

Request for Application



Grant Applications Now Being Accepted

The Upper Cumberland 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 fundraising events like the “Race for the Cure” and “Tee it Up for the Cure”, over the past three years we have invested over \$350,000 in local breast health and breast cancer awareness projects in the 14 counties of the Upper Cumberland. Up to 75 percent of all funds generated by the Komen Upper Cumberland Affiliate stay in the Upper Cumberland while the remaining income goes to the Susan G. Komen for the Cure Award and Research Grant Programs supporting research, awards and educational and scientific programs around the world.

About Susan G. Komen

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 nearly \$1 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world.

Funding Opportunities

The Upper Cumberland Affiliate of Susan G. Komen for the Cure, Inc. is currently offering grants of up to \$25,000 for innovative projects in the areas of breast health and breast cancer education, outreach, screening, and treatment support targeting services not otherwise available to the populations of the Upper Cumberland. Grants are available for up to one (1) year.

Important Note on Priorities

Applications will be accepted for breast health or breast cancer screening, treatment, education, or support project in the listed counties. However, projects that specifically address the objectives outlined from the [Community Profile](#) listed in the “Statement of Need” below will be given priority. The Community Profile is a tool that provides the Upper Cumberland Affiliate with a working knowledge of the breast health needs in our community. All requests for science 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

Through a community needs assessment, the Upper Cumberland Affiliate of Susan G. Komen for the Cure has identified the following needs:

1. *Education about breast health and breast cancer treatment*
 - a. To general public
 - b. For those diagnosed
 - c. To health care providers
 - d. To school-age girls
 - e. In high poverty areas
 - f. To Hispanic population
 - g. To survivors

2. *Advocacy for breast health awareness and availability of services*
 - a. Public policy influence
 - b. For those diagnosed
 - c. For survivors
 - d. For families
 - e. To Community Groups

3. *Financial Support*
 - a. For screening
 - b. To enable access and transportation to services
 - c. For treatment

Important dates

Grant writing Workshop Thur. November 4, 2010

- 9am-3pm at BB&T Legge Insurance 1420 Neal St # 101, Cookeville, TN 38501-4332

Grant Proposals Due Tue. February 1, 2011

- Applications must be postmarked by this date to be accepted.

Announce Grants	Mon. March 7, 2011
Prepare Contracts, Have Signed	Thur. NLT March 31, 2011
Issue First Half Checks to Grantees	Fri. April 1, 2011
6-Month Progress Reports Due	September 2011
Issue 2nd Half Checks to Grantees	Fri. October 7, 2011
Final Progress Reports Due	Thur. June 30, 2012

Guidelines and Instructions for Applicants

The purpose of this program is to address the breast health and breast cancer screening, treatment, and education needs of the Upper Cumberland.

Eligibility

Applications must conform to the following eligibility criteria to be considered for funding:

- Applications must insure that all past and current Komen-funded grants or awards are up-to-date and in compliance with Komen requirements.
- Applicants must be a US nonprofit (federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies and Indian tribes are eligible.
- Applicant must be located in or providing services to one or more of the following 14 county Upper Cumberland Development Districts:

Cannon, Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, and White.

- 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.

Restrictions

- Salaries, if requested, are for personnel costs related to this project only and not the general work of employee.
- Applications must be submitted in English. US citizenship or residency is not required.

Allowable Expenses

- Funds may be used for the following types of program expenses:
- Salaries and fringe benefits for program staff
- Consultant fees
- Clinical services or patient care costs
- Meeting costs
- Supplies
- Travel
- Other direct program expenses
- Equipment, not to exceed \$5,000
- Indirect costs, not to exceed 15% of direct costs
- Educational material

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

- Medical or scientific research
- Scholarship or fellowships
- Construction or renovating of facilities
- Political campaigns or lobbying
- Endowments
- Debt reduction

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:

http://www.shopkomen.com/cart.php?m=product_list&c=93

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

Contracts

A grant contract will be the legal mechanism for funding.

Grant period

Grant period is for twelve months from receipt of first payment.

Payment and Reporting

The first payment will be made 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.

Letters of support and additional materials

DO NOT send additional materials (i.e. reprints, complete curriculum vitae or letters of support). These will not be reviewed.

Confirmation of receipt of application

Confirmation of receipt of application will be e-mailed to the project director.

Announcement

Announcement of grants awarded will be made by March 7, 2011. Project directors will be notified of the outcome of the review in writing.

Number of grants to be awarded

The actual number of awards will depend on the amount of funds available for this fiscal year and the amount of funding granted to each project.

Collaborative Partnerships:

- Collaboration is encouraged, but not required for a successful grant, between community organizations in order to increase efficiency in reaching targeted populations, and to increase access to services.

- Examples of potential partnerships might include:
 - A collaboration to share institutional capacity, such as a large community institution (e.g., a hospital, county health department, health care foundation, college or university) and one or more grass-roots community organizations working cooperatively to effectively deliver services to a target population in specific locations in the community.

For example

- A non-profit senior citizen center could partner with a for-profit hospital to provide free mammograms. The non-profit senior center would be the grantee.

The grant application process is competitive, whether or not an organization has received a grant in the past.

