



2017-2018

# REQUEST FOR APPLICATIONS

Small Grants

## About Susan G. Komen®

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life. Komen Central and Western Oklahoma is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Oklahoma City Race for the Cure®, Komen Central and Western Oklahoma has invested over \$10 million in community breast health programs in 47 counties and helping contribute to the more than \$800 million invested globally in research. For more information about Susan G. Komen®, breast health or breast cancer, visit [Komen.org](http://Komen.org) or call 1-877 GO KOMEN.

## Notice of Funding Opportunity and Statement of Need

With the support of findings from the 2015 Komen Central and Western Oklahoma Community Profile, we are proud to be offering **Small Grants up to \$5,000** supporting fully or in-part a one-time or capacity building project promoting breast cancer prevention and early detection within our 47 county service area. Special consideration is given to projects focusing on the designated target counties identified by the 2015 Community Profile – Carter, Comanche, Garfield, Oklahoma, and Texas Counties. Additionally, programs should be oriented according to one of four categories which are discussed in the table on the next page. Each category includes need-based recommendations for specific program design, but should not limit the proposal you have in mind. Utilize the 2015 Community Profile, including the Mission Action Plan, as a resource for developing a strong, well justified proposal. For applications seeking funds greater than \$5,000 or seeking to provide direct services such as breast cancer screening, diagnostic and/or treatment, please refer to our **Community Grants RFA (\$75,000 max)**.

## Important Dates

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

## Review Process

Each grant application will be individually and thoroughly reviewed by at least three members from Komen Central and Western Oklahoma staff and Board of Directors. The four areas of scoring criteria, weight, and point system is discussed below.

## Technical Assistance

We strongly consider contacting Komen Central and Western Oklahoma Mission staff (info provided below) for technical assistance related to developing, writing, and submitting a strong proposal.

**2017-2018 Small Grant Priority Areas for Funding**

STEP 1:		STEP 2:		
Target Areas (select at least one)	Weight	Funding Priorities and Suggested Project Design (select one priority, with or without suggested design)	Weight	
Oklahoma County	1	<p><b>Capacity Building Grant</b> To support the development of well-defined projects or to help build organizational infrastructure by providing funds to refine/improve skills, strategies or organizational systems.</p>	<p><b>Design</b> Projects focusing on patient navigation aligned with established or development of evidence-based model(s) best practices focusing on improving access to quality and timely care for Black/African American and Hispanic/Latina women ages 40-49.</p>	1
Comanche County	1	<p><b>Education/Outreach Grant</b> To explore new approaches to reach target communities and provide opportunities to creatively meet identified educational or outreach needs.</p>	<p><b>Design</b> Projects focusing on community-wide breast cancer awareness event(s) partnering with at least two programs providing direct access to free or low cost breast screening and diagnostics for high risk, low-income, and/or uninsured women ages 35+.</p>	2
Carter County	1	<p><b>Conference Grants</b> To support other organizations in presenting 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.</p>	<p><b>Design</b> Projects focusing on convening key community stakeholders to promote establishing and/or strengthening a network of provider-based partnerships connecting all areas of the Continuum of Care for low income and/or uninsured women ages 40-65. Must include commitment for overall impact – how to keep women in and progressing through the Continuum of Care annually.</p>	3
Texas County	1	<p><b>Travel Grant</b> To assist grantees and health care professionals to attend, participate in and/or present at meetings, conferences or symposia that would increase the community knowledge of breast cancer. Up to \$2,000 per person, travel grants must be awarded to an organization, not an individual.</p>	<p><b>Design</b> Projects focusing on events related to specialized areas such as metastatic breast cancer, patient navigation, healthcare for uninsured and/or low-income, health literacy, and survivorship.</p>	4
Garfield County	1			
Other county within service area.	2			

*Note: If applying for a conference or travel grant, select the qualifying county in which you or your organization reside.*

## Eligibility

Applicants must meet the following eligibility criteria to be considered for funding:

