rural women and the Hispanic/Latina population in the service area. The data

confirmed these women are least informed about breast health and face more barriers to care.

- 2) Increasing the awareness of available screening services and knowledge of breast health in Boone, Madison and Newton Counties in Arkansas.
- 3) Expand awareness and outreach regarding breast health and link women with available resources in Stone and Taney Counties, Missouri.

## **Funding Opportunities**

The Komen Ozark Affiliate is currently offering Small Grants up to \$10,000 to support educational needs, travel scholarships, and conference hosting or participation. This need may include breast health/breast cancer education projects; medical/survivor/advocate conferences; travel grants; or community outreach. Innovative approaches to achieving the Affiliates priorities is encouraged. For applications seeking funds greater than \$10,000 or seeking to provide screening and treatment services, please refer to our Community Grant RFA.

## **Important Dates**

Small Grants Applications are accepted throughout the year. However, requests for support of travel scholarships, conferences, or other events must be received at least six weeks prior to the event.

## **Eligibility**

Applicants must meet the following eligibility criteria to be considered for funding:

- All past and current Komen-funded grants or awards to applicant are up-to-date and in compliance with Komen requirements.
- Applicant has current tax exempt status under the Internal Revenue Service code.
- Applicant must be a non-profit organization located in or providing services to one or more of the following locations: Benton, Carroll, Crawford, Madison, Sebastian, Washington, Boone and Newton counties in Arkansas and Stone and Taney counties located in Missouri.
- Project must be specific to breast health and/or breast cancer. If a project includes other health issues along with breast cancer, such as a breast and cervical cancer project, funding may only be requested for the breast cancer portion.
- Funding requests should not be for projects that provide direct services such as screening, diagnostics, or treatment.
- If applicant, or any of its key employees, directors, officers or agents is convicted of fraud or a crime involving any other financial or administrative impropriety in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After such 12 month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.

## **Allowable Expenses**

Funds may be used for the following types of expenses provided they are directly attributable to the program:

- Meeting Costs
- Supplies
- Travel
- Other direct program expenses

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

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
  - Specific examples include, but are not limited to, projects or programs designed to:
    - Understand the biology and/or causes of breast cancer
    - Improve existing or develop new screening or diagnostic methods
    - Identify approaches to breast cancer prevention or risk reduction
    - Improve existing or develop new treatments for breast cancer or to overcome treatment resistance, or to understand post-treatment effects
    - Investigate or validate methods
- Development of educational materials or resources
- Education regarding breast self-exams/use of breast models
- Indirect costs
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- Debt Reduction
- General operating funds Annual fund-raising campaigns
- Event sponsorships
- Projects completed before the date of grant approval
- Payment made directly to individuals (except travel awards)
- Reimbursement for specific individuals' direct services
- Building/renovation
- Capital campaigns
- Employee matching gifts
- Land acquisition
- Program-related investments/loans
- Scholarships
- Thermography

## **Important Granting Policies**

Please note these policies before submitting a proposal. These policies are non-negotiable.

- No expenses may be accrued against the grant until the agreement is fully executed.

- Any unspent funds over \$1.00 must be returned to Komen.
- Grant payments will be made in installments pending receipt of satisfactory progress reports.
- Grantee will be required to submit one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
- Insurance will not be required at the time of application, but will be required for execution of the grant agreement, if awarded. Grantee is required at minimum to hold commercial general liability insurance with combined limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, including death, and property damage; workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$500,000; and excess/umbrella insurance with a limit of not less than \$5,000,000. In the event any transportation services are provided in connection with program, \$1,000,000 combined single limit of automobile liability coverage will be required. Grantees are also required to name the Affiliate as an Additional Insured on the above policies.

### **Educational/Outreach Grants**

Purpose: To educate targeted populations about breast health/breast cancer and encourage action to seek care.

Recognition requirements: Susan G. Komen® Ozark Affiliate must be recognized in all materials.

### **Travel Scholarships**

Purpose: To assist grantees, health care professionals and advocates to attend, participate in and/or present at meetings, conferences or symposia that would increase the community knowledge of breast cancer or facilitate the exchange of ideas and communication between the scientific and lay public.

Travel scholarship recipients must submit original receipts and a final report in order to be reimbursed.

### **Conference Grants**

Purpose: To support other organizations in presenting local scientific or educational conferences, with an emphasis on those that enhance the interaction between the advocate, healthcare and scientific communities. The content must focus on breast cancer or breast cancer must make up a significant part of the conference.

Recognition requirements: Conference organizers must provide complimentary registration for at least two (2) Affiliate representatives and an Affiliate display area where appropriate. In addition, Susan G. Komen® Ozark Affiliate must be recognized in all materials.

