



REQUEST FOR APPLICATIONS

Grant Applications Now Being Accepted for Breast Cancer Screening, Treatment, Education and Support Programs

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 and most progressive 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 date 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.

The Southern Nevada Affiliate of Susan G. Komen for the Cure—along with those who generously support the Organization with their talent, time and resources—is working to better the lives of those facing breast cancer in our community. Through events like the Komen Southern Nevada Race for the Cure®, we have invested nearly \$4 million in local breast health and breast cancer projects in Southern Nevada. Up to 75 percent of net proceeds generated by the Affiliate stay in Southern Nevada with the remaining income going to the national Susan G. Komen for the Cure Grants Program for energizing science to find the cures. The Komen Southern Nevada Affiliate is currently offering grants for innovative programs that reduce breast cancer mortality, especially among those who are disproportionately affected by this disease.

Important Dates

Grant Writing Workshop	September 10, 2009, 8:30-11:00AM
Applications Deadline	December 21, 2009, 5:00 PM <i>Applications must be postmarked by this date to be accepted.</i>
Notification of Receipt/Compliance	January 11, 2010
Grant Review Process	January 2010 – February 2010
Award Notification	February 26, 2010
Award Period	April 1, 2010 – March 31, 2011

Southern Nevada Funding Priorities

The Southern Nevada Affiliate has conducted a community needs assessment (available at www.komensouthernnevada.org) of the service area. Drawing upon that assessment, other local and national studies, and fifteen years of experience, Komen Southern Nevada will give funding priority to programs that provide:

1. **Breast cancer screening** for those that do not qualify for Nevada's Women's Health Connection Program (*specifically uninsured women under age 50*) and mobile or distance screening services for uninsured women living in rural communities.
2. **Timely and appropriate breast cancer treatment** services for those that do not qualify for the Nevada Medicaid Breast and Cervical Cancer Treatment Option, Nevada Medicaid (general), Clark County Social Services, or charity care through local providers.
3. **Support services for breast cancer patients** including financial assistance and evidence-based breast health navigation during surgery and treatment. Services that support the emotional, psychosocial, and physical needs of patients, survivors, and co-survivors will also be considered.
4. **Evidence-based and culturally-competent breast cancer education which increases screening rates** in underserved communities. Programs should target North Las Vegas, West Las Vegas, and Downtown Las Vegas areas (*specifically zip codes 89106, 89030, 89086, 89084, 89115, 89032, 89031, and 89108*) and rural communities including Nye, Lincoln, and Esmeralda counties.

Applications will be accepted for all breast health and breast cancer projects in Southern Nevada. However, projects that specifically address these four funding priorities with innovative and evidence-based strategies will be given priority.

Eligibility

Applicants and institutions must conform to the following eligibility criteria to be considered for funding:

- Projects 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.
- Applicants must ensure that all past and current Komen-funded grants are up-to-date and in compliance with Komen requirements.
- Institutions must be non-profit organizations (federally tax exempt) located in or providing services to one or more of the following locations: Clark, Nye, Lincoln, and Esmeralda counties.

Submission Process

All applications must be type-written on plain, white, single-sized 8 ½ x 11 paper using 12-point font. One original and seven duplicates of the application should be submitted. The pages must be numbered, 3-hole-punched, and bound by clips only; please no spiral-bound materials, plastic covers, binders, or staples. Fax copies will not be accepted. Keep applications to the page limits, not to exceed 30 pages total; excess pages will be removed prior to review. In addition, please email the application and all attachments to the following email address: education@komensouthernnevada.org. Failure to adhere to these guidelines will result in delayed processing or refusal of the application. Applications must be received on or before **December 21, 2009 by 5:00pm** at the Komen office: 4850 W. Flamingo Road, Suite 25, Las Vegas, NV 89103. No late submissions will be accepted.

Funding Information

- The actual number of grants that Komen for the Cure will award through this Request for Proposals will depend on the available funding amount and the amount granted per project; requests up to \$500,000 will be considered.
- Applications received complete and compliant with eligibility criteria will be submitted for review by a panel established through the local grants committee.
- **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.**
- The grant period begins April 1, 2010 and will conclude on March 31, 2011.
- The first payment will be made no later than thirty (30) days after receipt of the fully executed contract. The progress report is due September 17, 2010 and the final report is due within forty-five (45) days of completion of the grant period.

Selection Criteria - Applications will be judged on the following criteria:

- **Impact:** Will the program have a substantial positive impact on breast cancer disparities and the priority area selected? Will the impact and outcomes be appropriately evaluated?
- **Responsiveness:** How well does the program fit the Southern Nevada Affiliate's funding priorities? Does the program fill an unmet community need?
- **Feasibility:** How likely is it that the objectives and activities will be achieved within the scope of the funded program?
- **Capacity:** Does the organization, Program 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?
- **History:** Is this a past grantee with reporting compliance and positive outcomes?

