Request for Applications
Notice of Funding Opportunity
Community Grants 2016-2017

About Susan G. Komen Austin®
Established in 1999, with the help of many who generously supported us with their talent, time and resources, Komen Austin has and continues to focus on improving the lives of those facing breast cancer in regional community of Austin. We join thousands of 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 Austin Race for the Cure®, we have invested nearly $11 million in local breast health and breast cancer awareness programs in Bastrop, Caldwell, Hays, Travis and Williamson counties. Up to 75 percent of net proceeds generated by Komen® Austin remain in these local counties. The remaining income is invested into the Susan G. Komen Research Program, which supports grants and scientific partnerships to find cures for the family of diseases known as breast cancer.

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 founding in 1982, Komen has funded more than $889 million in research and provided more than $1.95 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. In Texas alone, $94.3 million has been invested to Texas research institutions.

Submission Requirements
Applications must be received on or before December 4, 2015 by 3:00 p.m.
Please note that an application if not yet initiated will not be available after 5:00 p.m. on Dec.1.
All grant applications must be submitted online via GeMS: https://affiliategrants.komen.org.

Statement of Need
Komen Austin released the 2015 Community Profile which identified priorities within the service area based on quantitative, qualitative, health systems and policy analysis. We encourage applicants to review the Mission Action Plan which details the priorities and the corresponding objectives. While funding and services will be a focused in the Community Profile’s priorities, a commitment to fund the continuum of care in all five counties remains.

Grant applications will be accepted for the following identified funding priorities in Bastrop, Caldwell and Travis Counties.

Bastrop and Caldwell Counties priorities include:
- Increase the number of health service providers offering breast health and breast cancer services in the county, as well as the availability and access to these services.
- Increase breast health and breast cancer education in Bastrop County, with an emphasis on reaching Black/African-American and Hispanic/Latina populations.
In **Travis County** three priorities were identified:

- Increase breast cancer awareness in Travis County, with an emphasis on reaching young women, minority, and homeless populations.
- Increase the quality of follow-up care by increasing access to treatment and survivorship services in Travis County.
- Increase the availability of insurance and transportation for uninsured and underinsured residents of Travis County needing services in the Continuum of Care.

**Grants Available**

Komen Austin is currently offering two types of grants:

- **Screening/Treatment Grants**
  
  Applications for projects not to exceed $185,000 which provide direct medical services for screening mammograms, diagnostic services and/or treatment with appropriate follow up for abnormal findings to people who are medically underserved, underinsured, uninsured and/or low-income.

- **Education, Patient Navigation, and/or Support Grants**
  
  Komen Austin is offering grants up to $65,000 for projects that provide breast cancer education, patient navigation, and/or support services to people who are medically underserved, uninsured and/or low-income. Breast cancer education projects should be culturally appropriate for targeted populations and must link project participants with breast cancer screening and follow-up, as necessary.

Support programs include patient navigation, emotional support programs, health/wellness promotion programs, temporary gap funding, transportation assistance, and support groups for breast cancer survivors and their families. Applications proposing outreach activities must link clients with medical care providers to offer mammograms and clinical breast exams. This link must be clearly stated and outlined in a letter of support/collaboration. Provisions must be made for recall and follow-up case management for patients who are screened and have abnormal findings.

- **Two Applications**
  
  A separate application will be requested for each grant: Screening/Treatment Grants and Education, Patient Navigation, and/or Support Grants.

  Komen Austin highly encourages organizations that have the capacity and sustainability to apply for more than one grant to do so.

**Evidence-based, culturally appropriate outreach and education** for women living in **Bastrop, Caldwell, Hays, Travis and Williamson Counties**. Komen Austin seeks applicants with a commitment to serving rural counties. Outreach and education interventions must include all of the following components:

- Evidence-based interventions that result in documented improvements and measurable outcomes in knowledge, attitudes, or behavior regarding the of risk of getting breast cancer,
benefits of early detection, knowledge of available breast health services, ability to access and use breast health services.

