



## Request for Applications

The Tri-Cities Affiliate of Susan G. Komen for the Cure<sup>®</sup>—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 Tri-Cities Race for the Cure, we have invested over \$900,000 in local breast health and breast cancer awareness projects in our 3 state, 22 county service area. Up to 75 percent of net proceeds generated by the Komen Tri-Cities Affiliate stay in our 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<sup>®</sup>, we have invested more than \$1.3 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](http://www.komen.org) or call 1-877 GO KOMEN.

### **Funding Opportunities**

The Komen Tri-Cities Affiliate is currently offering grants for innovative programs that reduce breast cancer mortality, especially among those who are disproportionately affected by this disease. Through a community needs assessment, available at [www.komentricities.org](http://www.komentricities.org), we have identified the following funding priority areas to meet our strategic priority to increase the number of women who have received a screening mammogram within their recommended timeframe:

1. programs which help educate the populace on the criticality of early screening mammograms
2. programs that help motivate women to get the screening mammograms

3. programs which will help remove existing barriers to get a screening mammogram such as childcare, transportation, accessibility and affordability

While other grant requests will be considered, grants serving the above stated priorities will be given priority for review and funding.

### **Important Dates**

Application Deadline	February 2, 2010
Award Notification	March 12, 2010
Award Period	April 1, 2010 – March 31, 2011

### **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 non-profit organizations located in or providing services to one or more of the following locations:
  - Tennessee – Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi, Washington counties
  - Virginia – Buchanan, Dickenson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise counties
  - North Carolina – Avery, Madison, Mitchell, Watauga, Yancey counties
- Project must be specific to breast health and/or breast cancer

### **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

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

### **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/educational-materials/index.php?c=7000>

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](http://www.shopkomen.org).

### **Submission Requirements**

All proposals must be type-written on plain, white, single-sided 8 ½ x 11 paper using 12-point font. Four copies (one original and three duplicates) should be submitted. The pages should be numbered and each copy stapled in the top left corner. **No special packaging (binders, plastic covers, etc.) or additional material (videotapes, annual reports, brochures, etc.) should be included.** Electronic submission is also required and the application should be sent to [sloan\\_w\\_maes@wellmont.org](mailto:sloan_w_maes@wellmont.org). **Please submit hard copies to: Sloan Maes, Director of Oncology Services, Nicewonder Cancer Center, Bristol Regional Medical Center, 1 Medical Park, Bristol, TN 37620.**

Applications, both paper version and electronic must be received on or before February 2, 2010. **No late submissions will be accepted.**

### **Review Process**

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

**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?

**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?

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.

**Customer Support:** Questions should be directed to

Sloan Maes, RN, MSN, AOCN  
Grants Chair  
(423) 844-2376  
sloan\_w\_maes@wellmont.org

## Application Instructions

### Cover Page

Complete the attached cover page including an abstract (project summary). The abstract should be limited to 1,200 characters, including spaces and punctuation (approximately 225 words). The abstract should provide a brief description of the proposal including the following: 1) the purpose of the program; 2) a description of key activities; 3) a summary of evaluation methods; and 4) the likely impact of the program. The signature of approving institutional personnel, other than the project director, is required.

### Program Description (limit – 8 pages):

1. **Background:** Describe the organization's history, mission, and goals. Describe current programs and recent accomplishments.
2. **Statement of Need/Problem:** Describe why the proposed project is needed. Describe the population to be served. Review comparable programs offered in this service area and explain how this program is unique.
3. **Goals and Objectives:** State the program goals and measurable objectives, including the number of people to be served. Explain how the goals and objectives address the selected priority area.
4. **Activities and Timeline:** 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.
5. **Collaboration:** Describe the other organizations or entities, if any, participating in the Program.
6. **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.
7. **Organizational Capacity:** 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.
8. **Sustainability:** Explain how this program and its impact will be sustained long-term. What resources (financial, personnel, partnerships, etc.) will be needed 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 this project.

### Budget (form attached)

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.

### Budget Justification

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 all 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 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.