Request for Applications

Susan G. Komen Quad Cities® along with those who generously support us with their talent, time and resources – works 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. Up to 75 percent of net proceeds generated by Komen Quad Cities stays in eastern Iowa and western Illinois. The remaining income goes to the Susan G. Komen Research Program to support grants and scientific partnerships to find the cures. Through events like the Komen Quad Cities Race for the Cure, **we have invested more than $4 million in local breast health and breast cancer awareness projects in our eight county service area**.

About Susan G. Komen

Nancy Goodman Brinker promised her dying sister, Susan Goodman 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 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 more than $1.9 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, breast health or breast cancer, visit www.komen.org or call 1-877 GO KOMEN.

Statement of Need

The findings from the 2011 Komen Quad Cities Community Profile revealed that Scott, Muscatine and Rock Island counties have the highest needs within our service area. Generally, they each have a higher minority population than the other counties, a higher percentage of women diagnosed at later stages, higher poverty levels and higher percentages of uninsured women. Muscatine County also has a shortage of outreach and education programs as well as physical limitations to access all levels in the continuum of care. The Executive Summary of the 2011 Community Profile can be found on our website at http://www.komenquadcities.org.

Drawing from the profile, Komen Quad Cities has identified the following funding priority areas:

1. Decrease the percentage of late stage breast cancer diagnoses in Muscatine County by increasing outreach and education opportunities, particularly among the Hispanic population
2. Increase outreach efforts to Hispanic and African American communities in Rock Island and/or Scott County
3. Ensure access to quality breast health across the continuum of care to persons in Rock Island and/or Scott Counties

Grants that address one of these priority areas will receive 10 bonus points. You must describe in your application how you address one or more area to receive these bonus points.

Important Dates

RFA Released	November 1, 2013	
Grant Application Workshops	November 7, 2013	3:00pm – 4:00pm
	November 12, 2013	9:00am – 10:00am
GeMS Workshop	November 21, 2013	3:00pm – 4:00pm
Application Deadline	**Friday, December 13, 2013 at 11:59 PM CST**	
Award Notification	March 15, 2014	
Project Period	April 1, 2014 – March 31, 2015	

Eligibility

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

- All past and current Komen-funded grants or awards to applicant are up-to-date and in compliance with Komen requirements

- Applicant has tax exempt status under the Internal Revenue Service code

- Applicant must be a non-profit organization located in or providing services to one or more of the following locations:

  - Cedar County, Iowa
  - Clinton County, Iowa
  - Henry County, Illinois
  - Mercer County, Illinois

  - Muscatine County, Iowa
  - Rock Island County, Illinois
  - Scott County, Iowa
  - Whiteside County, Illinois

- Project must be specific to breast health and/or breast cancer

- 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, then applicant is not eligible to apply for a grant during this current cycle and will not be eligible to apply for a new grant until the later of 12 months after the conviction or until applicant can demonstrate that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.

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

- Reasonable travel costs related to program execution
- Other direct program expenses
- Equipment, not to exceed $5,000
- Indirect costs, not to exceed 15% of direct cost

*****Given the pending changes in coverage of mammograms and expanded insurance coverage for all Americans under the Affordable Care Act, applicants that request funds for screenings or other medical procedures MUST DESCRIBE the need anticipated in the post-ACA era.** Please include data

describing anticipated insurance coverage rates in your service area, anticipated gaps in service coverage, <u>and ways that you will educate and encourage uninsured individuals to enroll in an available health plan</u>. Generic or old needs data will not suffice; you need data specific to post-ACA needs. Requests for funds for clinical services or patient care costs normally covered by insurance **WILL NOT** receive funds without this justification.

Funds may <u>**not**</u> be used for the following purposes:

- Medical or scientific research
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- General operating funds (except indirect cost)
- Debt reduction
- Annual fundraising campaigns
- Event sponsorships
- Projects completed before the date of grant approval

- Building/renovation
- Capital campaigns
- Employee matching gifts
- Land acquisition
- Program-related investments/loans
- Scholarships
- Education regarding breast self-exams and/or use of breast models
- Thermography

Educational Materials and Messages

Susan G. Komen 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 consistent with those promoted by Komen, including promoting the messages of breast self-awareness: e.g., 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 adoption of actions we think are important. **Because Susan G. Komen does not recommend monthly breast self-exams, we will not fund education programs that teach monthly breast self-exams or use breast models.** Komen does, however, support programs that educate about breast self-awareness. Please visit the following webpage before completing your application to ensure that your organization can agree to promote these messages: http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html

Komen grantees can receive preferred pricing for Komen educational materials which should be used and displayed whenever possible. To view our educational materials, visit www.shopkomen.com/quadcities.

Submission Requirements

All applications must be submitted online through the Komen Grants e-Management System (GeMS): https://affiliategrants.komen.org. Training on use of the GeMS system will occur at the grant workshops referenced above.

Applications must be received on or before **Friday, December 13, 2013 at 11:59 PM CST.** No late submissions will be accepted.

Review Process

A panel consisting of at least three independent reviewers will review each grant application. They will consider each of the following selection criteria:

- **Impact (30 points):** Will the project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? If the project requests funds for clinical services or patient care costs, does the application clearly document the need for Komen support in the post-Affordable Care Act era? Will the project have a substantial impact on the priority selected? How closely does the project align with the funding priorities stated in the RFA? Does the project have a sufficient and documented plan to evaluate its impact? Is the impact likely to be long-term?