- Culturally and linguistically appropriate educational approaches that motivate rarely or never screened women to access breast health services and that document linkage of project participants to breast cancer screening services.
- Community-based outreach and education which include alternative or extended hours provided and combined with onsite clinical breast exams where the targeted populations live, work, worship, or recreate will be considered.

**Evidence-based breast cancer screening, diagnostic, treatment, and support service interventions** to reduce barriers to treatment and improve timely access to screening, re-screening, and follow-through with quality diagnostic procedures, necessary treatment, complementary therapies, and psychosocial support during treatment for low-income, uninsured or underinsured women in Bastrop, Caldwell, Hays, Travis and Williamson Counties. Key components to a successful program will include:

- Provision of culturally appropriate one-on-one guidance of patients through the medical system to facilitate and increase access to quality care.
- Provision of no-cost screenings closer to place of residence.
- Provision of alternative or extended hours and services provided at locations where the targeted populations live, work, worship, or recreate.
- Provision of or linkage of clients to free or low cost services (e.g. screening mammograms, diagnostic procedures, treatment, medical exams).
- Provision of transportation (e.g. taxi services, agency vehicle, buses passes or money for gas for patient provided transportation).
- Provision of interpretation services for non-English speaking clients.
- Collaboration with providers to ensure rarely or never screened women have access to services.
- Linkage of clients to no-cost breast cancer treatment through partnerships with medical providers.
- Provision of safety net funding for breast cancer patients such as payment for financial assistance for: rent/mortgage, prescriptions, utilities, food, medical supplies, co-pay for diagnostic or treatment services as needed, COBRA payments, childcare, dental care needed prior to chemotherapy.
- Provision of culturally appropriate support services such as support groups, classes, individual counseling, group counseling, psychosocial support for women and their families while undergoing breast cancer treatment.

**Evidence-based culturally and linguistically appropriate post-treatment survivorship interventions** to assist low income, uninsured or underinsured women and their families after cancer treatment in Bastrop, Caldwell, Hays, Travis, Williamson Counties. Priority interventions include:

- Facilitating the creation of survivorship plans with appropriate navigational support to assist clients in the execution of their individual survivorship plan.
- Provision of culturally appropriate post-treatment support services such as support groups, classes, individual counseling, group counseling, psychosocial support.
• Provision of transportation (e.g. taxi services, agency vehicle, bus passes or money for gas for patient provided transportation) for women and family members to attend targeted survivorship activities.
• Conducting provider training interventions on cultural and linguistic aspects of African American and Hispanic populations to bridge gaps between the community and the providers.

Important Dates
• RFA, GeMS, CP Training October 27, 2015
• Application Deadline December 04, 2015
• Award Notification April 1, 2016
• Award Period April 1, 2016-March 31, 2017

Eligibility
Individuals are not eligible for funding. Grants will be awarded only to eligible organizations. Applicants must meet the following eligibility criteria to be considered for funding:

• Program must be specific to breast health and/or breast cancer. If a program includes other health issues along with breast cancer, such as a breast and cervical cancer program, funding may only be requested for the breast cancer portion.

• All past and current Komen-funded grants or awards to Applicant are up-to-date and in compliance with Komen requirements.

• Applicant has documentation of 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:
  o Bastrop
  o Caldwell
  o Hays
  o Travis
  o Williamson

• 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:

• Salaries and employee benefits for program staff up to 50 percent
• Clinical services or patient care costs
• Reasonable travel costs related to the execution of the program
• Other direct program expenses
• Equipment, essential to the breast health-related program to be conducted
• Indirect costs, not to exceed 3 percent of direct costs

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.
• Education regarding breast self-exams/use of breast models
• Development of educational materials or resources
• Construction or renovation of facilities
• Political campaigns or lobbying
• General operating funds (in excess of allowable indirect costs)
• Debt reduction
• Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
• Education via mass media (e.g. television, radio, newspapers, billboards)
• Event sponsorships
• Projects completed before the date of grant approval
• Payments/reimbursement made directly to individuals
• 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 Austin.
• Grantee will be required to submit a minimum of one semi-annual progress report and one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
• Certain insurance coverage must be demonstrated through a certificate of insurance at the 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.
If any medical services (other than referrals) are provided or facilitated, medical malpractice coverage with combined limits of not less than $1,000,000 per occurrence and $3,000,000 in the aggregate will be required.

