



## NATIONAL VULNERABLE POPULATIONS GRANTS PROGRAM 2013 REQUEST FOR APPLICATIONS

### **Background of 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®, 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).

Susan G. Komen for the Cure® is working to eliminate breast cancer disparities impacting vulnerable populations in the United States. In certain geographic regions and among certain populations, some individuals are more likely to die of breast cancer than others. Komen for the Cure offers the National Vulnerable Populations Community Grants Program to support widespread implementation of evidenced-based interventions targeting communities with high breast cancer incidence and mortality rates. Since the initiation of the Vulnerable Populations Community Grants Program in 2008, Komen has invested over \$7 million in programs aiming to eliminate disparities in breast cancer.

### **Purpose of Grant**

With this national program, Susan G. Komen for the Cure® aims to reduce and eliminate disparities in breast cancer screening and mortality rates. The overarching goal of the 2013 RFA is to develop more effective and efficient processes for breast cancer screening, referral, diagnosis, treatment and follow-up/survivorship. The Vulnerable Populations Community Grants Program invites applications from organizations seeking to develop and implement systems and process change to reduce breast cancer disparities among vulnerable populations. The priority of this RFA is to provide support that enables organizations to improve the quality of breast health services and breast cancer services.

The Vulnerable Populations Grant Program will seek to support projects that:

- Implement quality improvement and process improvement strategies to eliminate disparities in screening, care and/or treatment across multiple communities, geographic regions, and/or populations;
- Propose implementation of models that seek to improve processes and systems using quality improvement strategies like the Breast Healthcare Improvement Initiative Change



## Eligibility

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

- To be eligible for funding, applicant organizations must be based in the United States, Guam, Puerto Rico, or the U.S. Virgin Islands and be non-profit (with Federal non-profit status). Proof of non-profit status is required.
- Government agencies, community-based organizations, Federally Qualified Health Centers, safety net clinics, State or tribal comprehensive cancer coalitions, State Primary Care Associations and entities that focus on quality are strongly encouraged to apply.
- Partnerships and/or collaborations are required and organizations must provide evidence of collaboration. Susan G. Komen for the Cure®, supports partnership in which responsibilities, privileges and power are shared. The success of breast health programs also frequently depends upon active community cooperation and collaborations. Applicants are encouraged to establish broad based collaborations and partnerships that include government, places of worship, clinics, hospitals, comprehensive cancer coalitions and community based organizations.
- Organizations may receive only one Community Health grant from Susan G. Komen for the Cure® Headquarters or Affiliate. Therefore, organizations are not eligible for Vulnerable Populations funding if they are currently the beneficiary of a community health grant from Komen Headquarters or a community grant from a local Komen Affiliate.
- Organizations with a current Komen Community Health Grant that continues through all or part of 2013 are **not** eligible to apply for funding.
- All past and current Komen-funded grants to the applicant must be up-to-date and in compliance with Komen requirements.
- Organizations that have recently applied for Komen Affiliate funding but were not awarded funding must submit an Affiliate Support Form, which must be signed by the Affiliate.

## Important Funding Information

- A total of \$1.6 million is available for funding.
- An organization may serve as the lead agency (agency that will manage the funds and report on the project) on only one application.
- The lead agency applying may request up to \$250,000 over two years on behalf of the partnership, collaboration or coalition.
- The project period must be two years.
- At least 75% of populations impacted by the proposed project must include one of the following groups: uninsured/underinsured, medically underserved, low literacy, low income and racial/ethnic minorities adversely impacted by breast cancer mortality.
- Each applicant must determine the appropriate amount to be requested, depending upon the scope of the project, ability to effectively manage the amount requested, and justification of the amount.
- If you are receiving in-kind support from your institution, please include a letter from a senior official of your institution confirming the type of support and value in dollars. This letter should be uploaded under “Letters of Support” on the budget summary page in the system.

