



2014- 2015 Request for Applications

The Dallas County 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 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 Dallas Race for the Cure®, we have invested more than \$21 million in local breast health and breast cancer awareness projects in Dallas County since 1992. Up to 75 percent of net proceeds generated by the Komen Dallas County Affiliate stay in Dallas County. The remaining income goes to the national Susan G. Komen® Grants Program for energizing science to find the cures.

About Susan G. Komen®

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® 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 \$2.2 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.

Grant Categories

***Please note: Funding requests may not exceed \$500,000 per organization. (See Budget Guidelines for more information.)**

SCREENING/TREATMENT GRANTS

The Dallas County Affiliate of Susan G. Komen® is offering grants for projects that provide direct medical services for screening mammograms, diagnostic services and/or treatment with appropriate follow up for abnormal findings to people who are medically underserved, underinsured, uninsured and/or low-income.

EDUCATION AND/OR SUPPORT GRANTS

The Dallas County Affiliate of Susan G. Komen® is offering grants **up to \$100,000** for projects that provide breast cancer education and/or support services to people who are

medically underserved, uninsured and/or low-income. Education projects should be culturally appropriate for targeted populations and **must** link project participants with breast cancer screening and follow-up, as necessary. Support programs include emotional support programs, health/wellness promotion programs, temporary gap funding, transportation assistance, and support groups for breast cancer survivors and their families.

Statement of Need

The findings from the most recent Komen Dallas County Community Profile revealed there are many areas and populations in Dallas County disproportionately affected by breast cancer. Based upon breast cancer mortality rates, late-stage diagnoses projections, the percentage of uninsured females aged 18-64, and the socioeconomic challenges experienced in this area, Komen Dallas County has identified the following priority zip codes in southern Dallas County: 75210, 75215, 75216, 75232, and 75241. The Community Profile can be found on our website at: www.komen-dallas.org/grants/funding-priorities/

Funding Priorities

Drawing from the profile Komen Dallas County has identified the following funding priority areas:

Priority 1: To increase early screening mammograms through the expansion of existing outreach programs that provide breast health education.

Priority 2: To reduce the late stage diagnosis of breast cancer in the southern Dallas County priority area.

Komen Dallas County accepts applications for programs outside of the defined priority areas. While these priority areas are of interest to Komen Dallas County, funding will be continued in all regions in our service area so as not to lose the progress made in the fight against breast cancer. **However, we strongly encourage applications that provide new or expanded projects in the identified priority areas of need.**

Drawing from the profile Komen Dallas County has identified the following funding priority areas:

- Projects focusing on providing financial assistance for screening, diagnostic testing, treatment, emergency living expenses and transportation for services.
- Projects focusing on providing culturally-appropriate patient navigation and advocacy for the medically underserved. This navigator program must perform the necessary outreach to find the medically underserved and guide them through the process necessary to get the needed screenings and treatment. The navigator will need to have knowledge of breast cancer and related services

provided from all available sources including transportation and financial assistance.

- Projects focusing on screening and/or breast health education among African American, Hispanic, and Asian women in Dallas County.

Important Dates

Application Deadline	November 22, 2013 at 12:00 PM CST (noon)
Award Notification	March 31, 2014
Award Period	April 1, 2014 – March 31, 2015

Grant Writing Workshop and GeMS Training

This training is open to all interested applicants and **required for any organization that did not attend a grant writing workshop in 2012.**

Wednesday, September 18, 2013 - 9:00 AM – 11:00 AM

Workshop will be held at the Komen Dallas County office:
5310 Harvest Hill Road, Suite 120 / Dallas, TX 75230.

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 (“In Good Standing”) 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 Dallas County residents.
- Project must be specific to breast health and/or breast cancer; e.g. if a project is a combined breast and cervical cancer project, funding may only be requested for the breast cancer portion.
- A representative must have attended a Komen Dallas County grant writing workshop offered in the fall of 2012 or 2013.
- 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 and only after the applicant can demonstrate that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.

Restrictions:

- Funds may not be used for medical or scientific research (costs for program evaluation are allowed). **Affiliates cannot fund research grants**; all research grants are funded through Komen Headquarters. For more information call 1-866-921-9678.

- Applications proposing outreach activities must link clients with medical care providers to offer mammograms and clinical breast exams. This link must be clearly stated and outlined in a letter of support/collaboration. Provisions must be made for recall and follow-up case management for patients who are screened and have abnormal findings.
- Funds for mammograms and clinical breast exams will be allocated only if alternative sources are not available. Komen Dallas County will pay Medicare rates for all clinical services. To view the current Medicare Fee Schedule visit: <http://www.dshs.state.tx.us/bcccs/contractonly.shtm#manual> (CPT Codes and Reimbursement Rates with Global Fees).
- Recipients of services must be Dallas County residents.
- If proposed project includes genetic risk assessment or testing, you must define “high risk” for patients.
- If a proposed project offers mammograms or sonograms to women younger than 40, define the criteria that will be used to determine which women will receive services.