Grantees are also required to name Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen [Affiliate name], its officers, employees and agents as Additional Insured on the above policies.

**Budget Limits**

An organization may apply for both grant categories or may apply for one of the categories. The total funding requests may not exceed $200,000 per organization.

<table>
<thead>
<tr>
<th>TOTAL Funding Request may NOT to exceed $200,000 per organization</th>
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</thead>
<tbody>
<tr>
<td><strong>Screening/Treatment Grants</strong></td>
</tr>
<tr>
<td>Not to exceed $185,000</td>
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*A minimum of 75% of the budget must go toward direct patient services*

Applications and/or Organizations exceeding the $200,000 limit will NOT be considered compliant and will not progress to the review panel. It is the responsibility of each organization (NOT Komen Austin Affiliate) to ensure their total request does not exceed $200,000.

**Note:** Entities that share a Tax ID number regardless of the name used to conduct business are considered part of the same organization.

**Allowable Expenses**

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

- Patient care/Clinical service cost for screening, diagnostic, treatment, treatment support, and transportation (patient related)
- Co-payments, COBRA
- Prescription drug assistance
- Surgery
- Education cost for breast cancer education, patient navigation, and/or support service
- Administrative costs for personnel expenses, supply, travel, and other costs
  - Salaries and employee benefits for direct service program staff related to the project only and not the general work of employees; benefits may not include money for retirement plans. Must clearly state the role and function of the salary requested.
  - For programs requesting funding for screening, diagnostic and/or treatment support, administrative costs may not exceed 25% of the total budget.
  - Travel (Staff related)
- Consultant fees (physician consults/office visit)
- Other direct program expenses
- Indirect costs, are not allowed as a category, and are **not to exceed 3 percent of direct costs**
Applicable Expenses
Funds may NOT be used for the following purposes:

- Funding for reconstruction surgery is not applicable.
- Funding for patient/client incentives is not applicable.
- 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
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- General operating funds
- Debt reduction
- Individuals
- Reimbursement for specific individuals’ direct service
- Capital campaign
- Land acquisition
- Scholarships
- Education regarding breast self-exams/use of breast models
- Thermography

Budget Justification

Applicants need to complete the budget justification form below and indicate the detailed justification of their budgets.

All expenses must be itemized by category and supplemented with a detailed justification of request. For example, if the project costs include printing flyers to promote the project, the budget must show the cost per flyer (e.g. 250 flyers at $0.10 each = $25.00)

