

Komen Mid Michigan Request for Applications Community Grants 2015-2016

The Mid Michigan Affiliate of Susan G. Komen®—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 hundreds of thousands 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 Mid Michigan Race for the Cure® and the Komen Mid Michigan Ride for the Cure® we have invested more than \$3.2 million in local breast health and breast cancer awareness programs in Clinton, Eaton, Ingham, Jackson, Livingston, Shiawassee and Washtenaw Counties. Up to 75 percent of net proceeds generated by the Komen Mid Michigan Affiliate stay in the Mid Michigan area. The remaining income goes to the Susan G. Komen Research Program, which supports grants and scientific partnerships to find the cures.

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. Since its founding in 1982, Komen has funded more than \$800 million in research and provided more than \$1.7 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. 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. Visit komen.org or call 1-877 GO KOMEN. Connect with us on Facebook at [facebook.com/susangkomen](https://www.facebook.com/susangkomen) and Twitter @SusanGKomen.

Statement of Need

Affiliate grantmaking priorities were selected based on data from the Komen Mid Michigan Community Profile (2011) and the Komen Mid Michigan Quantitative Data Report, 2014. The 2011 Community Profile (Revised) can be found on our website at <http://komenmidmichigan.org/about-us/history/our-community-need/> and should be reviewed before drafting an application.

Drawing from the profile, the Mid Michigan Affiliate has identified the following funding priority areas:

1. Support access to breast screening services and/or diagnostics for women who are uninsured, underinsured, or have a high deductible who are either aged 40-49, under age 40 with a breast health concern, and/or who are under age 40 and considered high risk. Applicants must identify gaps in coverage in the ACA breast screening mandate and local Breast and Cervical Cancer Control Programs to justify the need for services.

2. Promote breast health education and the importance of early detection and regular screening for low income women across the service area, particularly in the greater areas of Lansing, Jackson, and Ypsilanti, with an emphasis on reaching Black women.
3. Provide breast cancer survivors with programs offering emotional, social, and physical support during and following breast cancer treatment.

Important Dates

Grant Writing Workshop (Webinar)	October 10, 2014, 10:00AM, Webinar will be recorded <u>Viewing is required prior to application submission</u>
Application Deadline	November 14, 2014, 11:59PM via GeMS
Award Notification	No later than March 31, 2015
Contract Deadline	Within 30 days of Contract release in GeMS
Award Period	April 1, 2015-March 31, 2016
Race for the Cure®	April 26, 2015
Ride for the Cure®	August 1, 2015

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.
- 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 located in or providing services to one or more of the following counties:
 - Clinton
 - Eaton
 - Ingham
 - Jackson
 - Livingston

- Shiawassee
 - Washtenaw
- 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 and Allowable Expenses

Applicants may request funding from \$10,000 up to \$75,000 (combined direct and indirect costs) for one year. Applicants seeking less than \$10,000 should refer to the Small Grants RFA.

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

- Salaries and fringe benefits for program staff
- Consultant fees
- Clinical services or patient care costs
 - We strongly recommend that rates be based on Medicare reimbursement rates as of November 1, 2014.
 - Funds for mammograms and Clinical Breast Exams will be allocated only if alternative sources are not available (e.g. BCCCP funds, ACA insurance coverage, Healthy Michigan Plan eligibility). The need must be justified by a gap in coverage.
- Meeting costs
- Supplies
- Reasonable travel costs related to the execution of the program
- Other direct program expenses
- Equipment, essential to the breast health-related program to be conducted
- Indirect costs. Applicants are encouraged to request indirect costs of no more than 15%. Applicants seeking indirect costs above 15% are required to submit justification.

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 or resources
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- General operating funds (except indirect cost)
- Debt reduction
- Annual fund-raising campaigns
- Event sponsorships
- Projects completed before the date of grant approval
- Individuals
- Reimbursement for specific individuals' direct services
- Building/renovation
- Capital campaigns
- Employee matching gifts
- Land acquisition
- Program-related investments/loans
- Scholarships
- Education regarding breast self exams/use of breast models
- Thermography

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.
- Grantee will be required to submit a minimum of one semi-annual progress report and one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
- At the discretion of Komen Mid-Michigan, the grantee may request one no cost extension of no more than 6 months for each grant.
- Certain insurance coverage must be demonstrated at the execution of the grant agreement, if awarded. Grantee is required at minimum to hold commercial general liability insurance with combined limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, including death, and property damage; workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$500,000; and excess/umbrella insurance

with a limit of not less than \$5,000,000. 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. If any medical services (other than referrals) are provided or facilitated, medical malpractice coverage with combined limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate will be required. Grantees are also required to name the Affiliate as an Additional Insured on the above policies.

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>.

We do not recommend monthly breast self-exams and therefore will not fund education programs that teach or endorse the use of monthly breast self-exams or use breast models.