- Program must be specific to breast health and/or breast cancer. If a program includes other health issues along with breast cancer, such as a breast and cervical cancer program, funding may only be requested for the breast cancer portion.
- The program must be a one-time event or capacity building project.
- All past and current Komen-funded grants or awards to applicant are up-to-date and in compliance with Komen requirements.
- Applicant has current tax exempt status under the Internal Revenue Service code.
- Applicant, must be a non-profit organization or government agency located in or providing services to one or more of the following locations:
  - Alfalfa, Beaver, Beckham, Blaine, Caddo, Canadian, Carter, Cimarron, Cleveland, Comanche, Cotton, Custer, Dewey, Ellis, Garfield, Garvin, Grady, Grant, Greer, Harmon, Harper, Jackson, Jefferson, Johnston, Kay, Kingfisher, Kiowa, Lincoln, Logan, Love, Major, Marshall, McClain, Murray, Noble, Oklahoma, Payne, Pontotoc, Pottawatomie, Roger Mills, Seminole, Stephens, Texas, Tillman, Washita, Woods, & Woodward Counties
- If applicant, or any of its key employees, directors, officers or agents is convicted of fraud or a crime involving any other financial or administrative impropriety in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After such 12 month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.
- Funding requests should not be for projects that provide direct services such as screening, diagnostics, or treatment that would normally go through the annual peer-reviewed Komen Community Grant process.

## Allowable Expenses

Funds may be used for the following types of expenses provided they are directly attributable to the program:

- Consultant fees
- Meeting costs
- Supplies
- Reasonable travel costs related to the execution of the program
- Other direct program expenses

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

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
  - Specific examples include, but are not limited to, projects or programs designed to:
    - Understand the biology and/or causes of breast cancer
    - Improve existing or develop new screening or diagnostic methods
    - Identify approaches to breast cancer prevention or risk reduction
    - Improve existing or develop new treatments for breast cancer or to overcome treatment resistance, or to understand post-treatment effects
    - Investigate or validate methods
- Development of educational materials
- Education regarding breast self-exams/use of breast models
- Indirect costs
- Construction or renovation of facilities
- Political campaigns or lobbying
- Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)

- Debt Reduction
- General operating funds
- Event sponsorships
- Projects completed before the date of grant approval
- Payment made directly to individuals
- Land acquisition
- Program-related investments/loans
- Scholarships
- Clinical services or patient care costs (e.g. screening, diagnostics or treatment)

### **Important Granting Policies**

Please note these policies before submitting a proposal. These policies are non-negotiable.

- No expenses may be accrued against the grant until the agreement is fully executed.
- Any unspent funds over \$1.00 must be returned to Komen.
- At Komen's discretion, grant payment will be made in one installment after grant agreement execution or pending receipt and approval final report. All travel funds will be awarded on terms of reimbursement. Funds will be disbursed 45 days after all reports and travel receipts are submitted.
- Grantee will be required to submit one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
- Insurance will not be required at the time of application, but will be required before grant agreement execution, if awarded. Grantee must agree to maintain and will cause any collaborating organizations to maintain the following insurance during the term of a grant agreement:
  - ✓ Commercial general liability insurance with combined limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate;
  - ✓ Workers' compensation insurance in the amount required by law of the state(s) in which workers are located and employers liability insurance with limits of not less than \$1,000,000; and
  - ✓ Excess/umbrella insurance, in excess of the commercial general liability insurance listed above, with a limit of not less than \$3,000,000.
  - ✓ In the event any transportation services are provided in connection with program, \$1,000,000 combined single limit of automobile liability coverage will be required.
  - ✓ Grantee will name Komen and Komen National as Additional Insureds on its commercial general liability policy solely with respect to the Project and any additional policies and riders entered into by Grantee in connection with the Project.
  - ✓ Grantee will provide Komen with a certificate of insurance evidencing the insurance coverage and naming of Komen and Komen National as Additional Insureds by uploading such certificate in GeMS.

### **Eligible Program Categories**

- Educational/Outreach Grants
  - Purpose: To educate targeted populations about breast health/breast cancer and encourage action to seek care.
  - Amount: Up to \$5,000
  - Recognition requirements: Komen Central and Western Oklahoma must be recognized in all materials.