The budget justification table includes instructions on how to categorize expenses into the GeMS system.
<table>
<thead>
<tr>
<th>Komen Austin Line Item</th>
<th>Budget Justification</th>
<th>Where to go in GeMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Patient Care Cost</strong></td>
<td></td>
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<tr>
<td>Screening</td>
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<tr>
<td>- Clinical Breast Exam</td>
<td></td>
<td>All Under Screening</td>
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<tr>
<td>- Mammograms</td>
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<tr>
<td>Diagnostics</td>
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<tr>
<td>- Diagnostic Mammograms</td>
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<td>All Under Diagnostics</td>
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<tr>
<td>- Ultrasound</td>
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<td>- Biopsy/Other</td>
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<tr>
<td>- Office Visit/Physician Consults</td>
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<tr>
<td>Treatment</td>
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<tr>
<td>- Chemotherapy/Radiation</td>
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<td>All Under Treatment</td>
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<td>- Metastatic Disease</td>
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<tr>
<td>- Treatment Support</td>
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<tr>
<td>Transportation(Patient Related)</td>
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<td>Transportation</td>
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<tr>
<td><strong>Education Cost</strong></td>
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<tr>
<td>Breast Cancer Education</td>
<td></td>
<td>All Under Supply</td>
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<tr>
<td>- Advertisement</td>
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<tr>
<td>- Workshop/Group</td>
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<td>Education</td>
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<tr>
<td>- Materials</td>
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<tr>
<td>- Nutritional Intervention</td>
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<tr>
<td>Patient Navigation</td>
<td></td>
<td>All Under Salary and Fringe Benefit</td>
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<tr>
<td>- Navigator Salary and Benefit</td>
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<tr>
<td>- One-on-one Education</td>
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<td>Support Service</td>
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<td>Treatment Transportation</td>
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<td>- Emergency Fund</td>
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<tr>
<td>- Transportation</td>
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<tr>
<td><strong>Administrative Cost</strong></td>
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<td>Salary and Fringe Benefit</td>
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<tr>
<td>Salary and Benefit (Key Personnel)</td>
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<td>Supply</td>
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<tr>
<td>Travel (Staff)</td>
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<td>Travel</td>
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<tr>
<td>Other</td>
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<td>Other</td>
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<tr>
<td>Subcontracts</td>
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<td>Consultant Cost</td>
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<tr>
<td><strong>Total Cost</strong></td>
<td>Subtotal-Direct Cost</td>
<td>Subtotal-Direct Cost</td>
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<td></td>
<td>Indirect Cost (&lt;=7%)</td>
<td>Indirect Cost</td>
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<td></td>
<td>Total Cost</td>
<td>Total Cost</td>
</tr>
</tbody>
</table>

*Figure 2 Budget Justification*
Requirements if funded:

The initial progress report is due at the end of the first six (6) months of the grant period.

A final report is due within forty-five (45) days of completion of the grant period.

Please note the Affiliate has the right to ask for additional financial information including any and all receipts/invoices for expenses related to this grant if necessary.

Organizations with less than five employees will be subject to a criminal background check.

As part of the application you will be required to submit proof of your insurance coverage and liability limits (detailed above). If you do not already have this level of coverage – you will need to submit a formal letter signed by your organization’s authorized signer that you have contacted your insurance provider to discuss adding this additional coverage and that your organization is able to purchase this coverage within 30 days of receiving the award notification. Grantees’ insurance provider shall furnish a certificate of insurance directly to the Affiliate showing that such insurance policies are in place within thirty (30) days after the Effective Date of Grant Contract.

Grantee must acknowledge Susan G. Komen® Austin as a funding source on all publications related to the grant in a clear, unambiguous and readily-identifiable fashion, such as “supported by a grant from the Susan G. Komen® Austin.” All materials featuring the Susan G. Komen® Austin name and/or logo must be submitted to the Director of Mission Services for approval before printing and/or distribution.

Review Process

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

Statement of Need: Does the program provide services to one or more of the target communities described in the Affiliate’s Community Profile? How closely does the program align with the funding priorities stated in the RFA?

Program Design: Is the program culturally competent? Is the program evidence-based? 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? If the proposed program includes collaboration with other organizations, are the roles of the partners appropriate, relevant and clearly defined?

Organization Capacity: Does the applicant organization, Project Director and his/her team have the expertise to effectively implement all aspects of the program? Is there evidence of success in delivering services to the target population? Is the organization fiscally capable of managing the grant program, including having appropriate financial controls in place? Does the applicant organization
have the equipment, resources, tools, space, etc., to implement all aspects of the program? Does the organization or staff have appropriate licenses, certifications, accreditations, etc. to deliver the proposed services? Does the organization have a plan to obtain the resources (financial, personnel, partnerships, etc.) needed to sustain the program beyond the grant term (if awarded)? Are collaborations (if proposed) likely to be sustained beyond the grant term? Does the applicant organization have long-term support from organizational leadership?