## Allowable Expenses

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

<ul style="list-style-type: none"> <li>Salaries and fringe benefits for program staff</li> </ul>	<ul style="list-style-type: none"> <li>Travel/Conferences</li> </ul>
<ul style="list-style-type: none"> <li>Consultant fees</li> </ul>	<ul style="list-style-type: none"> <li>Other direct program expenses</li> </ul>
<ul style="list-style-type: none"> <li>Meeting Costs</li> </ul>	<ul style="list-style-type: none"> <li>Indirect costs <u>not to exceed</u> 10% of direct costs</li> </ul>
<ul style="list-style-type: none"> <li>Supplies</li> </ul>	

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

<ul style="list-style-type: none"> <li>Medical or scientific research</li> </ul>	<ul style="list-style-type: none"> <li>Debt Reduction</li> </ul>
<ul style="list-style-type: none"> <li>Medical services (i.e., clinical breast exams, mammograms, diagnostics, treatment services)</li> </ul>	<ul style="list-style-type: none"> <li>Medical supplies, Mobile vans and other medical equipment</li> </ul>
<ul style="list-style-type: none"> <li>Clinical trials</li> </ul>	<ul style="list-style-type: none"> <li>Fund raising events</li> </ul>
<ul style="list-style-type: none"> <li>Scholarships or fellowships</li> </ul>	<ul style="list-style-type: none"> <li>Professional dues or membership fees</li> </ul>
<ul style="list-style-type: none"> <li>Capacity-building grants</li> </ul>	<ul style="list-style-type: none"> <li>Liability insurance</li> </ul>
<ul style="list-style-type: none"> <li>Construction, renovation of facilities or rent</li> </ul>	<ul style="list-style-type: none"> <li>Staff development</li> </ul>
<ul style="list-style-type: none"> <li>Political campaigns or lobbying</li> </ul>	<ul style="list-style-type: none"> <li>Endowments</li> </ul>
<ul style="list-style-type: none"> <li>We do not recommend monthly breast self-exam and therefore will not fund education programs that teach monthly breast self-exam or use breast models.</li> </ul>	
<ul style="list-style-type: none"> <li>This grant award does not pay for the cost of medical services such as mammograms or fees to healthcare professionals performing these examinations or interpreting results. Thus, we require funded programs to have the ability to ensure that underserved women have access to free or low-cost breast cancer screening services and follow-up care.</li> </ul>	

## Important Granting Policies

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

- The effective date of the grant agreement is the date on which Komen fully executes the grant agreement and shall serve as the start date of the Grant. No expenses may be accrued against the grant until the agreement is fully executed. *The contracting process can take up to 16 weeks from the date of the award letter.*
- Any unspent funds over \$1.00 must be returned to Komen.
- The number of no cost extensions is limited to one (1) six-month extension per grant life cycle.
- Grant payments will be made in installments pending receipt of satisfactory progress reports.
- All funded programs will be required to submit semi-annual reports and a final report to include final expenditures. In addition, grantees will be required to submit a one page summary report to include notable lessons learned, challenges, successes and overall accomplishments of the program.

### **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, including promoting the messages of breast self-awareness- know your risk, get screened, know what is normal for you and make healthy lifestyle choices. We do not recommend monthly breast self-exam and therefore will not fund education programs that teach monthly breast self-exam or use breast models. 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>.

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.com](http://www.shopkomen.com).

## **GUIDELINES FOR APPLICANTS**

***Failure to adhere to these guidelines will result in delayed processing or refusal of the application.***

### **Application Instructions**

The application will be completed and submitted through an online system – Grants e-Management System (GeMS). This system can be accessed at <https://affiliategrants.komen.org>. Please complete each section with the required information. ***The online application will be available on December 10, 2012.***

#### **Project Profile**

This section should include basic organization information such as primary contacts for your program and partners. This section is where you will upload your letters of support and memorandums of understanding to demonstrate evidence of partnerships and collaborations.

#### **Project Abstract**

This section documents important information regarding the main focus for your project. This abstract should be detailed and address the reason for the program, important project activities and anticipated outcomes, methods for evaluation, and the impact your program will make on breast cancer in your community. Please indicate if your organization is located and/or provides services in an Affiliate service area.