Submission Requirements

Applications must be submitted by the director of the project. Keep grant requests to the page limits, as stated above. Excess pages will be removed prior to review. Fax copies will not be accepted. Failure to adhere to these guidelines will result in delayed processing or refusal of the application. All proposals must be submitted **both** electronically **and** on paper. Applications must be postmarked by February 1, 2011

Paper Copy

- **1 original** printed document printed on plain, white, single-sided 8 ½ x 11 paper using 10 or 12 point font. The pages should be numbered and stapled in the left hand corner.

Upper Cumberland Affiliate of Susan G. Komen for the Cure

Attn: Grants Chair

1 South Jefferson Ave. Suite 205

Cookeville, TN 38501

Electronic copy

- Please submit an electronic copy to info@komenuppercumberland.org. Please use “Grant application” in the subject field.

Review

- **Compliance Review**
Applications received will be reviewed for compliance with the guidelines set forth in the Request for Application. If not in compliance applicants will be notified and given five days to make corrections and resubmit.
- **Grant Review**
Applications received complete, and meeting with compliance guidelines, will be submitted for grant review by a panel established through the Upper Cumberland Grants Committee.

Review Process

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, 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?

Sustainability: Is the program likely to be sustained? Is the impact likely to be long-term?

Applications should include and be ordered as follows:

1. Cover Page (Form attached)
Note: Signature of approving institutional personnel, other than project director, required.
2. Program Description (This section should not exceed five typewritten pages. Font size should be no smaller than a ten-point typeface.)
 - a. Brief explanation of project.
 - b. Statement of need/problem to be addressed.
 - c. Description of constituency to be served and how they will be benefited (please indicate number of persons to be served).
 - d. Description of program goals and measurable objectives.
 - e. Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your organization?
 - f. Timetable for accomplishing goals (Please note: six months reports are required).
 - g. Description of other organizations or entities, if any, participating in the Program. If applicable, letters of collaboration should be included from each organization.
 - h. Long term strategies for funding of the Program after initial funding.
 - i. A review of comparable programs offered in this service area and an explanation of how this program is unique.
 - j. Definition of success for the Program and how it will be measured.
 - k. Use of the Program's results and how they are to be disseminated.
3. Biosketch (Form A)
Provide the biographical information for the project director and attendant personnel listed in budget request (no more than two pages per person).
4. Budget (Form B)
Provide a detailed total program budget. All funding for this program, including other grants and general funds should be included in the budget. Please note that indirect costs may not exceed 15% of direct costs and equipment costs may not exceed \$5,000.
5. Budget Justification (Form C)
For each line item in the budget, provide a brief description of how the funds will be used and why they are programmatically necessary. List other committed and pending sources of support for the program.

Attachments

1. **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 (two page limit per individual).
2. **Proof of Non-Profit Status** – To document the organization's federal tax-exempt status, attach the determination letter from the Internal Revenue Service. Evidence of state or local exemption will not be accepted. Please do not attach the organization's Federal tax return.
3. **Most Recent Progress Report**- Previous grantees of the Upper Cumberland Affiliate of Susan G. Komen for the Cure must attach their six-month or final report for their most recent grant.

ABSTRACT PAGE

PROJECT DIRECTOR _____

ORGANIZATION/INSTITUTION _____

BCCCP PROVIDER? YES NO

TARGET POPULATION _____

Abstract

In the space below, please provide a short abstract, not to exceed 200 words, written in lay terms for release to the general public should this application be chosen for funding.

Permission to publish:

Permission is hereby granted to Susan G. Komen for the Cure, Inc. to publish the above abstract should this application be selected for funding.

SIGNATURE _____

DATE _____

NAME (TYPED) _____

PHONE NUMBER _____

BIOSKETCH FORM A

PROJECT DIRECTOR *(Last Name, First, Middle)*

Biographical Information			
Information should be submitted for the project director and other personnel included in budget request. Please use a separate form for each person.			
NAME		TITLE	
EDUCATION <i>(Begin with baccalaureate or initial professional education, such as nursing, include postdoctoral training)</i>			
INSTITUTION <i>(Indicate Location)</i>	DEGREE	YEAR CONFERRED	FIELD OF STUDY
<p>PROFESSIONAL EXPERIENCE: Please list, in chronological order, concluding with present position, previous employment, experience and honors. List, in chronological order, the titles, authors and complete references to all publications during the past three years and to representative earlier publications pertinent to this application.</p> <p>Do Not Exceed Two Pages</p>			

BUDGET FORM B

Detailed Budget for Entire Grant Period from _____ through _____		Total Requested Amount
Personnel (detail in Budget Justification form on next page)		
Supplies (itemize by category)		
Equipment (not to exceed \$5,000)		
Travel		
Patient Care Costs	Inpatient	
	Outpatient	
Other Expenses (itemize by category)		
Subtotal - Direct Costs		
Indirect cost allocation (not to exceed 15%)		
Total Funding Request from Komen for the Cure		

JUSTIFICATION FORM C

PERSONNEL

Name	Role on Project	Type of appt. (months)	% Effort on Project	Base Salary	Salary Requested	Fringe Benefit	TOTAL

(List additional personnel, if necessary.)