- **Feasibility (25 points):** How likely is it that the objectives and activities will be achieved within the scope of the funded project? Is the project 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 project?

- **Capacity (15 points):** Does the applicant organization, Project Director and his/her team have the expertise to effectively implement all aspects of the project? Is the organization respected and valued by the target population? Is it culturally competent?

- **Collaboration (10 points):** Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

- **Sustainability (10 points):** Is the project likely to be sustained? Will collaborations (if proposed) likely to continue beyond the project period?   Does the applicant organization have other sources of funding sufficient to continue the project once Komen funds expire?

- **Priority (10 points)**: Does the project address the priority needs outlined on page 1?

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 and depends upon the quality of this application, the quality of the applicant pool, and the funds available for distribution.

Beginning in 2014, grant recipients have the option of hosting a site visit with Komen board and volunteers. Site visits will become mandatory beginning in 2015.

Applicant Support: Questions should be directed to:

M. Linda Wastyn	Jenny Brinkmeyer
Grants Chair	Affiliate Coordinator
Linda@WastynAssoc.com	JMBrinkmeyer@komenquadcities.org
(563) 210-1321	(563) 421-1905

Application Instructions

Complete and submit applications on GeMS, https://affiliategrants.komen.org. For an application instruction manual, please visit the Affiliate's Grants webpage http://www.komenquadcities.org or contact M. Linda Wastyn, Grants Chair at Linda@WastynAssoc.com, (563) 210-1321 or Jenny Brinkmeyer, Affiliate Coordinator at, JMBrinkmeyer@komenquadcities.org, (563) 421-1905. When initiating an application on GeMS, please make sure it is a **Community Grants** application and not a Small Grants application.

Project Narrative
In the Project Narrative page of the application on GeMS, address the requests below for each section.

Organization Capacity (limit - 3,500 characters)
- Explain why the applicant organization is best-suited to lead the project and accomplish the goals and objectives set forth in this application.
- Describe evidence of success in delivering breast health/cancer services to the proposed population.
- Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.
- Describe the organization's current financial state. Has your organizational budget increased or decreased from last year? Please explain why.

Statement of Need (limit - 3,500 characters)
- Describe the population to be served.
- Describe evidence of the risk/need within that population.
- Provide population characteristics (race, ethnicity, economic status, and breast cancer statistics) specific to the target population. ***If you are requesting funds for <u>screenings or other medical procedures</u>***, you ***MUST DESCRIBE the need anticipated in the post-ACA era.*** Generic or year-old need data will not suffice. This includes data describing anticipated insurance coverage rates in your service area, anticipated gaps in service coverage, <u>and ways that you will educate and encourage uninsured individuals to enroll in an available health plan</u>.

Project Description (limit - 3,500 characters)
- Explain how the project's goals and objectives, as outlined in your Project Work Plan, address one or more of the priorities outlined in the Affiliate's Community Profile/Statement of Need.
- Explain how the project will increase the percentage of people who enter, stay in, or progress through the continuum of care.

Collaboration (limit - 3,500 characters)
- Describe the roles and responsibilities of all organizations or entities participating in the project.
- Explain how the collaboration strengthens the project and why these organizations are best suited to carry out the project and accomplish the goals and objectives set forth in this application.

Sustainability (limit - 3,500 characters)
- Describe the plan to secure and allocate resources (financial, personnel, partnerships, etc.) to sustain the program at the conclusion of the grant period. What are your organization's plans to support the project director to implement, manage and oversee all aspects of the proposed project?
- What efforts will you take to communicate this project to your organizational leadership to ensure buy-in?

Evaluation (limit - 3,500 characters)
- Describe in detail how the organization(s) will measure progress against the stated project goals and objectives. Please include any templates, logic models, or surveys in the attachments.
- Describe how the organization(s) will assess the impact of the project on the selected priority. Please include any templates, logic models, or surveys in the attachments.
- Describe how the organization(s) will assess program delivery. Please include any templates, logic models, or surveys in the attachments.
- Describe the monitoring and evaluation (M&E) expertise that will be available for this purpose.
- Described the resources available for M&E during the course of the project. Specify if these resources are requested as part of this grant, or if they exist within organizational resources.

Priority (limit - 3,500 characters)
- Describe how your project addresses one or more of the priorities outlined on page 1.

Project Work Plan

In the Project Work Plan component of the GeMS application, you will submit goals, objectives, timelines, intended interventions, individual(s) responsible for completing each objective, the anticipated number of individuals served, and proposed evaluation method.

Attachments
1. **Information regarding Key Personnel** – Provide a resume or *curriculum vitae* for key personnel currently employed by the applicant organization. For new or vacant positions, provide job descriptions *(Two page limit per individual or position)*.
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.
3. **Letters of support or memoranda of understanding from collaborators (if applicable)** – To describe the nature of the collaboration and the services/expertise/personnel planned through the collaboration.
4. **Evaluation forms, surveys, logic model, etc.** to demonstrate the effectiveness of your program as defined in your Project Work Plan.