



Request for Applications Small Grants 2016-2017

About Susan G. Komen® and Komen Austin

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. 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. Komen Austin is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Austin Race for the Cure®, Komen Austin has invested more than \$11 million in community breast health programs in 5 counties: Bastrop, Travis, Caldwell, Hays and Williamson and has helped contribute to the more than \$800 million invested globally in research.

Notice of Funding Opportunity and Statement of Need

Komen Austin is currently offering Small Grants up to \$10,000 to support outreach and education addressing breast health disparities and health equity leading to the access of breast health screenings and lower breast cancer mortality rates. Innovative approaches to achieving the objectives of the Community Profile Mission Action Plan are encouraged

The findings from the 2015 Komen Austin's Community Profile Komen were derived from the Quantitative, Health System and Public Policy Analysis and Qualitative data reports. The Community Profile created problem statements, priorities, and objectives that will guide education, community outreach, grant making, and public policy efforts for the next four years. For each target community, the Komen Austin wrote a problem statements, and two to three priorities, including two to four objectives for each priority. The 2015 Community Profile can be found at www.komenaustin.org.

Drawing from the 2015 Community Profile, Komen Austin has identified the following small grant funding priorities:

- 1. 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.

- 2. 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.

Small Grant Categories

Educational/Outreach Grants

Purpose: To explore new approaches to reach target communities and provide opportunities to creatively meet identified educational or outreach needs.

Amount: Up to \$10,000

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

Important Dates

- The GEMS on line application will be available on September 12, 2016
- Deadline for Small Grants Applications is September 20, 2016
- The small grant cycle will be from October 1, 2016 - March 30, 2017
- Final report will be due on April 30, 2017

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 or a government agency located in or providing services to one or more of the following locations:
 - Travis
 - Williamson
 - Caldwell
 - Bastrop

Project must be specific to providing education on breast health and/or breast cancer but must not provide services such as screening, diagnostics or treatment. 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.

- 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 fringe benefits for program staff
- Meeting costs
- Supplies
- Reasonable travel costs related to the execution of the program
- 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
- Education via mass media (e.g. television, radio, newspapers, billboards)
- Indirect costs
- Construction or renovation of facilities
- Political campaigns or lobbying
- Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Debt Reduction
- General operating funds
- Event sponsorships
- Projects completed before the date of grant approval
- Payment made directly to individuals
- Land acquisition
- Program-related investments/loans
- Scholarships
- Clinical services or patient care costs (e.g. screening, diagnostics or treatment)

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.
- At Komen's discretion, grant payment will be made in one installment after grant agreement execution or pending receipt.
- Grantee will be required to submit one final report that will include, among other things, an accounting of expenditures and a description of project achievements. Additional reports may be requested.
- Insurance will not be required at the time of application, but will be required before grant agreement execution, if awarded. Grantee must agree to maintain and will cause any collaborating organizations to maintain the following insurance during the term of a grant agreement:
 - ✓ Commercial general liability insurance with combined limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
 - ✓ Workers' compensation insurance in the amount required by law of the state(s) in which workers are located and employer's liability insurance with limits of not less than \$1,000,000; and
 - ✓ Excess/umbrella insurance, in excess of the commercial general liability insurance listed above, with a limit of not less than \$3,000,000.
 - ✓ 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.
 - ✓ Grantee will name Komen and Komen National as Additional Insureds on its commercial general liability policy solely with respect to the Project and any additional policies and riders entered into by Grantee in connection with the Project.
 - ✓ Grantee will provide Komen with a certificate of insurance evidencing the insurance coverage and naming of Komen and Komen National as Additional Insureds by uploading such certificate in GeMS.

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>.

Breast Self-Exam

According to studies, teaching breast self-exam (BSE) has not been shown to be effective at reducing mortality from breast cancer and therefore **Komen will not fund education programs that teach or endorse the use of monthly breast self-exams or use breast models**. As an evidence-based organization, engaging in activities that are not supported by scientific evidence pose a threat to Komen's credibility as a reliable source of information on the topic of breast cancer.

Creation and Distribution of Educational Materials and Resources

Komen Affiliate Grantees must use/distribute only Komen-developed or Komen-approved educational resources, including messages, materials, toolkits or online content during their grant period. This is to ensure that all breast cancer messaging associated with the Komen name or brand are safe, accurate, based on evidence and consistent and to avoid expense associated with the duplication of effort to develop educational resources. If applicants/grantees intend to develop educational materials that are otherwise not provided by Komen, they must be approved by the Affiliate and Komen Headquarters prior to development.

