

Budget Questions

If you run out of money, can Komen provide you with more funds to complete your program?

No, increasing a grantee's budget comprises the integrity of the competitive grants process. It is vital to stick to your program budget.

What are indirect costs?

Indirect costs include all costs that cannot be identified directly to a program, but are necessary for the operation of an organization. Examples of indirect costs include accounting or HR staff salaries, office rent and utilities, computer maintenance, and building maintenance. Komen restricts indirect costs to 15% of the direct costs. To find this amount you would take your direct costs, multiply that number by .15 and the answer would be the limit of your indirect costs. Example: If a program had direct costs of \$15,000 then the indirect costs could not exceed \$2,250 ($15,000 \times .15 = 2,250$)

Should Grantees include salaries in their grant awards?

Typically, Affiliates award grants for programs and it is appropriate to pay for the portions of salaries that are related to those programs. In some cases, 100% of a staff position may be designated to a breast health program. In other instances, there may be partial salaries for several employees. When salaries are covered, it is important to also cover the expenses for fringe benefits that go along with those salaries. Some grantees are paid by the organization they work for and in turn the organization can claim their salary as an in-kind donation.

What are fringe benefits and at what percentage should we fund them?

Fringe benefits are those incentives that employers provide to employees beyond their wages. Common fringe benefits include medical, prescription, vision and dental insurance; paid holidays, vacation and sick time; flexible spending accounts; retirement plans; and disability and life insurance. Employers calculate a "fringe" rate which is the cost of benefits as a percentage of the base pay. They may have different rates for different types of employees. Fringe rates vary by type of organization, but on average, they range between twenty and thirty percent.

What is the prevailing Medicare rate for a screening and how do I find this amount?

This is a rate that is mandated by the federal government and accepted by any facility accepting Medicare. Ask someone in the imaging department of the facility you intend on using for this rate.

Am I required to attend the Grant Writing Workshop in order to submit a grant application?

No. It is wise to attend the workshop and usually results in a better written RFA.

Guideline Questions

Can a Grantee have more time to complete the program they were funded to do?

Sometimes a grantee may get off to a slow start or experience delays during the project period. Some programs find themselves progressing more slowly than anticipated. If this happens with a grantee, the Affiliate may consider providing a no-cost extension. This provides the grantee with additional time to complete the activities they were funded to do. This option applies only to changing the time line and does not have any financial benefit to the grantee beyond the initial grant award. The average extension is three to six months, but in some instances, can be as long as one year. No-cost extensions will be documented in the grant file using a Grant Change Form.

Can Komen grantees use Komen funds to provide services to undocumented immigrants?

Yes. Komen does not require proof of immigration status in order for the person to be eligible for services. In some cases, the grantee may have these types of rules.

Can a single grantee be awarded multiple grants in one year?

Yes, if they are for different distinct programs, preferably with different program directors. If the request is for one program with different locations, the grant proposal should be for the overall program with multiple locations noted in the budget and narrative.

Do grantees have to be tax-exempt? Is it acceptable if they only have a tax-exempt letter from the state?

It is Komen's policy that grants are only awarded to federally tax-exempt organizations. This is standard policy for the large majority of granting organizations like Komen. The non-profit designation needs to come from the U.S. Internal Revenue Service (IRS), not a state department.

Is genetic testing or counseling appropriate to fund through the community grant process?

Genetic counseling and testing are accepted screening methods for high-risk women and are not considered inherently experimental. As with mammography, the availability of affordable follow-up services is a concern. Women with a higher breast cancer risk should talk to their health care providers about getting screened earlier and/or more often. They may choose to have preventive surgery and/or take a risk-lowering drug. The grantee needs to ensure access for the follow-up of the patients in the event they need further care and cannot afford the expense.

What is a word count verses a character count?

A word count means the number of words used in a particular word grouping. The character count includes spaces and punctuation. In a word document, you can find the number of characters used typically by highlighting the area you want counted- select review- select word count. This will bring up a list that will include characters including spaces. Older word documents may go through different menus.