



## 2012 Grants FAQ

**Q: Can we use Komen grant funds to help a cancer patient with needs other than those related to breast cancer?**

A: Grant funds awarded through the Komen Maine Affiliate may only be used for screening, education or treatment services related to breast cancer.

**Q: Can we include lodging for patients in our budget?**

A: Expenses such as lodging can be included in your budget. The expense should be justified.

**Q: Can we revise our budget during the grant cycle?**

A: Yes, you can request a "No Cost Change of Budget" form from the Community Outreach Manager at [grants@komenmaine.org](mailto:grants@komenmaine.org).

**Q: Can I get a copy of the Community Profile needs assessment that the Maine Affiliate has completed?**

A: Yes. It can be downloaded from our Komen Maine website.

**Q: What is the budget limit on indirect costs?**

A: The limit for indirect costs is 15% of your total budget. Indirect costs include all costs that cannot be identified directly to a program or activity. An example of an indirect cost is a cost attributable to more than one program or activity – such as accounting salaries, office rent, utilities, and office supplies.

**Q: Sometimes it is difficult to design an evaluation tool without making it too elaborate. How do we know if our evaluation plan is appropriate?**

A: Keeping your evaluation as simple as possible is a good thing, but you also want to make sure that you are measuring the impact of your program and not just counting the number of people served. A pre-test and post-test can be a good method of evaluation or a survey. If you have questions about your evaluation method, contact the Community Outreach Manager to discuss it before submitting your application.

**Q: When are applications due?**

A: Applications should be postmarked and emailed no later than 5:00PM on December 1, 2011.

**Q: When will funds be disbursed?**

A: Upon receipt of a signed contract from Grantee, the first half of your award will be mailed, approximately during the first week in April, 2012.

**Q: Are there any reports due if we receive the grant?**

A: Yes, a mid-term report and a final report. Both are used to evaluate the progress towards achievement of your goals. We will disburse the second half of your award after your mid-term review has been accepted.

**Q: Are Grantees required to carry insurance?**

A: Yes, a certificate of insurance will be required to fund the grant. Standard levels are indicated in the RFA; applicants can request to carry a different level of insurance by filling out the Insurance Change Request Form and returning it with the emailed copy of their application.

**Q: Is the review process done by staff or board members?**

A: Neither. The Affiliate grant review process is based upon the peer-review formula that is used by the Komen Foundation Award and Research Grant Program and is recognized by the National Cancer Institute (NCI). A panel of independent volunteers reviews, scores, discusses and ranks the applications; these volunteers are kept anonymous to ensure no pressure is placed upon them.

**Other questions may be emailed to [grants@komenmaine.org](mailto:grants@komenmaine.org) . We will respond as quickly as possible.**