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.

Optional: Use of Komen's Breast Cancer Education Toolkit for Hispanic/Latina Communities

Susan G. Komen has developed a Breast Cancer Education Toolkit for Hispanic/Latina communities. It is designed for educators and is a great resource that Organizations can implement in their communities. Applications to this mechanism may seek funding for such implementation. Demonstrated need for educational outreach for Hispanic populations in the Affiliate service area will be key to a successful application, but is not necessary for access to the toolkit which is free online. This tool is available in both English and Spanish versions. To access the Toolkit, please visit [<http://komentoolkits.org/>].

Submission Requirements

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

Applications must be received on or before November 14, 2014, 11:59PM. No late submissions will be accepted. Please plan for sufficient time to troubleshoot any issues.

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 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 priority selected? How closely does the program align with the funding priorities stated in the RFA? Does the program have a sufficient and documented plan to evaluate its impact? Is the impact likely to be long-term?

Feasibility: 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?

Capacity: Does the applicant organization, Project 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? Is it culturally competent?

Collaboration: Does this program enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

Sustainability: Is the program likely to be sustained? Are collaborations (if proposed) likely to be sustained beyond program period? Does the application organization have other sources of funding sufficient to continue the program beyond the Komen grant term (if awarded)?

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.

Applicant Support: Questions should be directed to:

Sarah Sheff

sarah@komenmidmichigan.org

517.866.4901

Application Instructions

The application will be completed and submitted via GeMS, <https://affiliategrants.komen.org>. For an application instruction manual, please visit <http://www.komenwestmichigan.org/grants/how-to-apply-for-funding/grant-resources.html>, or contact Sarah Sheff, Sarah@komenmidmichigan.org, 517.866.4901. When initiating an application on GeMS, please make sure it is a **Community Grants** application, designated “CG”, and not a Small Grants (“SG”) application to apply to this RFA.

Organization Summary

This section collects detailed information regarding your organization, including in-depth information regarding your organization background and structure. Provide a brief description of:

1. the organization's history. If your program is part of a larger organization, briefly explain the mission of the larger entity and your relationship to it;
2. the mission of the organization;
3. current programs and accomplishments;
4. how your organization seeks to be diverse and inclusive; and
5. the number of paid full time staff, volunteers and total annual organization budget.

Project Abstract and Narrative

The Project Abstract should provide a brief description of the proposal including the purpose of the program, a description of key activities, a summary of evaluation methods and the expected or resulting change(s) your program will likely bring in your community.

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

Organization Capacity (limit- 3,500 characters)

- Explain why the applicant organization is best-suited to lead the program 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.

Project Description (limit- 3,500 characters)

- Explain how the program's goals and objectives, as outlined in your Project Work Plan addresses one or more of the priorities outlined in the Affiliate's Community Profile/Statement of Need.
- Explain how the program 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 program.
- Explain how the collaboration strengthens the program and why these organizations are best suited to carry out the program 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 program?
- What efforts will you take to communicate this program to your organizational leadership to ensure buy-in?

Evaluation

- Describe in detail how the organization(s) will measure progress against the stated program 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 program 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 program. Specify if these resources are requested as part of this grant, or if they are existing organizational resources.

Project Workplan

In the Project Workplan component of the application on GeMS, you will be required to submit goals and objectives. Goals are high level statements that provide overall context for what the program is trying to achieve. Objectives are low level concrete statements that describe what the program is trying to achieve per each Goal. An objective can be evaluated at the end of the program to establish if the objective was met or not met.

Each project goal should have at least one objective but can have an unlimited number of objectives. Please ensure that your objectives are SMART objectives:

Specific
Measurable
Attainable
Realistic
Timely

You will also be required to submit the timelines, intended interventions to be utilized (choose from the list), the individual responsible for completion of each objective, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Workplan with the understanding that each item must be accounted for during progress reporting. The Project Workplan should only include items goals that will be accomplished with funds requested from Komen Mid Michigan. Goals that will be funded by other means should not be reported here, but instead, can be included in your overall program description.

Budget

Provide a detailed total program budget. For each line item in the budget, provide a brief justification for how the funds will be used and why they are programmatically necessary. Budget forms should only include funds requested from Komen Mid Michigan. The Budget Summary page includes columns to demonstrate cash and in-kind support for the program.

Attachments

- 1. Information regarding Key Personnel** – For key personnel that are currently employed by the applicant organization, provide a resume or *curriculum vitae*. For new or vacant positions, provide job descriptions (*Two page limit per individual*).
- 2. 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.
- 3. Letters of support or memoranda of understanding from proposed collaborators (if applicable)** – To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.
- 4. Evaluation forms, surveys, logic model, etc.** – to demonstrate the effectiveness of your program as defined in your Project Work Plan.