Budget Guidelines:

- **Funding requests may not exceed \$500,000 per organization.**
 - An organization may submit multiple applications; however the total request among all applications may not exceed \$500,000.
 - Entities that share a Tax ID number regardless of the name used to conduct business are considered part of the same organization. Applications exceeding the \$500,000 limit will **NOT** be considered compliant and will not progress to the review panel.
 - It is the responsibility of each organization (**NOT** the Affiliate) to ensure their total request does not exceed \$500,000.
- **Funding requests for education and/or support requests (defined above) may not exceed \$100,000.**
- Funding for reconstruction surgery is not applicable.
- We will not provide funding for patient/client incentives.
- Indirect costs are not allowed as a category. All expenses must be itemized by category and supplemented with a detailed justification of request.
- Equipment costs, if applicable, may not exceed \$5,000 and should be used exclusively on this project.
- Salaries, if requested, are for personnel related to this project only and not the general work of employee.
- For programs requesting funding for screening, diagnostic, and/or treatment support:
 - Administrative costs may not exceed 25% of the total budget. Administrative costs include personnel expenses, supplies (not used for patient care), rent, utilities, etc., please consult the Affiliate if you need clarification.

- A minimum of 75% of the budget must go toward direct patient services. *This restriction does not apply to grants proposing education outreach as the only component of their program.*

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
- Travel
- Other direct program expenses
- Equipment, not to exceed \$5,000

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

- Medical or scientific research
- Scholarships or fellowships
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- Debt Reduction
- Indirect costs
- Reconstruction surgery
- Patient/Client incentives
- Promoting breast self-examination

Requirements If Funded

- The initial progress report is due at the end of the first six (6) months of the grant period. A final report is due within forty-five (45) days of completion of the grant period.
- Please note the Affiliate has the right to ask for additional financial information including any and all receipts/invoices for expenses related to this grant if necessary.
- Organizations with less than five employees will be subject to a criminal background check.
- In order to provide the Affiliate comfort that the grantee has the financial wherewithal to support its indemnification obligations, the Affiliate requires insurance coverage to cover any potential claims. **Grant programs must maintain 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 if providing direct services, property damage and excess/umbrella insurance with a limit of not less than \$5,000,000.** If additional coverage will need to be purchased, please include it in your budget request.

- As part of the application you will be required to submit proof of your insurance coverage and liability limits.
- If you do not already have this level of coverage – you will need to submit a formal letter signed by your organization’s authorized signer that you have contacted your insurance provider to discuss adding this additional coverage and that your organization is able to purchase this coverage within 30 days of receiving the award notification.
- To enable the Affiliate to seek reimbursement directly under the grantee’s insurance in the event of a claim, we also require grantees to name the Affiliate as an additional insured.
- Grantees’ insurance provider shall furnish a certificate of insurance directly to the Affiliate showing that such insurance policies are in place within thirty (30) days after the Effective Date of Grant Contract.
- Grantee must acknowledge Susan G. Komen® Dallas County as a funding source on all publications related to the grant in a clear, unambiguous and readily-identifiable fashion, such as “supported by a grant from the Dallas County Affiliate of Susan G. Komen®.” All materials featuring the Komen Dallas County name and/or logo must be submitted to the Mission Manager for approval before printing and/or distribution.

Review: Applications received complete and meeting compliance with these guidelines will be submitted for review by an independent panel established through the Affiliate Grants Committee.

Contracts: A grant contract will be the legal mechanism for funding.

Grant period: Grant period begins April 1, 2014 and will conclude on March 31, 2015.

Payment and Reporting: The first payment will be made after April 1, 2014 and no later than thirty (30) days after receipt of the fully executed contract. Funds will not be released until after receipt of an executed contract. The first progress report is due at the end of the first six (6) months of the contract. The second half installment will be made after Komen Dallas County receives your six-month progress report and demographic tracking form to date, and any issues arising from the six month report are satisfied. A final report and completed demographic tracking form is due within forty-five (45) days of completion of the grant period.

Announcement: Announcement of grants awarded will be made by March 31, 2014.

Number of grants to be awarded: The actual number of awards will depend on the amount of funding available.

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 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. 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 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.org.

Submission Requirements

All proposals must be submitted online through the Grants e-Management System (GeMS) <https://affiliategrants.komen.org>. There are several sections to the online grants process, which you are required to complete:

- Project Profile
- Organization Summary
- Project Abstract
- Project Narrative – Please review the questions to be answered in this section below.
- Project Service Demographics
- Key Personnel
- Project Budget – This is where you will upload your Certificate of Liability Insurance
- Project Workplan – This will include your project Goals and Objectives

The submission is a two-step process in GeMS requiring action from both the Project Director and the Authorized Signer, see the Appendix for a description of user roles in the GeMS system. Applications must be submitted by the organizations' Authorized Signer on or before **Friday, November 22, 2013 at 12:00 pm (noon) CST** via the GeMS online system. No late submissions will be accepted.

