



2011- 2012 Guidelines for Submitting a Small Grant Application

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 events like the Komen Upper Cumberland Race for the Cure, we have invested \$455,000 in local breast health and breast cancer awareness projects in the fourteen counties of the Upper Cumberland. Up to 75 percent of net proceeds generated by the Komen Upper Cumberland Affiliate stay in the Upper Cumberland. 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 over \$1 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.

Funding Opportunities

The Komen Upper Cumberland Affiliate is currently offering grants up to \$5,000 to support breast health education projects, conference, and travel scholarships.

Important Dates

Small Grants Applications are accepted throughout the year. However, requests for support of travel scholarships, conferences, or other events must be received at least six weeks prior to the event.

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 located in or providing services to one or more of the following locations: the 14 counties of the Upper Cumberland.
- Project must be specific to breast health and/or breast cancer
- The applicant must be a non-profit organization with federal tax exemption. Individuals may not receive grants.

- Funding requests should not be for a project that would normally be eligible for funding through the yearly peer-reviewed Komen Grant process.
- Small Grant applicants are restricted to a maximum combined award of \$5,000 per calendar year, per program for any type of Small Grant (Travel, Conference and/or Small Grant). Travel Grants are limited to two per year, per program.

Allowable Expenses

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

- Educational materials
- Meeting Costs
- Supplies
- Travel
- Other direct program expenses
- Equipment for educational purposes

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

- Salaries and fringe benefits
- Clinical services or patient care costs
- Medical equipment
- Medical or scientific research
- Scholarships or fellowships
- Indirect costs
- Construction or renovation of facilities
- Political campaigns or lobbying

Educational Grants

Purpose: To raise awareness of breast cancer and increase the capacity of effective breast health programs

Amount: Up to \$5,000

Recognition requirements: The Upper Cumberland Affiliate of Susan G. Komen for the Cure® must be recognized in all materials.

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 letter 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

Travel Scholarships

Purpose: To assist grantees, health care professionals and advocates to attend, participate in and/or present at meetings, conferences or symposia that would increase the community knowledge of breast cancer and facilitate the exchange of ideas and communication between the scientific and lay public.

Amount: Up to \$1,000 for conferences in North American and up to \$2,000 for conferences outside of North America.

Recognition requirements: The Upper Cumberland Affiliate of Susan G. Komen for the Cure must be recognized in all materials.

Conference Grants

Purpose: To partner with other organizations to support local scientific or educational conferences, with an emphasis on those that enhance the interaction between the advocate, healthcare and scientific communities. The content must focus on breast cancer or breast cancer must make up a significant part of the conference

Amount: Up to \$5,000.

Recognition requirements: Conference organizers must provide complimentary registration for at least two (2) Affiliate representatives and an Affiliate display area where appropriate. In addition, the Upper Cumberland Affiliate of Susan G. Komen for the Cure must be recognized in all materials.

Pilot Program

Purpose: To execute a small program in order to measure success. A small scale new program that has demonstrated success will be a more successful large program. This small grant can be used as a test a large program idea on a smaller scale. Please visit the following website before completing your letter and be sure that your organization can agree to promote these messages: http://www.shopkomen.com/cart.php?m=product_list&c=93

Amount: Up to \$5,000

Recognition requirements: The Upper Cumberland Affiliate of Susan G. Komen for the Cure must be recognized in all materials.

Small Program

Purpose: To execute a program in line with Upper Cumberland Susan G. Komen's mission.

Amount: Up to \$5,000

Recognition requirements: The Upper Cumberland Affiliate of Susan G. Komen for the Cure must be recognized in all materials.

Submission Requirements

To apply for a Small Grant, send the small grant application cover sheet and a type-written letter up to two pages on plain, white, single-sided 8 ½ x 11 paper using 12-point font. One paper copy should be submitted. You may also e-mail an additional copy to

grants@komenuppercumberland.org. No special packaging (binders, plastic covers, etc.) or additional material (videotapes, annual reports, brochures, etc.) should be included.

The letter must contain the following information:

- A short description of the program or activity
- Measurable objectives
- How this grant will further Komen's mission
- Amount Requested
- Total Project Budget and other sources of funding
- Concise budget justification (explanation of how funds will be spent)
- For conferences only - anticipated number of participants, description of target participants, description of conference format including specific topics to be covered and speakers, if known.

- Other participating organizations

The letter should be signed by the organization's signatory, usually the President or Executive Director. Please attach proof of non-profit status.

The letter should be addressed and mailed as follows:

Grants
Upper Cumberland Komen Affiliate
1 South Jefferson Ave. Suite 205
Cookeville, TN 38501

Reporting Requirements: After the small grant is completed, a summary of the experience must be written and submitted to Upper Cumberland Komen Affiliate office. There are no page requirements for a summary. Summaries of experience are submitted to the board.



Small Grant Application Cover Page

Project Title: _____

Organization: _____

Amount Requested: _____

Please indicate the type of small grant:

_____ Conference/Travel _____ Educational program _____ Pilot _____ Small program

Project Director Information

First Name: _____ Last Name: _____ Degree(s): _____

Email: _____

Phone: _____ Fax: _____

Address: _____

City _____

: _____ State: _____ Zip (include +4): _____ -

Project Description/Abstract: Please limit your abstract to 1200 characters.): Will be published

Geographical Area Served: _____

Is your organization involved with the National Breast and Cervical Cancer Early Detection Program?

- Yes
- No

Target Populations (select up to three primary populations):

Ethnic/Racial Groups

- African American
- American Indian/Alaskan Native
- Asian
- Hispanic/Latina(o)
- Middle Eastern
- Pacific Islander
- White/Caucasian

- High School Students
- Incarcerated
- Lesbian/Gay/Bisexual/Transgender
- Low-Literacy
- Men
- Persons With Disabilities

Patients

- Breast Cancer Patients
- Breast Cancer Survivors
- Lymphedema Patients
- Recently Diagnosed Patients

Medically Underserved

- Homeless
- Immigrants
- In a Shelter

- Migrant Workers
- Refugees
- Rural

Health Professionals

- Health Educators
- Healthcare Providers
- Scientists

Other Groups

- Co-Survivors
- College Students
- Elderly(>65)

Required Signatures

I understand that funding decisions are made at the sole discretion of Upper Cumberland Susan G. Komen.

Program Director

Signature: _____ Date: _____
Name: _____ Title: _____

Approving Institution Official Signature

Signature: _____ Date: _____
Name: _____ Title: _____