

2012-2013 REQUEST FOR APPLICATIONS

COLUMBUS AFFILIATE OF SUSAN G. KOMEN FOR THE CURE



The Columbus Affiliate of Susan G. Komen for the Cure®—along with those who generously support us with their talent, time and resources—is working to better the lives of those facing breast cancer in our community. We join more than 100,000 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 Columbus Race for the Cure, we have invested over \$14 million in local breast health and breast cancer awareness projects in 30 counties. Up to 75 percent of net proceeds generated by the Komen Columbus Affiliate stay in the 30-county service area. The remaining income goes to the national Susan G. Komen for the Cure Grants Program for energizing science to find the cures.

About Susan G. Komen for the Cure

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 \$1.9 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.

All requests for scientific research funding should be directed to the Susan G. Komen for the Cure’s Award and Research Grant Program. More information on research funding is available at www.komen.org/grants.

STATEMENT OF NEED

The purpose of the Community Health Grant program is to address the breast health and breast cancer screening, treatment, and education needs of the *Columbus Affiliate service area*.

The Columbus Affiliate completed a community assessment in 2011 to identify these needs; the 2011 Community Profile Report can be found on our website at www.komencolumbus.org.

The findings from the 2011 Columbus Affiliate Community Profile have identified the following funding priorities for our Community Health Grants Program:

Priority 1:

Increase and improve delivery of early detection services, including outreach, education, screening, diagnostics, and patient navigation that will improve mortality rates.

Examples of services/programs include but are not limited to:

- 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
- Culturally appropriate one-on-one navigation of patients from initial screening to treatment as needed to facilitate and increase access to quality care
- Provision of transportation or vouchers for patient-provided transportation
- Referrals to, or provision of free or low cost services (screening mammograms, diagnostic procedures, treatment, medical exams)
- education for providers of women at high-risk of developing breast cancer about risk assessment and screening guidelines
- education for young breast cancer survivors about age-competent information, fertility options and support programs

*Women who are diagnosed at a younger age are more likely to have a mutated BRCA1 or BRCA2 gene. In addition, having a mother, father, daughter or sister who has had breast cancer also increases a young woman's risk of developing breast cancer.

Priority 2:

Improve breast cancer patient and survivorship support that is evidence-based and/or represents an innovative approach.

Examples of services/programs include but are not limited to:

- Culturally appropriate treatment support services such as supervised classes focusing on risk-reduction of lymphedema and other co-morbidities including obesity, depression, etc.
- Projects addressing the need for "safety net" services including but not limited to: transportation, child care, utilities, social services and nutrition program, prescription assistance for medications not available through pharmaceutical assistance funds; transportation; medical supplies such as lymphedema sleeves, dressings, etc. for low-income individuals undergoing breast cancer treatment
- Increase education to providers related to survivorship care planning and long-term patient follow-up

Grant proposals are STRONGLY encouraged to include the following elements:

- Explicit collaborative efforts and community partnering within the applicant’s service area;
- Evidence-based strategies in the implementation of program activities, and the evaluation of the evidence-based services and outcomes.

Given the above statements of SGK grant program priorities for 2011, please plan your program and proposal accordingly. Funding priority will be considered for projects that specifically address these needs; however, any programs that provide breast health and/or breast cancer screening, treatment, and education are eligible for funding consideration.

QUALIFICATIONS: Applications are accepted from U.S. nonprofit institutions; U.S. citizenship or residency is not required. Submit applications in English. Applicant organizations must be providing services to women and men in the Columbus Affiliate service area:

ELIGIBILITY & RESTRICTIONS:

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 non-profit organizations located in or providing services to one or more of the following locations:

Athens, Champaign, Clark, Delaware, Fairfield, Fayette, Franklin, Gallia, Guernsey, Hocking, Jackson, Knox, Lawrence, Licking, Madison, Marion, Meigs, Monroe, Morgan, Morrow, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Union, Vinton, and Washington .



- Project must be specific to breast health and/or breast cancer; e.g., if a project is a combined one, such as a breast and cervical cancer project, funding may only be requested for the breast cancer portion.
- Applicants must be a U.S. nonprofit (federally tax-exempt with 501 (c) (3) status or similar proof of tax-exempt status) organization, e.g., nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible.
- Services must be provided to women/men in the Komen Columbus Affiliate service area only; however, the organization applying for funding may be located outside the service area.
- Requesting organization must provide proof of insurance as follows:
 1. 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
 2. Excess/umbrella insurance, excess to the insurance set forth in (i) above, with a limit of not less than \$5,000,000.
 3. 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.

**Organizations requesting exemption from this policy MUST contact the Komen Affiliate to discuss and acquire necessary forms to complete and attach to their proposal.

ALLOWABLE EXPENSES

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

- Salaries and fringe benefits for program staff
 - Salaries, if requested, are for personnel related to this project only and not the general work of an employee. *Preference will be given to programs that provide matching/in-kind support of salary and personnel requests as this allows increased sustainability of the program.
 - Fringe benefits should only be included for personnel members that work 50% of their work commitment on the Komen funded grant program. We will proportionally cover fringe benefits, not exceeding 25% of their salary for the grant program. Otherwise, it is expected that the supporting organization should maintain total fringe benefit coverage.
- Consultant fees
- Clinical services or patient care costs
- Meeting Costs
- Supplies
- Travel
- Other direct program expenses

- Equipment, not to exceed \$5,000 or 10% of the funding request, whichever is less, and should be used exclusively on this project. Upon termination of a funded grant program, any equipment will become the property of the Columbus Affiliate.
- Indirect costs, not to exceed 10% of direct costs

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

KOMEN COLUMBUS REIMBURSEMENT RATES

(Ranges are based on MEDICARE/MEDICAID BCCP 2011 rates, and **include radiology fees**)

We will not consider funding requests for services listed that do not fall within the provided range.

