



## **Request for Applications Small Grants 2016-2017**

### **About Susan G. Komen® and Komen Lubbock Area**

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 Lubbock Area is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Lubbock Area Race for the Cure®, Komen Lubbock Area has invested \$4.7 million in community breast health programs in 16 counties and has helped contribute to the more than \$800 million invested globally in research.

### **Notice of Funding Opportunity and Statement of Need**

Komen Lubbock Area is currently offering Small Grants up to \$10,000 to support educational/outreach projects, travel/conference projects, and/or capacity building projects as described below. For applications seeking funds greater than \$10,000 or seeking to provide screening, diagnostic and/or treatment services, please refer to our Community Grants RFA.

The findings from the 2015 Komen Lubbock Area Community Profile revealed a need for bilingual education about breast health and the available resources related to breast cancer in our service area. The 2015 Community Profile can be found on our website at [www.komenlubbock.org](http://www.komenlubbock.org).

Drawing from the 2015 Community Profile, Komen Lubbock Area has identified the following small grant funding priorities.

1. Increase educational efforts in the service area, with an emphasis in Hockley County.
2. Develop an outreach campaign that informs citizens about free screening opportunities, financial assistance, support, and education in the service area, with an emphasis in Hale and Lamb Counties.

3. Provide educational and outreach materials in both English and Spanish-- as well as Spanish-speaking staff at educational and service events, when possible--and target efforts for the above priorities and objectives to best reach all population segments in the target counties of Hale and Hockley.

### **Important Dates**

Small Grants Applications are accepted throughout the year. However, requests for support of travel grants, conferences, or other educational 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 or a government agency located in or providing services to one or more of the following locations.
  - Lubbock, Bailey, Cochran, Cottle, Crosby, Dickens, Floyd, Garza, Hale, Hockley, Kent, Lamb, Lynn, Motley, Terry, Yoakum
- Project must be specific to 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.

- Consultant fees
- 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 Lubbock Area.
- At Komen's discretion, grant payment will be made in one installment after grant agreement execution or pending receipt and approval final report.
- 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 employers 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.

### **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® Lubbock Area must be recognized in all materials.

#### *Travel Grants*

Purpose: To assist grantees and health care professionals to attend, participate in and/or present at meetings, conferences or symposia that would increase the community knowledge of breast cancer.

Amount: Up to \$2,000 per person. Travel grants must be awarded to an organization, not to an individual. Support for individuals may not be awarded through the Small Grants program.

#### *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.

Amount: Up to \$10,000.

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® [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>.

### *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](http://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 are accepted throughout the year.

## **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 (20%)*

- 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?

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:

Susie Smith, grants chair  
806-698-1900  
grants@komenlubbock.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.komenlubbock.org](http://www.komenlubbock.org), or contact Susie Smith, grants chair, at 806-698-1900 or [grants@komenlubbock.org](mailto:grants@komenlubbock.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.

Please note, organizations applying for Travel grants only need to complete the Project Profile, Project Abstract, Travel (Budget) and Project Budget Summary pages in GeMS. On the Project Budget Summary page, the organization is required to upload a 2-3 page proposal in Word or pdf form detailing the type of meeting, training, conference or symposia that the organization is requesting travel to; if the participant(s) will be attending or presenting; and how attendance or participation would increase the community knowledge of breast cancer. Please also upload a copy of the meeting or conference agenda, if known.

### **PROJECT PROFILE**

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

Attachments for the Project Profile page (if applicable):

- Letters of support or memoranda of understanding from proposed collaborators— To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.

### **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 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 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 Lubbock Area.**

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**

Key personnel/salaries and fringe benefits are not an allowable expense for Komen Lubbock Area small grants. However, the Salaries budget category is required in all grant applications. Applicants must enter information about key personnel for the project, such as Project Director, but would enter \$0 in the salary request fields to properly complete an application.

### **CONSULTANTS**

This section should be completed if your program requires a consultant to help with a piece of the program. Consultants are persons or organizations that offer specific expertise not provided by staff and are usually paid by the hour or day. Consultant fees will be considered on a case-by-case basis at the time of application.

### **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](http://www.shopkomen.com).

## **TRAVEL**

This section should be completed if you are requesting funds for any type of travel including conference travel, registration fees and 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.
- **For Travel Grants only:** Upload a 2-3 page proposal in Word or pdf form detailing the type of meeting, training, conference or symposia that the organization is requesting travel to; if the participant(s) will be attending or presenting; and how attendance or participation would increase the community knowledge of breast cancer.
- **For Travel Grants only:** Upload a copy of the meeting or conference agenda, if known.