



OUR VISION IS A WORLD WITHOUT BREAST CANCER

REQUEST FOR APPLICATIONS (RFA) – 2010-11

Susan G. Komen for the Cure Southwest Florida®
Community Grant Applications are now being accepted for;

Breast Health and/or Breast Cancer Screening, Treatment, Education or Support Projects

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 more than \$1.3 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world. For more information about Susan G. Komen for the Cure, breast health or breast cancer, visit www.komen.org or call 1-877 GO KOMEN.

About the Komen Southwest Florida Affiliate

The Southwest Florida Affiliate of Komen for the Cure is working to better the lives of those facing breast cancer in the local community. They join more than a million breast cancer survivors and activists around the globe as part of the world's largest and most progressive grassroots network fighting breast cancer. Thanks to those who generously support us with their talent, time and resources, the Southwest Florida Affiliate has invested \$3 million in community breast health programs in Charlotte, Collier, Glades, Hendry and Lee Counties. Up to 75 percent of net proceeds generated by the Affiliate stays in the Southwest Florida area. A minimum of 25% of the net income goes to the national Susan G. Komen for the Cure Grants Program to fund research.

**APPLICATION MUST BE POSTMARKED BY NOVEMBER 2, 2009
NO LATE SUBMISSIONS WILL BE ACCEPTED.**

IMPORTANT NOTES

- **Projects that specifically address the objectives outlined in the Statement of Need (below) will be given priority.**
- **Partial Funding of Applications:** When funding is limited, the Affiliate may fund only a portion of the grant amount requested in order to meet community needs. If you think partial funding would be an impediment to your project, please note this in your budget justification.
- **All requests for scientific research funding should be directed to the Komen Foundation's Award and Research Grant Program. More information on research funding is available at www.komen.org/grants.**
- **Returning grantee applicants:** Please review instructions and application carefully as changes have been made from prior years.

STATEMENT OF NEED:

The Komen Southwest Florida Affiliate is currently offering grants for innovative programs that reduce breast cancer mortality, especially among those who are disproportionately affected by this disease. The community needs assessment, completed by the Affiliate March 2009, has identified significant need in the areas of education, screening, diagnostics, treatment and support across all races, ethnicities and income levels. Subsequently, projects for consideration must place particular focus on:

- Increasing breast health awareness and education activities.
- Increasing resources available to the uninsured/underinsured, low income population.
- Reduce/remove barriers such as transportation, child care, and scheduling issues for screening/treatments.
- Improving and increasing resources for diagnostic testing, staging procedures, and treatment for uninsured/underinsured, low income population.
- Increasing efforts to educate and support newly diagnosed patients and breast cancer survivors about local programs/services available to help with quality of life issues.

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.
- Institutions must be US non-profit (federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies and Native Americans are eligible. Applicant organizations must be located in or providing services in Charlotte, Collier, Glades, Hendry and/or Lee Counties.
- Project 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 of the project.

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

- Clinical services or breast care costs.
- Salaries for project staff related to this project only and only for the time allocated to the project.
- Other direct program expenses, e.g. breast models, flip charts, videos, that further the Komen educational mission.
- Disposable supplies related to the project, e.g. copy paper, pens, etc., not to exceed 5% of total grant request.

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
- Equipment, e.g. electronics
- Indirect expenses, e.g. utilities and overhead

IMPORTANT DATES

Grant Writing Workshop	September 24, 2009 (attendance recommended)
Application Deadline	November 2, 2009
Award Notification	March, 2010
Award Announcement	April, 2010
Award Period	April 1, 2010 through March 31, 2011

REVIEW PROCESS:

Each grant application will be reviewed by at least three independent reviewers from a grant review panel established through the local Susan G. Komen Affiliate. Reviewers will consider each of the following selection criteria:

- **IMPACT:** Will the program have a substantial positive impact on breast cancer disparities and the priority area selected?
- **FEASIBILITY:** How likely is it that the objectives and activities will be achieved within the scope of the funded 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?
- **COLLABORATION:** Does this program enhance collaboration among organizations with similar or complementary goals?
- **SUSTAINABILITY:** Is the program likely to be sustained? Is the impact likely to be long-term?

The grant application process is competitive, whether or not an organization has received a Komen grant in the past. Funding in subsequent years is never guaranteed.

CONFIRMATION AND RECEIPT OF APPLICATION:

Upon receipt and review for compliance an email confirmation will be sent to the Project Director. If immediate confirmation of receipt is requested, please include a self-addressed, stamped envelope or postcard for us to send immediately upon receipt of application. Please do not contact the Southwest Florida Affiliate regarding the status of the application during the review period.

IF AWARDED:

CONTRACTS, PAYMENT AND REPORTING:

After an award is made, a grant contract will be the legal mechanism for funding. Award checks will be issued to grantee by the Affiliate upon receipt of two signed copies of the grant contract.

- Payments will be made in installments as identified in the Grant Contract.
- Project progress reports will be required as identified in the Grant Contract.
- Grantees will be required to participate in at least one (1) Komen event (volunteering) during the grant period.
- Site visits will be performed by the Affiliate.
- Grantees will be required to be a resource in compiling the Community Profile during the Grant period.

