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treatment and care.

## Request for Application



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**Komen**  
FOR THE **cure**® MAINE



2012-13

## **Maine Affiliate Request for Applications 2012**

The Maine 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 Maine Races for the Cure in Bangor and Portland, we have invested more than \$2.25 million in local breast health and breast cancer awareness projects throughout the state. 75 percent of net proceeds generated by the Komen Maine Affiliate stay in the state. The remaining income is invested in the national Susan G. Komen for the Cure<sup>®</sup> 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 \$1.9 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 for the Cure, breast health or breast cancer, visit [www.komen.org](http://www.komen.org) or call 1-877 GO KOMEN.

### **Important Dates**

Grant Writing Workshops:	<u>Please check <a href="http://www.komenmaine.org">www.komenmaine.org</a> for upcoming dates</u>
Application Deadline:	Thursday, December 1, 2011 (postmarked by 5pm)
Award Notification:	By March 31, 2012
Award Period:	April 1, 2012 – March 31, 2013

### **Eligibility**

Applicants and institutions must conform to the following eligibility criteria to be considered for funding:

- Institutions must be non-profit organizations located in Maine
- Project must be specific to breast health and/or breast cancer
- Applicants must ensure that all past and current Komen-funded grants or awards are up-to-date and in compliance with Komen requirements

## Funding Opportunities

The Komen Maine Affiliate is currently offering one-year grants for programs that reduce breast cancer mortality in Maine. We are particularly interested in projects focusing on those who are disproportionately affected by this disease in our geographic focus areas of Washington and Hancock Counties. However, we welcome and encourage applications from all parts of the state.

Through a community needs assessment, a copy of which is available for review or download at [www.komenmaine.org](http://www.komenmaine.org) under Grants > Funding Priorities, the Komen Maine Affiliate has identified the following funding priorities:

1. Projects that address the lack of transportation for breast cancer diagnosis and treatment in rural communities, particularly Washington and Hancock Counties. This may include, but is not limited to, mileage reimbursement, ride services or programs that bring treatment options to rural Maine.
2. Projects that inform Maine people about the availability of services, financial support, and other resources available in the state, and/or feature collaboration and partnerships within the Maine breast cancer community. This may include, but is not limited to, patient navigator programs or resource publications.
3. Projects that address barriers to breast cancer screening and treatment for the under- and uninsured, including lack of financial resources or insurance and lack of knowledge about the resources available to them. Komen Maine has particular interest in programs that address insurance gaps. This may include, but is not limited to, uninsured individuals who do not meet income requirements for other types of assistance or individuals with high insurance deductibles.

Programs/Projects addressing other areas of need will also be considered. If you have questions, please contact the Community Outreach Manager at [grants@komenmaine.org](mailto:grants@komenmaine.org) or 207-262-7117.

## Allowable Expenses

Funds may be used for the following types of program expenses:

- Clinical services or patient care costs
- Meeting Costs
- Salaries and fringe benefits for program staff
- Supplies
- Travel
- Consultant fees
- 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:

- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- Debt Reduction
- Medical or scientific research
- Scholarships or fellowships

### **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 note that Komen promotes *breast self-awareness*, a more comprehensive approach to breast health, as opposed to promoting monthly breast self-exams; Komen funds must not be used to promote BSE exclusively. Please visit the following website before completing your application and be sure that your organization can agree to promote these messages:

<http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>

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 and supporting materials must be submitted, in a complete package, via email to [grants@komenmaine.org](mailto:grants@komenmaine.org). Unless otherwise indicated the application must be type-written on plain, white, single-sided 8 ½ x 11 paper using Arial or Times Roman 12 point font, in Microsoft Word format. Microsoft Word/Excel compatible document must accompany all PDF documents when possible. PDF format is acceptable for attachments not generated by the applicant, such as proof of non-profit status.

In addition to the emailed copy, eight (8) copies (one original and seven duplicates) must be mailed to:

**Maine Affiliate of Susan G. Komen for the Cure**  
**Attn: Grant Compliance**  
**PO Box 1626**  
**Bangor, ME 04402-1626**

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.