- Capacity Building Programs
  - Purpose: To support the development of well-defined projects or to help build organizational infrastructure by providing funds to refine/improve or create skills, strategies or organizational systems.
  - Amount: Up to \$5,000
  - Recognition requirements: Komen Central and Western Oklahoma must be recognized in all materials.
  
- 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 or facilitate the exchange of ideas and communication between the scientific and lay public.
  - Amount: Up to \$2,000 per individual. Travel scholarship recipients must submit original receipts and a final report in order to be reimbursed.
  
- Conference Grants
  - Purpose: To support other organizations in presenting 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 or such subjects 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, Komen Central and Western Oklahoma must be recognized in all materials.

### **Educational Materials and Messages**

Susan G. Komen is a source of information about breast health and breast cancer for people all over the world. To reduce confusion and reinforce learning, we only fund programs that involve educational messages and materials that are consistent with those promoted by Komen, including promoting the messages of breast self-awareness-- know your risk, get screened, know what is normal for you and make healthy lifestyle choices. The consistent and repeated use of the same messages will improve retention and the adoption of the actions we think are important. Please visit the following webpage before completing your application and be sure that your organization can agree to promote these messages: <http://ww5.Komen.org/BreastCancer/BreastSelfAwareness.html>.

#### *Breast Self-Exam \*\*IMPORTANT\*\**

According to studies, teaching breast self-exam (BSE) has not been shown to be effective at reducing mortality from breast cancer and therefore **Komen will not fund education programs that teach or endorse the use of monthly breast self-exams or use breast models**. As an evidence-based organization, engaging in activities that are not supported by scientific evidence pose a threat to Komen's credibility as a reliable source of information on the topic of breast cancer.

#### *Creation and Distribution of Educational Materials and Resources*

Komen Affiliate Grantees must use/distribute only Komen-developed or Komen-approved educational resources, including messages, materials, toolkits or online content during their grant period. This is to ensure that all breast cancer messaging associated with the Komen name or brand are safe, accurate, based on evidence and consistent and to avoid expense associated with the duplication of effort to develop educational resources. If applicants/grantees intend to develop educational materials that are otherwise not provided by Komen, they must be approved by the Affiliate and Komen Headquarters prior to development. Awarded applicants should request and receive prior approval from Komen Central and

Western Oklahoma staff for printing and distribution of any materials developed in conjunction with the project.

Komen grantees are eligible to receive preferred pricing for Komen educational materials. Komen materials should be used and displayed whenever possible. To view our educational materials, visit [www.shopkomen.com](http://www.shopkomen.com).

#### *Use of Komen's Breast Cancer Education Toolkits and Other Resources*

Susan G. Komen has developed Breast Cancer Education Toolkits for Hispanic/Latina (available in English and Spanish), Black/African American and Chinese (available in English and Chinese) communities. They are designed for educators and are a great resource that organizations can implement in their communities.. These tools are available at no cost. To access the Toolkits, please visit <http://komentoolkits.org/>.

#### **Submission Requirements**

All proposals must be submitted online through the Grants e-Management System (GeMS): <https://affiliategrants.komen.org>.

#### **Review Process**

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

##### **1. Statement of Need 20%**

Does the program provide services to one or more of the target communities described in the Affiliate's Community Profile?

How closely does the program align with the funding priorities stated in the RFA?

##### **2. Program Design 20%**

Is the program culturally competent?

Is the program evidence-based?

How likely is it that the objectives and activities will be achieved within the scope of the funded program?

Is the program 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 program?

If the proposed program includes collaboration with other organizations, are the roles of the partners appropriate, relevant and clearly defined?

##### **3. Impact 20%**

Will the program have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care?

Will the program have a substantial impact on the need described in the funding priority selected?

Is the impact likely to be long-term?

##### **4. Organization Capacity 20%**

Does the applicant organization, Project Director and his/her team have the expertise to effectively implement all aspects of the program?

Is there evidence of success in delivering services to the target population?

Is the organization fiscally capable of managing the grant program, including having appropriate financial controls in place?