APPLICATION INSTRUCTIONS

SECTION 1:

COVER PAGE: Complete the attached required form including signatures of appropriate personnel and a program abstract (project summary).

SECTION 2:

PROGRAM DESCRIPTION: Complete letters a-f below.

a. Organizational Capacity, Background, and Collaborations: Describe the organization's history, mission, and goals. Describe current programs and recent accomplishments. Describe the organization's experience serving the target population. Describe the other organizations, if any, participating in the program. Explain why your organization is best-suited to carry out the program.

b. Statement of Need/Problem: Describe why the proposed project is needed. Describe the population to be served. Review comparable programs in this service area and explain how this program is unique.

c. Goals and Objectives: State the program goals¹ and measurable objectives² including the number of people to be served. Explain how the goals and objectives address the selected priority area.

d. Project Design: Describe the activities that will be conducted to accomplish the above goals and objectives. Provide a realistic, month-by-month timeline for implementing the program. Describe how your approach uses or adapts evidence-based strategies³ or promising practices⁴.

e. Evaluation Plan: Describe how you will measure that you are achieving the objectives and how you will assess the impact of the program on the priority area selected. All programs must include a significant process evaluation⁵ or impact evaluation⁶ component. When possible, include the intended evaluation tool.

f. Sustainability: Explain how this program and its impact will be sustained long-term. What resources (financial, personnel, partnerships, etc.) will be pursued to sustain this effort over time? How will those resources be secured? Applicants should demonstrate that other sources of funding will be sought and used to support the project. Komen funding for this project should not constitute the majority of an agency's operating budget; your agency's financial welfare should not be dependent upon this funding.

APPLICATION INSTRUCTIONS

SECTION 3:

BUDGET: Complete the required budget form and budget justification using the guidelines below. All funding for this program, including other grants and general funds should be included in the budget and the budget justification sections. Please note that indirect costs may not exceed 10% of direct costs and equipment costs may not exceed \$5,000.

a. Budget Guidelines: Use to complete attached required budget form.

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

- Clinical services and/or patient care costs
- Consultant fees
- Meeting costs
- Supplies
- Education materials (the use of Komen materials is recommended whenever possible)
- Travel
- Salaries and fringe benefits for program staff
- Other direct program expenses
- Indirect costs, not to exceed 10% of direct costs
- Equipment costs, not to exceed \$5,000.

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

- Medical or scientific research (costs associated with program evaluation are allowed)
- Media projects (film, radio, web sites, public service announcements, etc.)
- Scholarships or fellowships
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- Debt reduction
- Creation of education materials (A variety of materials are available from Komen for the Cure. Before requesting funds to purchase items from other sources or create new materials, please contact the Southern Nevada Affiliate)

b. Budget Justification (*Two page limit*): For each line item in the budget, including personnel, provide a description of how the funds will be used and why they are programmatically necessary. List all other committed and pending sources of support for the program.

APPLICATION INSTRUCTIONS

SECTION 4:

SUPPORTING DOCUMENTATION: Only those materials listed here will be accepted.

a. References: List references (journal articles, statistics, studies, etc) cited in the grant application.

b. Timetable or Activity Work Plan (*optional*): Provide a timetable to illustrate how goals, objectives, activities, and evaluation will be accomplished during the grant period.

c. 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*).

d. Letters of Support: Komen for the Cure supports community partnerships and collaboration among organizations with similar goals. Letters of support for each organization directly involved in the program administration should be submitted.

e. Listing of Board of Directors/Board of Trustees: including occupations and/or community affiliations.

f. Proof of Non-Profit Status: for the applicant organization. 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.

Applicant Support: Questions should be directed to Stacey Gross, Community Programs Manager, at education@komensouthernnevada.org or 702.822.2324. Please allow adequate time before deadline for response to any inquiry.

Definitions

- ¹ A goal is a broad-based statement of the ultimate result of the program being undertaken.
- ² An objective is a measurable, time-specific result that the organization expects to accomplish as part of the grant. Objectives are specific approaches to achieve the goal.
- ³ Evidence-based strategies are programs that have been proven to result in a specific outcome, reviewed by peers, and usually published in a public health or medical journal.
- ⁴ Promising practices are programs that have proven successful, but for which there may not yet be enough evidence to prove that it has resulted in a positive outcome. They may also be called “emerging best practices.”
- ⁵ Process evaluation measures what happened, how it happened, how much, where, and to whom. Common process evaluation methods include patient satisfaction surveys, interviews with program participants, and activity logs.
- ⁶ Impact evaluation measures changes in behavior, knowledge, attitudes, or beliefs. Change may be assessed among individuals, providers, organizations, or communities. Common impact evaluation methods include pre/post tests, surveys, and key-informant interviews.