**Applications must be postmarked by 5:00 PM, Thursday, December 1, 2011.** No late submissions will be accepted.

### **Review Process**

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

- **Impact:** Will the project have a substantial impact on the priority selected? Does the project include a plan for assisting people to move through the continuum of care when needed? How closely does the project align with the funding priorities stated in the RFA? Does the project have sufficient and documented plan to evaluate impact?
- **Feasibility:** How likely is it that the objectives and activities will be achieved within the scope of the funded program? Is the project well planned?
- **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? Is it culturally competent?
- **Budget:** Is the budget realistic and does it adhere to the restrictions stated in the guidelines? Does the budget justification explain in detail the reasoning and need for the costs associated with the project?
- **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? 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. Former grantees are encouraged to apply in subsequent years; however, funding is not guaranteed.

**Insurance Requirements:** Those organizations that receive a grant will be required to provide proof of insurance coverage, which names the Maine Affiliate of Susan G. Komen for the Cure as additional insured in relation to the program being funded. Excess insurance costs due to this requirement can be included in indirect costs in the proposed budget (reminder: indirect costs are capped at 15 % of direct costs).

Standard coverage consists of:

- Commercial general liability with combined limits not less than \$1,000,000 per occurrence
- \$2,000,000 aggregate for bodily injury, including death, and property damage
- \$5,000,000 in excess/umbrella insurance

Grant applicants may request approval to hold a lower level of insurance for low risk projects. To make such a request, please fill out the attached insurance change request form and return it with your emailed application (we do not need 8 hard copies). Submission of such a request does not reduce the chances of any grant application being awarded. The Review Committee will not see this request or be involved in the resolution in any coverage-related issues. The Komen Maine Affiliate will communicate any insurance coverage issues to the applicant on or before December 31<sup>st</sup>. Levels of coverage for all applicants must be approved by the Komen Maine Affiliate on or before January 31<sup>st</sup>.

**Post-Award Requests:** Those organizations that receive a grant will be encouraged to do the following as part of the grant partnership with Komen Maine:

- Display at one or both of the Komen Maine Race for the Cure® events, which take place in September in Portland and Bangor.
- Submit at least one “success story” regarding your Komen grant. We are looking for specific stories of where a Komen grant has changed someone’s life for the better. This must accompany written permission by the participant/client/survivor for Komen Maine to use this story in presentations, media, etc.

**Support:** Specific grant questions may be emailed to: [grants@komenmaine.org](mailto:grants@komenmaine.org)  
Or call the Maine Affiliate Office at 207-262-7117.

## Application Instructions

### **Cover Page (form attached)**

Complete the attached cover page including an abstract (project summary). The abstract should be limited to 1,500 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.

### **Organization Summary (form attached)**

Complete the attached organization summary page. It should include a brief description of the following: 1) organization's history and if your program is part of a larger organization, an explanation of the mission of the larger entity and your relationship to it; 2) the mission of the organization; 3) the current programs and accomplishments; 4) explanation of how your organization seeks to be diverse and inclusive; 5) number of paid full time staff, volunteers and total annual organization budget.

### **Project Work Plan (form attached)**

Complete the attached project work plan. Directions for completion appear at the top of the page.

## **Program Description**

### **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.

### **Statement of Need (limit- 3,500 characters)**

- Describe the population to be served
- Describe evidence of the risk/need within that population
- Provide statistics specific to the target population

### **Project Description (limit- 3,500 characters)**

- Explain how the project'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.

**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)**

- What resources (financial, personnel, partnerships, etc.) will be needed to sustain the effort over time? How will those resources be secured by the end of the funded project period?
- What are your organization's plans to implement, manage and oversee all aspects of the proposed project?
- What efforts will you take to communicate this project to leadership to ensure buy-in?
- Describe the organization's current financial state. Has your organizational budget increased or decreased from last year? Please explain why.

**Evaluation**

- Describe in detail how the organization (s) will measure achieving project goals and objectives and how the impact of the project on the priority selected will be assessed.
- Describe the evaluation expertise that will be available for this purpose.
- What resources are allocated for evaluation in the project budget?
  - A strong evaluation plan measures both the quantity and quality of strategy implementation and outcomes.
    - i. **Impact Evaluation:** Assesses the changes that can be attributed to a particular intervention, such as a project, program or policy. Impact Evaluation helps us to answer key questions such as: what works, what doesn't, where, why and for how much?
    - ii. **Process Evaluation:** Assesses the delivery of programs. Process evaluation verifies what the program is and whether it is being implemented as designed. It answers the questions of what is delivered in reality and where are the gaps between program design and delivery?

### **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. 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.
3. **Letters of support, collaboration, MOUs, etc.** demonstrating your partnerships.
4. **Evaluation forms, surveys, logic model, etc.** related to demonstrating the effectiveness of your program as defined in your work plan.