Does the applicant organization have the equipment, resources, tools, space, etc., to implement all aspects of the program?

Does the organization or staff have appropriate licenses, certifications, accreditations, etc. to deliver the proposed services?

Does the organization have a plan to obtain the resources (financial, personnel, partnerships, etc.) needed to sustain the program beyond the grant term (if awarded)? Are collaborations (if proposed) likely to be sustained beyond the grant term?

Does the applicant organization have long-term support from organizational leadership?

## 5. Monitoring and Evaluation 20%

Is there a documented plan to measure progress against the stated program goal and objectives, and the resulting outputs and outcomes?

Is there sufficient monitoring and evaluation (M&E) expertise for the program?

Are there sufficient resources in place for M&E efforts?

The table below demonstrates the point scale by which your application will be scored across the five areas of scoring criteria:

<b>7 Exceptional</b>	Very strong with no weaknesses identified
<b>6 Excellent</b>	Very strong with a few minor weaknesses identified
<b>5 Good</b>	Strong with at least one moderate weakness identified
<b>4 Satisfactory</b>	Some strengths and several moderate weaknesses identified
<b>3 Fair</b>	A few strengths and at least one major weakness identified
<b>2 Marginal</b>	Very few strengths and a few major weaknesses identified
<b>1 Poor</b>	No strengths and several major weaknesses identified
<b>Minor Weakness:</b> An easily addressable weakness that does not substantially lessen ability to meet criteria	
<b>Moderate Weakness:</b> A weakness that lessens ability to meet criteria	
<b>Major Weakness:</b> A weakness that severely limits ability to meet criteria	

## APPLICATION INSTRUCTIONS

The application will be completed and submitted via GeMS, <https://AffiliateGrants.Komen.org>. For an application instruction manual, please visit our website, [KomenCWOK.org](http://KomenCWOK.org), or contact Elizabeth, [elizabeth@KomenCWOK.org](mailto:elizabeth@KomenCWOK.org). When initiating an application on GeMS, please make sure it is a **Small Grants** application, **designated “SG”**, and not a Community Grants (“CG”) application in order to apply to this RFA.

Please note, organizations applying for Travel grants only need to complete the Project Profile, Project Abstract, Travel (Budget) and Project Budget Summary pages in GeMS. On the Project Budget Summary page, the organization is required to upload a 2-3 page proposal in Word or pdf form detailing the type of meeting, training, conference or symposia that the organization is requesting travel to; if the participant(s) will be attending or presenting; and how attendance or participation would increase the community knowledge of breast cancer. Please also upload a copy of the meeting or conference agenda, if known.

## PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

Attachments for the Project Profile page (if applicable):

- Letters of support or memoranda of understanding from proposed collaborators— To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.

## **ORGANIZATION SUMMARY (limit – 1,000 characters)**

This section collects detailed information regarding your organization's history, mission, staff/volunteers and budget.

## **PROJECT PRIORITIES AND ABSTRACT (limit – 1,000 characters)**

This section collects important information regarding the priorities to be addressed and a summary of the project (abstract). This abstract should include the target communities to be served, the need to be addressed, a description of activities, the expected number of individuals served and the expected change your program will likely bring in your community. The abstract is typically used by the Affiliate in public communications about funded projects.

## **PROJECT NARRATIVE (limit- 8,000 characters)**

This section is the core piece of the application. After reading the project narrative an individual should fully understand the components of your program and what your program intends to complete. The project narrative must contain the following information:

- A clear, concise (recommend 100 words or less) Statement of Need demonstrating why this project is important and how it is aligned with the Small Grant funding priorities and/or the Mission Action Plan set forth in the 2015 Community Profile.
- A description of the program or activity
- How this grant will further Komen's mission
- How the program will reach the target audience/community
- 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.
- Within your narrative, be sure to address the review criteria.

## **PROJECT TARGET DEMOGRAPHICS**

This section should include information regarding the various groups you intend to target with your program. This does not include every demographic group your program will serve but should be based on the groups on which you plan to focus your program's attention.