## **Educational Materials and Messages**

Susan G. Komen is a source of information about breast health and breast cancer for people all over the world. To reduce confusion and reinforce learning, we only fund programs that involve educational messages and materials that are consistent with those promoted by Komen, including promoting the messages of breast self-awareness—know your risk, get screened, know what is normal for you and make healthy lifestyle choices. The consistent and repeated use of the same messages will improve retention and the adoption of the actions we think are important. Please visit the following webpage before completing your application and be sure that your organization can agree to promote these messages:

<http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>.

**We do not recommend monthly breast self-exams and therefore will not fund education programs that teach or endorse the use of monthly breast self-exams or use breast models.**

Komen grantees are eligible to receive preferred pricing for Komen educational materials. Komen materials should be used and displayed whenever possible. To view our educational materials, visit [www.shopkomen.com](http://www.shopkomen.com).

### **[Optional: Use of Komen's Breast Cancer Education Toolkit for Hispanic/Latina Communities**

Susan G. Komen has developed a Breast Cancer Education Toolkit for Hispanic/Latina communities. It is designed for educators and is a great resource that organizations can implement in their communities. Applications to this mechanism may seek funding for such implementation. Demonstrated need for educational outreach for Hispanic populations in the Affiliate service area will be key to a successful application, but is not necessary for access to the toolkit which is free online. This tool is available in both English and Spanish versions. To access the Toolkit, please visit <http://komentoolkits.org/>

## **Submission Requirements**

All proposals must be submitted online through the Grants e-Management System (GeMS): <https://affiliategrants.komen.org>.

Applications must be received on or before March 11, 2016. No late submissions will be accepted.

## **Review Process**

Each grant application will be reviewed by at least three reviewers. They will consider each of the following selection criteria:

**Impact:** Will the program have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the program have a substantial impact on the priority selected? How closely does the program align with the funding priorities stated in the RFA? Does the program have a sufficient and documented plan to evaluate its impact?

**Feasibility:** How likely is it that the objectives and activities will be achieved within the scope of the funded program? Is the program well planned? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the program?

**Capacity:** Does the organization, Project Director and his/her team have the expertise to effectively implement all aspects of the program? Is the organization respected and valued by the target population? Is it culturally competent?

**Collaboration:** Does this program enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

**Sustainability:** Is the program likely to be sustained? Are partnerships likely to be sustained past program period? Is the impact likely to be long-term?

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 and depends upon the quality of this application, the quality of the applicant pool, and the funds available for distribution.

### **Applicant Support:**

Questions should be directed to:

Vicki Cowling

(479) 750-7465

vicki@komenozark.org

### **Application Instructions**

The application will be completed and submitted on GeMS,  
<https://affiliategrants.komen.org>.

For an application instruction manual, please visit the Affiliate's Grants webpage, [www.komenozark.org](http://www.komenozark.org) or contact Vicki Cowling, (479) 750-7465 / vicki@komenozark.org. When initiating an application on GeMS, please make sure it is a **Small Grants** application, designated "SG", and not a Community Grants ("CG") application in order to apply to this RFA.

### **Organization Summary**

This section collects detailed information regarding your organization, including in-depth information regarding your organization background and structure. Provide a brief description of:

1. the organization's history. If your program is part of a larger organization, briefly explain the mission of the larger entity and your relationship to it;
2. the mission of the organization;
3. current programs and accomplishments;
4. how your organization seeks to be diverse and inclusive as it relates to the target audience; and
5. the number of paid full time staff, volunteers and total annual organization budget.

### **Project Narrative (limit 8,000 characters)**

In the Project Narrative page of the application on GeMS, please give a program description including:

- A description of the project, program or activity
- How this grant will further Komen's mission
- How the program will reach the target audience/community
- For conferences only- anticipated number of participants, description of target participants, description of conference format including specific topics to be covered and speakers, if known.
- Within your narrative, be sure to address the review criteria.

### **Project Workplan**

In the Project Workplan component of the application on GeMS, you will be required to submit goals and objectives. Goals are high level statements that provide overall context for what the program is trying to achieve. Objectives are low level concrete statements that describe what the program is trying to achieve per each Goal. An objective should be evaluated at the end of the program to establish if the objective was met or not met.

Each program goal should have at least one objective but can have an unlimited number of objectives. Please assure that your objectives are SMART objectives:

Specific

Measurable

Attainable

Realistic

Timely

You will also be required to submit the timelines, intended evidence-based interventions to be utilized (choose from the list), the individual responsible for completion of each objective, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Workplan with the understanding that each item must be accounted for during progress reporting. The Project Workplan should only include items goals that will be accomplished with funds requested from Komen Ozark Affiliate. Goals that will be funded by other means should not be reported here, but instead, can be included in your overall program description.

### **Budget**

Provide a detailed total program budget. For each line item in the budget, provide a brief justification for how the funds will be used and why they are programmatically necessary.

The following documents will need to be uploaded into GeMS:

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 Tax Exempt 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. **Evaluation forms, surveys, logic model, etc.** related to demonstrating the effectiveness of your program as defined in your work plan.