- Grant contracts include new verbiage this year concerning insurance and indemnity:

Grantee agrees to maintain the following insurance during the term of this Grant Contract: (i) 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; and (ii) excess/umbrella insurance, excess to the insurance set forth in (i) above, with a limit of not less than \$5,000,000. Grantee shall name Komen Affiliate as an additional insured under its commercial general liability insurance policy solely with respect to the Breast Cancer Project and any additional policies and riders entered into by Grantee in connection with the Breast Cancer Project.

Note: if you have questions on this new standard, please contact Grants Chair, Bonnie Olson at bonnie@komenswfl.org.

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 for the Cure. Please visit the following website before completing your application and be sure that your organization can agree to promote these messages: ww5.komen.org/BreastCancer/BreastSelfAwareness.html

Komen for the Cure grantees are eligible to receive preferred pricing for Komen educational materials. Komen for the Cure materials should be used and displayed whenever possible. To view our educational materials, visit www.shopkomen.org.

If Komen does not have the materials and content available, prior approval must be issued in writing before purchasing from another source. Upon creation of materials/content funded by a grant, Susan G. Komen for the Cure, Southwest Florida must be acknowledged and the appropriate affiliate logo must be prominently displayed on such content. This content/material is subject to review and approval by our Komen Affiliate **prior** to print and distribution.

GRANT PERIOD:

The grant period begins April 1, 2010 and concludes on March 31, 2011. Grant funds may not be used after March 31, 2011 without prior permission of Affiliate. Unspent funds remaining at the end of the grant period must be returned to the Affiliate.

Susan G. Komen for the Cure Southwest Florida[®] Grant Application Instructions

SUBMISSION REQUIREMENTS:

All proposals must be type-written in English on plain, white, single sided 8 1/2" X 11" paper using 12 point font with 1 inch margins. **Six** copies (one original and 5 duplicates) must be submitted. All pages must be numbered and stapled in the upper left hand corner. No special packaging (binders, plastic covers, etc.) should be used. In addition, please email one complete application and all attachments to bonnie@komenswfl.org. The **application** must be in Word format **NOT in pdf form**. Attachments may be submitted as pdf files.

Applications must include and be ordered as follows:

A. Cover Page (form provided)

Complete the attached cover page. Note: Two signatures are required.

B. Abstract (form provided)

The abstract (project summary) should be limited to 1,200 characters, including spaces and punctuation (approximately 250 words). The abstract should provide a brief description of the proposal including the following:

1. Purpose of the program.
2. A description of key activities.
3. A summary of evaluation methods.
4. The likely impact of the program.

C. Project Description: Maximum of six typewritten pages and include:

1. Background:

- Describe the organization's history, mission, and goals.
- Describe current programs and recent accomplishments.
- Describe past Komen grants received, including number of years and dollar amount of grants.
- Explain how the current application extends ongoing programs or creates new initiatives and give the rationale of the current plan.

2. Statement of Need/Problem:

- Describe **why** the proposed project is needed.
- Describe the population to be served.
- Explain how this program is unique in this service area.

3. **Project Plan (use form provided):**
 - Describe project goal(s) and key **measurable** objectives. Explain how the goals and objectives address the selected priority area.
 - Describe the activities that will be conducted to accomplish the above goals and objectives.
 - Include a timeline for implementing the activities.
 - Describe your evaluation plan for each objective i.e. how the objectives will be measured; how you will measure your success. Provide specifics, i.e. how many in what population will be served.
4. **Collaboration:** Describe other organizations or entities, if any, participating in the project. If applicable, letters of collaboration should be included from each organization.
5. **Sustainability:** Explain how this program and its impact will be sustained long-term. What resources (financial, personnel, partnerships, etc.) will be needed to sustain this effort over time? How will those resources be secured?

D. Budget / Financial Information

1. **Provide a detailed total project budget.** (form provided). All funding for this project, including other grants and general funds should be included in the budget.
2. **Budget justification** – On a separate page:
 - a. For each line item in the budget, provide a brief description of how the funds will be used and why they are necessary, i.e. personnel and supply expenses.
 - b. Personnel budget justification – use form provided
 - c. Provide a detailed list of all other committed and pending sources of support for the project.
 - d. Provide a current financial statement and/or current operations budget of your organization. Specifically, the most current fiscal year end financial statements, most current interim financial statements, and operating budget for the upcoming fiscal year. (We are interested in how this project fits into the overall organization's budget.)

E. Biosketch(es): (forms provided)

1. Complete the form provided for all personnel listed in budget request (no more than two pages per person). Please note the experience/background/education that is relevant to the project and the role the person will play in the project.
2. Complete the form provided for all board members. Note that only board member name, title and credentials are required.

F. 501c(3) Status: Attach a copy of your IRS determination letter. **NOTE: Evidence of state or local exemption will not be accepted. Please do not attach your Federal tax return.**

Mail completed application with attachments to:

**Susan G. Komen for the Cure Southwest Florida Affiliate
Bonnie Olson
26800 S. Tamiami Trail, #210
Bonita Springs, FL 34134**

Inquiries should be directed to Bonnie Olson, Grant Chair, 239-293-9242 or bonnie@komenswfl.org. (Please allow adequate time before deadline for response to any inquiry.)