## **PROJECT WORK PLAN**

In the Project Work Plan component of the application on GeMS, you will be required to submit the goal and objectives:

- A **Goal** is a high level statement that provides overall context for what the program is trying to achieve.
- **Objectives** are specific statements that describe what the program is trying to achieve to meet the Goal. An objective should be evaluated at the end of the program to establish if it was met or not met.

All applications must include only one program goal and no more than three objectives. Please ensure that all objectives are **SMART** objectives:

**Specific Measurable Attainable Realistic Time-bound**

A guide to crafting SMART objectives can be located at the following:

<http://ww5.komen.org/WritingSMARTObjectives.html>.

Write your Project Work Plan with the understanding that each item must be accounted in the final report. **The Project Work Plan should only include a goal and objectives that will be accomplished with funds requested from Komen Central and Western Oklahoma.** Objectives that



will be funded by other means should not be proposed here, but instead, can be included in your overall project narrative.

Attachments for the Project Work Plan page(s):

- **Evaluation forms, surveys, logic model, etc.** related to demonstrating the effectiveness of your program as defined in your work plan.

### Budget

For each line item in the budget, provide a calculation and a brief justification explaining how the funds will be used and why they are necessary to achieve proposed objectives. A description of each budget category follows:

#### CONSULTANTS

This section should be completed if your program requires a consultant to help with a piece of the program. Consultants are persons or organizations that offer specific expertise not provided by staff and are usually paid by the hour or day.

#### SUPPLIES

This section should include office supplies, education supplies, and any other type of supplies your organization will need to complete the project.

**NOTE: Komen grant funds may not be used for the development of educational materials or resources. If awarded project funds, grantees must use/distribute only Komen-developed or Komen-approved educational resources. Komen grantees are eligible to receive preferred pricing for Komen educational materials. Komen materials should be used and displayed whenever possible. To view our educational materials, visit [www.shopkomen.com](http://www.shopkomen.com).**

#### TRAVEL

This section should be completed if you are requesting funds for any type of travel including conference travel, registration fees and mileage reimbursement.

#### OTHER

This section should include any allowable expenses that do not fit the other budget categories. This section should only be used if the item cannot be included on any of the other various budget sections.

#### Example budget sheet (Small Grants):

	Requested from Komen	Cash	In-kind	TOTAL
Salaries and Fringe	NOT ACCEPTED			
Consultant Costs				
Supplies				
Travel				
<b>Patient Care Costs</b>				
Screening	NOT ACCEPTED			
Diagnostics	NOT ACCEPTED			
Treatment	NOT ACCEPTED			
Transportation	NOT ACCEPTED			
Subcontracts				
Other				
Subtotal – Direct Costs				
Indirect Costs	NOT ACCEPTED			
Total	\$500-\$5,000			
<b>Budget Justification:</b>				

**Requested from Komen** – Funds needed to support the proposed project.

**Cash** – Other funding sources secured to support the proposed project. If none, insert zeros.

**In-kind** – Financial support for the project provided by the applying organization. Demonstrate your organization's investment for the proposed project.

**TOTAL** – Combined totals across all sources of support for the proposed project.

**Budget Justification** – Provide a complete and thorough budget justification in this section for each line item in the 'Requested from Komen' column. Discuss in detail how you arrived at each amount.

The following documents will need to be uploaded into the **Project Budget Summary** page at the time of application:

- **Proof of Tax Exempt 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.
- **For Travel Grants only**, upload a 2-3 page proposal in Word or pdf form detailing the type of meeting, training, conference or symposia that the organization is requesting travel to; if the participant(s) will be attending or presenting; and how attendance or participation would increase the community knowledge of breast cancer.
- **For Travel Grants only**, upload a copy of the meeting or conference agenda, if known.

### **Resources**

Refer to the following resources throughout the application process:

- GeMS Applicant Manual
- 2015 Community Profile Report
- Request technical assistance from Komen Central and Western Oklahoma Mission staff

### **Applicant Support**

Questions should be directed to:

Elizabeth Hart, Mission Programs Manager

405.526.2873 ext. 201

[Elizabeth@KomenCWOK.org](mailto:Elizabeth@KomenCWOK.org)