Monitoring and Evaluation: Is there a documented plan to measure progress against the stated program goal and objectives, and the resulting outputs and outcomes? Is there sufficient monitoring and evaluation (M&E) expertise for the program? Are there sufficient resources in place for M&E efforts?

Impact narrative has been removed from application. However, the impact of grant application will be reviewed throughout the application. In addition, applicants will be asked to do a self-evaluation addressing their active engagement in the advocacy of the Komen Austin mission in their respective communities and as community health partners in the breast cancer network in the Komen Austin service area.

Applicant Support
Questions should be directed to: Eliza May, Director of Mission Services: email: emay@komenaustin.org or btenorio@komenaustin.org at 512-473-0900.

Komen Educational Materials and Messages
Susan G. Komen® 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 Susan G. 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. We do not recommend monthly breast self-exam and therefore will not fund education programs that teach monthly breast self-exam or use breast models. 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.

Komen Austin grantees are eligible to receive Susan G. Komen®, educational materials at no cost. Susan G. Komen®, materials should be used and displayed whenever possible. To view our educational materials, visit www.shopkomen.com. If funded, grantees will be asked to submit a list of desired educational materials.

Komen Austin Grant Program Definitions
- **Screening**
  Planned tests performed for those who do not display symptoms of breast cancer e.g. regular clinical breast exam, screening mammogram
• **Diagnostics**
  Tests performed for those who display symptoms of breast cancer e.g. diagnostic mammogram, diagnostic ultrasound, biopsy, surgery

• **Survivor**
  Individuals who have completed breast cancer treatment

• **Education**
  - Development of communication tools and methods to include e-communications and social networking
  - Education of patients, health care providers, at-risk populations, and the general population about breast cancer
  - Communication to patients regarding therapeutic options
  - Educational interventions to promote self-care and symptom management
  - Communicating breast cancer risk to underserved populations, at-risk populations, and the general public
  - Communication of lifestyle models that reduce breast cancer risk, such as communication of nutritional interventions
  - Special approaches and considerations for underserved and at-risk populations
  - Education, information, and prevention/screening/assessment systems for the general public, primary care professionals, or policy makers

  **Example of Services**
  - Group education (e.g. lectures, workshops, seminars, webinars).
  - One-on-one education
  - Events (e.g. health fairs) in accessible venues
  - Health care professional training and provider education

• **Treatment**
  - Medical procedures that affect behavior related to breast cancer control and breast cancer outcomes
  - Psychological or educational interventions to promote behaviors that lessen treatment-related morbidity and promote psychological adjustment to the diagnosis of breast cancer and to treatment effects
  - Clinical trial groups

  **Examples of Services**
  - Reduce out-of-pocket costs for treatment (e.g. co-pay or prescription drug assistance)
  - Reduce costs for treatment services (e.g. free chemotherapy, radiation, surgery)
  - Patient navigation

• **Treatment Support**
  - Pain management
  - Psychological impacts of breast cancer survivorship
Examples of Services
- Provide financial assistance for day-to-day costs during treatment (e.g. housing, utilities)
  - Reduce barriers to treatment (e.g. transportation, childcare)
- Support groups
- Individual counseling/psychotherapy
- Side-effect management (e.g. prosthesis, wigs, lymphedema therapy)
- Nutrition services (e.g. meal delivery)
- Complementary therapies (e.g. meditation, yoga, acupuncture, art therapy)
- End of life care (e.g. hospice/palliative care)
- Caregiver support (e.g. respite programs, training for caregivers)

**Survivorship**
- Quality of life
- Pain management
- Psychological impacts of breast cancer survivorship
- Rehabilitation
- Reproductive issues
- Long term morbidity

Examples of Services
- Support groups
- Individual counseling/psychotherapy
- Exercise/Nutrition programs
- Complementary therapies (e.g. meditation, yoga, acupuncture, art therapy)
- Side-effect management (e.g. prosthesis, wigs, lymphedema therapy)