Review Process

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

Impact (30%): 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 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?

Feasibility (20%): 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 (20%): 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 (15%): Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

Sustainability (10%): Is the project likely to be sustained? Are partnerships likely to be sustained past project period? Is the impact likely to be long-term?

Addressing Affiliate Priority Areas (5%): Does the project address the needs of the priority areas defined by the Komen Dallas County Community Profile? Is the project likely to have an impact on reducing late stage breast cancer diagnoses and breast cancer mortality in the Affiliate priority areas?

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:

Ruth Schlesinger, MPH
Mission Manager
rschlesinger@komen-dallas.org
469-619-3906

Please note and plan accordingly: The Affiliate reserves the right to take up to 72 hours (three business days) to respond to questions.

Application Instructions

The application will be completed and submitted using the Grants eManagement System (GeMS), <https://affiliategrants.komen.org>.

For an application instruction manual, please visit the Affiliate's Grants webpage, <http://www.komen-dallas.org/grants/how-to-apply-for-funding>, or contact rschlesinger@komen-dallas.org.

See appendix for a description of the user roles available in the Grants eManagement system.

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

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.
- 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)

- 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

- Describe in detail how the organization (s) will measure achieving project goals and objectives and how will 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?

Addressing Affiliate Priority Areas (limit-3,500 characters) *(If your proposed program will not address the Affiliate priority zip codes leave this response blank. If you state that you will be serving the Affiliate priority zip codes you must have specific objectives in your grant application detailing the number of residents you will serve and/or events you will host specifically targeting this community. You will be held accountable for these goals and objectives through reporting and at site visits. Without this your application will not be considered compliant)*

- Describe how your project will address the needs of the priority areas defined by the Affiliate Community Profile.
- Specifically describe the activities you will engage in to serve the residents of 75210, 75215, 75216, 75232, and 75241.
- List organizations you will partner with to achieve these goals.
- Describe prior experiences and successes working in the Affiliate priority areas.
- Describe challenges you have encountered in the past working in the defined priority areas and how you will work to overcome these challenges in your proposed project.

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, Memorandums of Understanding (MOUs), etc.** demonstrating your partnerships. If you state that you will be working with another organization on this project, you must include a MOU detailing this arrangement to ensure that both parties are committed to fulfilling the objectives you outline in your proposal.
4. **Evaluation forms, surveys, logic model, etc.** related to demonstrating the effectiveness of your program as defined in your work plan.

Dallas County Affiliate of Susan G. Komen®
Grant Cycle for April 1, 2014 through March 31, 2015

Action	Date	Time
Open grant application process	September 2013	
Grant Writing Workshop & GeMS Training <i>(mandatory for applicants that did not attend a 2012 training)</i>	September 18, 2013	9:00 AM – 11:00 AM
Grant application deadline	November 22, 2013	12:00 PM CST (noon)
Grant applications reviewed by grant review panel	January 2014	
Grant slate approved by Affiliate Board of Directors	February 2014	
Applicants notified of award status	March 31, 2014	
First check issued upon execution of contract	After April 1, 2014	
New grantee site visits	June 2014	
Six-month progress report due	October 15, 2014	
Second check issued upon receipt and acceptance of six month progress report	November 2014	
Mid-cycle site visits	November 2014	

Dallas County Affiliate of Susan G. Komen®
 5310 Harvest Hill Road, Suite 120
 Dallas, TX 75230
 214-750-7223 phone
 214-750-7266 fax
www.komen-dallas.org

Appendix: Grants eManagement System User Roles

Project Director:

The role of Project Director should be assigned to an individual at an applicant organization that will serve as the project's lead contact. This individual is responsible for validating all new users when they register for the system under their organization. This is the highest level applicant user and they will have all of the applicant administrative functions available.

One per organization.

Authorized Signer:

The role of Authorized Signer should be assigned to the individual at an applicant organization that has the authority to sign legal documents on behalf of the organization. This individual is responsible for electronically signing the application before submission and the grant contract if the organization is awarded funds.

One per organization.

Viewer:

The role of viewer should be assigned to any individual at the applicant organization that needs access to view the organization's information but does not need the functionality to save, add, edit, or change anything within the organization's information.

Unlimited number per organization.

Writer:

The role of writer should be assigned to any individual that needs access to an organization's application process to help complete the application but does not have the authority to complete the submission process. This individual cannot change the status of an application and will not have administrative function availability.

Unlimited number per organization.