PROCEDURE	RATE
Screening Mammogram (Digital)	\$120-\$165
Diagnostic Mammogram (Digital)	\$150-\$190
Ultrasound	\$90-\$120
Surgical Consult	\$65-\$200
Fine needle aspiration without imaging guidance	\$130-\$185
Fine needle aspiration with imaging guidance	\$125-\$195
Puncture aspiration of the breast (cystic aspiration)	\$100-\$150
Biopsy of breast: Needle Core	\$140-\$200
Biopsy of breast: Incisional	\$300-\$375
Biopsy; percutaneous, needle core, using imaging guidance (for placement of clip, see 19295)	\$200-\$275
Biopsy of breast: Percutaneous automated vacuum assisted or rotating biopsy device using imaging guidance	\$500-\$650
Ultrasound guidance for needle biopsy	\$175-\$240

FAILURE TO ADHERE TO THESE GUIDELINES WILL RESULT IN DELAYED PROCESSING OR REFUSAL OF THE APPLICATION.

IMPORTANT DATES

Grant writing Workshop

& RFA release

Friday, August 26th, 2011

Technical Assistance

November, 2011

for online applicants

Application Deadline

December 1, 2011, 5pm

Award Notification

March, 2012

Award Period

April 1, 2012 – March 31, 2013

EDUCATION MATERIALS & 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, including promoting the message of breast self-awareness and knowing your risks for breast cancer. **Please visit the following website before completing your application and be sure that your organization can agree to promote these messages:**

<http://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.

We suggest that each program plan to spend no more than \$1 per person when the program includes education or outreach activities. If you have questions about specific discounted costs of educational materials, please contact the Komen Columbus office.

SUBMISSION REQUIREMENTS

During the 2012-2013 grant year, Komen Columbus will be transitioning to an entirely online grant management system. Our new online grants management system will be available in November, 2011 and all applicants will have the option to register users, complete and submit their organization's grant application online by December 1, 2011 at 5pm at the following address: <https://affiliategrants.komen.org>

Additionally, applications must be submitted as an ELECTRONIC ATTACHMENT to outreach@komencolumbus.org by 5pm on December 1, 2011.

_Application should be attached in Microsoft Word format

_Budget and Project Work Plan can be attached in Microsoft Excel format

* If you submit a grant application via email only, you will still be required to register and submit all reports through the online management system if selected as a 2012-2013 grant recipient.

Hard Copies will NOT be accepted.

REVIEW: Applications received complete, and meeting compliance with these guidelines, will be submitted for grant review by a panel established through the local grants committee.

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

Impact: Will the project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the project have a substantial impact on the priority selected? How closely does the project align with the funding priorities stated in the RFA? Does the project have a sufficient and documented plan to evaluate its impact?

Feasibility: How likely is it that the objectives and activities will be achieved within the scope of the funded project? Is the project 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 project?

Capacity: Does the organization, Project Director and his/her team have the expertise to effectively implement all aspects of the project? Is the organization respected and valued by the target population? Is it culturally competent?

Collaboration: Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

Sustainability: Is the project likely to be sustained? Are partnerships likely to be sustained past project period? Is the impact likely to be long-term?

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.

CONTRACTS: A grant contract will be the legal mechanism for funding.

PAYMENT AND REPORTING: The first payment will be made after April 1st, but no later than thirty (30) days after receipt of the fully executed contract. The first progress report is due at the end of the first six (6) months of the contract. A final report is due within forty-five (45) days of completion of the grant period. ***If reports are submitted late or incomplete, the affiliate has the right to withhold future funding installments and/or forfeit an organization's eligibility for future grant funding.*

ANNOUNCEMENT: Announcement of grants awarded will be made in March 2012. Any changes to the proposal submitted will be requested in February.

Project directors will be notified of the outcome of the Komen Columbus Board of Directors' approval of the suggested grants slate in writing. Contracts will be sent in March and must be executed before the 1st installment of funds will be sent.

TECHNICAL ASSISTANCE:

Questions should be directed to:

Megan Savage, Director of Community Outreach for the Columbus Affiliate

Phone: 614-297-8155 x4

Email: megansavage@komencolumbus.org.

Technical assistance for the online system will be available during the following office hours:

November 2011: Tuesdays-Thursdays, 9am-3pm

The Komen Office will be closed for the Thanksgiving Holiday 11/24 and 11/25.

APPLICATION CHECKLIST

- Grant application cover page with signature
- Organization Summary
- Project Abstract
- Letters of Support, if applicable
- Project Narrative
- Project Service Demographics
- Key Personnel
- Project Budget with Summary Page
- Project Workplan- This will include your project Goals and Objectives
- Program Description
- Goals and Objectives Worksheet
- Proof of Non-Profit Status (IRS letter, 501(c)(3) certificate)
- Copy of organization's w-9 form
- Proof of Insurance

REMINDERS

- Applications must be submitted by the director of the project.
- Keep grant requests to the character limits. Excess characters will be removed prior to review.
- **Electronic copies (Microsoft Word) should be submitted via email to outreach@komencolumbus.org.** *If you cannot scan the signed cover page into your document, please fax the signed cover page only, to 614.287.8152*

Applications must be received via email to outreach@komencolumbus.org by

December 1, 2010 at 5:00pm

Late proposals will not be considered.