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.

Use of Komen's Breast Cancer Education Toolkits and Other Resources

Susan G. Komen has developed Breast Cancer Education Toolkits for Hispanic/Latina (available in English and Spanish), Black/African American and Chinese (available in English and Chinese) communities. They are designed for educators and are a great resource that organizations can implement in their communities. These tools are available at no cost. To access the Toolkits, 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 September 20, 2016 at 11:59 p.m. 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:

Statement of Need, 20%:

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, 20%:

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?

Impact, 20%:

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 need described in the funding priority selected?

Is the impact likely to be long-term?

Organization Capacity, 20%:

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,10%: 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?

Addressing Health Equity,10%: How will your grant assist in reaching health equity with underserved and hard to reach communities? What strategies will your grant introduce that will impact health disparities in communities of color and income disparities.

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:

Eliza May
512-684-3884
emay@komenaustin.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, komenaustin.org, or contact Bree Tenorio, 512-684-3889 and/or email: btenorio@komenaustin.org.

Very Important detail: 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.

PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

ORGANIZATION SUMMARY (limit – 1,000 characters)

This section collects detailed information regarding your organization's history, mission, staff/volunteers and budget.

PROJECT PRIORITIES AND ABSTRACT (limit – 1,000 characters)

This section collects important information regarding the priorities to be addressed and a summary of the project (abstract). This abstract should include the target communities to be served, the need to be addressed, a description of activities, the expected number of individuals served and the expected change your program will likely bring in your community. The abstract is typically used by the Affiliate in public communications about funded projects.

PROJECT NARRATIVE (limit- 8,000 characters)

This section is the core piece of the application. After reading the project narrative an individual should fully understand the components of your program and what your program intends to complete. The project narrative must contain the following information:

- A description of the program or activity

- How this grant will further Komen’s mission
- How the program will reach the target audience/community
- For outreach events- anticipated number of participants, description of target participants, description of event format including specific topics to be covered and speakers, if known.
- Within your narrative, be sure to address the review criteria.

PROJECT TARGET DEMOGRAPHICS

This section should include information regarding the various groups you intend to target with your program. This does not include every demographic group your program will serve but should be based on the groups on which you plan to focus your program's attention.

PROJECT WORK PLAN

In the Project Work Plan component of the application on GeMS, you will be required to submit the goal and objectives:

- A **Goal** is a high level statement that provides overall context for what the program is trying to achieve.
- **Objectives** are specific statements that describe what the program is trying to achieve to meet the Goal. An objective should be evaluated at the end of the program to establish if it was met or not met.

All applications must include only one program goal and no more than three objectives. Please ensure that all objectives are **SMART** objectives:

Specific
 Measurable
 Attainable
 Realistic
 Time-bound

A guide to crafting SMART objectives can be located at the following:
<http://ww5.komen.org/WritingSMARTObjectives.html>.

Write your Project Work Plan with the understanding that each item must be accounted in the final report. **The Project Work Plan should only include a goal and objectives that will be accomplished with funds requested from Komen Austin.** Objectives that will be funded by other means should not be proposed here, but instead, can be included in your overall project narrative.

Attachments for the Project Work Plan page(s):

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

Budget

For each line item in the budget, provide a calculation and a brief justification explaining how the funds will be used and why they are necessary to achieve proposed objectives. A description of each budget category follows:

KEY PERSONNEL/SALARIES

This section collects information regarding the personnel that will be needed to complete the project. Any individual playing a key role in the project should be included in this section. This section should also include information for any employee's salary for which your program is requesting funds, if applicable.

Attachments for the Key Personnel/Salaries page:

- **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 (*One-page limit per individual*).

SUPPLIES

This section should include office supplies, education supplies, and any other type of supplies your organization will need to complete the project.

Note: Komen grant funds may not be used for the development of educational materials or resources. If awarded project funds, grantees must use/distribute only Komen-developed or Komen-approved educational resources. 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.

TRAVEL

This section should be completed if you are requesting funds for any type of travel including mileage reimbursement.

OTHER

This section should include any allowable expenses that do not fit the other budget categories. This section should only be used if the item cannot be included on any of the other various budget sections.

The following documents will need to be uploaded into the **Project Budget Summary** page at the time of application:

- **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.