#### **Project Narrative**

In 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 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/disparities to be addressed.

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

- Describe how the proposed strategy effectively addresses the disparity identified.
- Describe how the project will increase the percentage of people who enter, stay in, or progress through the continuum of care.
- Describe how the project will improve quality of breast cancer services for the identified population/community. Define the quality indicators to be addressed.
- Describe the specific outcomes/deliverables of the proposed project.

#### **Project Work Plan**

- This section should include the main goals and objectives for the entire project.

- Goals are high-level statements that provide overall context for what the project is trying to achieve.
- Objectives are low-level concrete statements that describe what the project is trying to achieve.

### **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 support the project lead 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** - A strong evaluation plan measures both the quantity and quality of strategy implementation and outcomes.

- Describe in detail how the organization will measure achievement of project goals and objectives.
- Describe how the impact of the project on breast cancer disparities will be assessed.
- Describe in detail the anticipated measurable outputs as well as intermediate and long-term outcomes and the related data tracking process.
- Describe the evaluation expertise that will be available for this purpose.
- What resources are allocated for evaluation in the project budget?

### **Required 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 and ability to provide screenings
4. **Affiliate Support Form** if your organization applied for a Komen Affiliate grant in the past 12 months and did not receive funding
5. **Evaluation forms, surveys, logic model, etc.** related to demonstrating the effectiveness of your program as defined in your work plan.

### **Submission Requirements**

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

Applications must be received on or before January 18, 2013 at 5:00 p.m. CST. Late submissions will not be accepted.

**Please note: The application submission process is a two step process. The project director and an authorized signer must both be registered and approved as system users in GeMS before the application can be submitted.** The project director should register as the “project director”; the authorized signer should register as the “authorized signer”. Complete the following steps to finalize the registration process:

1. Enter your name, title, email, and phone,
2. Select “applicant” as your position at your Affiliate. After completing the question field, select the pink “GO” button next to it and wait 10 seconds before advancing to the next question.
3. Select “Texas” as your Affiliate State. After completing the question field, select the pink “GO” button next to it and wait 10 seconds before advancing to the next question.
4. Select “Special Grants” as your Affiliate. After completing the question field, select the pink “GO” button next to it and wait 10 seconds before advancing to the next question.
5. Please enter the full name of your organization. After completing the question field, select the pink “GO” button next to it and wait 10 seconds before advancing to the next question.

The username and password is whatever you select.

## 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 project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the project have a substantial impact on reducing or eliminating breast cancer disparities? 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?

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

**Sustainability:** Is the project likely to be sustained? Are partnerships likely to be sustained past project period? 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. Funding in subsequent years is never guaranteed.

Applications will be reviewed by a committee of experts in breast cancer care, grantmaking, nonprofit administration, program management and public health. Final funding decisions will be made by the Susan G. Komen for the Cure Board of Directors.

**Customer Support:** Questions should be directed to: Tennille Howard at [THoward@komen.org](mailto:THoward@komen.org).



## Affiliate Support Form

This form must be completed by all applicants applying for the Susan G. Komen for the Cure<sup>®</sup> Vulnerable Populations Grant Program 2013 announcement *if* the applicant also applied for a local Komen Affiliate grant in the past 12 months. This form must be signed by the Affiliate's Executive Director or Grants Chair.

This form should be uploaded into the online grants online system – Grants e-Management System (GeMS) and submitted along with your application. Please complete each question below.

Applicant Organization:

Komen Affiliate to which application was submitted:

Title of Proposed Project:

Amount of Funding Requested from Komen Affiliate:

Date Application Submitted to Komen Affiliate:

Primary Goal(s) of the project:

Reasons Project Was Not Funded: (check all that apply)

- Project scored high but not enough funding was available
- Project did not score high enough to receive funding
- Project did not align with funding priorities
- Unsure – Affiliate 2013 funding decisions are still pending
- Other (please explain):

\_\_\_\_\_  
Applicant Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Komen Affiliate Signatory

\_\_\_\_\_  
Date