



## 2010-2011

### Request for Proposal

The Lowcountry Affiliate of Susan G. Komen for the Cure® along with those who generously support us with their talent, time and resources is working to better the lives of those facing breast cancers 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 Lowcountry Race for the Cure®, we have invested over \$3 million in local breast health and breast cancer awareness projects in 13 counties. Up to 75 percent of net proceeds generated by the Komen Lowcountry Affiliate stay in the 13 counties the Lowcountry affiliate serves: Allendale, Bamberg, Barnwell, Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Hampton, Horry, Jasper, and Orangeburg.

The remaining income goes to the national Susan G. Komen for the Cure® Grants Program for energizing science to find the cures. Building on 27 years of funding research to find the causes and cures of breast cancer, Komen continues its important new focus on research that will speed the translation of discoveries into reductions in breast cancer mortality and/or incidence within the next decade and on addressing disparities in breast cancer across populations.

#### 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 it 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 nearly \$1 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.

#### Funding Opportunities

The Komen Lowcountry Affiliate is currently offering grants for innovative programs that reduce breast cancer mortality, especially among those who are disproportionately affected by this disease. For our community needs assessment, visit our website [www.komenlowcountry.org](http://www.komenlowcountry.org) where the Community Profile has been posted.

**We have identified the following funding priority areas:** Allendale, Bamberg, Beaufort, Jasper, Hampton, Colleton and Horry Counties. Grants from other counties will be accepted and rated the same, but understand the above counties will receive prioritization.

**Priority # 1: Increase available funding for breast health services to those counties within the Komen Lowcountry Affiliate service area that currently possess the most limited resources.**

- ∞ Continue to fund grants that meet the needs of those women who fall through the cracks—too young for Best Chance Network, medically uninsured or underinsured, African American and Hispanic. Women as young as 19 have been diagnosed with breast cancer in our service area.

**Priority # 2: Educate the public about breast health.**

- ∞ Develop a “Promise Committee” in Allendale, Bamberg, Beaufort, Jasper, Hampton, Colleton and Horry Counties that is composed of volunteers within their county who organize events to educate their communities about breast health and available resources.
- ∞ Outreach to African American and Hispanic women ( culturally sensitive)
- ∞ Outreach to women in military and young women

**Priority # 3: Provide access to screening for women seeking breast health services who are without transportation.**

- ∞ Coordinate with the major churches and the Medical University of South Carolina’s mobile mammography unit to hold screenings in remote areas.
- ∞ Explore other optional transportation initiatives for women who are unable to receive screening/treatment due to transportation barriers. This is especially important in rural communities

**Priority # 4: Educate health care providers about breast health resources.**

*Educate key staff of the major healthcare providers within the Komen Lowcountry Affiliate service areas about local breast health resources, including free screenings for low-income women through Komen’s grant program and Best Chance Network.*

**Eligibility**

Applicants and institutions must conform to the following eligibility criteria to be *considered* for funding. Screening and treatment grants are to target uninsured or underinsured patients:

- ∞ Applicant must provide proof of collaboration with a medical facility ensuring access to appropriate follow up and treatment in case of a cancer diagnosis. This is a requirement for all applicants providing any screening services.
- ∞ Applicants must ensure that all past and current Komen-funded grants or awards are up-to-date and in compliance with Komen requirements.

- ∞ Project must be specific to breast health and or breast cancer.
- ∞ Institutions must be non-profit organizations located in or providing services to one or more of the following locations and are 501 © 3 or state institutions: Allendale\*, Bamberg\*, Barnwell\*, Beaufort\*, Berkeley, Charleston, Colleton\*, Dorchester, Georgetown, Hampton\*, Horry\*, Jasper\* and Orangeburg.
- ∞ **Starred** counties will receive prioritization due to their lack of local resources.

### **Allowable Expenses**

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

- ∞ Salaries and fringe benefits for program staff
  - a.) Lowcountry Affiliate **prefers** money to be used in patient related categories.
  - b.) 20% max of salary will be allowed for fringe benefits.
- ∞ Clinical services or patient care costs
  - a.) mammograms
  - b.) follow – up diagnosis
  - c.) biopsies
  - d.) additional images and ultrasounds
  - e.) Stereotactic /ultrasound biopsies
  - f.) surgical follow up
- ∞ Meeting Costs
  - a.) cost of food – lunch and learn –
  - b.) cost of room rental
  - c.) No over night conferences
- ∞ Supplies
  - a.) office supplies
  - b.) paper, pen, pencils
- ∞ Travel
  - Mileage necessary to accomplish program success
- ∞ Other direct program expenses
  - a.) educational material (Komen’s Promise Shop should be the primary source for breast health information)
  - b.) goodie bags
- ∞ Equipment, not to exceed 30% of direct costs ( No more than \$5,000 allowed )
  - a.) laptop
  - b.) projector
  - c.) screen
- ∞ NO Indirect costs

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

Medical and scientific research opportunities are available through Komen's national Research Grant Programs. More information can be found online at: [www.komen.org/researchgrants/](http://www.komen.org/researchgrants/)

## Review Process

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

**Impact:** Will the program have a substantial positive impact on breast cancer disparities and the priority area selected?

**Feasibility:** How likely is it that the objectives and activities will be achieved within the scope of the funded program?

**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?

**Collaboration:** Does this program enhance collaboration among organizations with similar or complementary goals?

**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. Funding in subsequent years is never guaranteed and is prioritized based on our community needs assessment form our 2009 Community Profile.

## Application Instructions

### Cover Page

Complete the attached cover page including an abstract (project summary). The abstract should be limited to 1,200 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
- 4) The likely impact of the program.

The signature of approving institutional personnel, other than the project director, is required.

### Program Description (limit – 8 pages):

1. **Background:** Describe the organization's history, mission, and goals. Describe current programs and recent accomplishments.
2. **Statement of Need/Problem:** Describe why the proposed project is needed. Describe the population to be served. Review comparable programs offered in its service area and explain how this program is unique.
3. **Goals and Objectives:** State the program goals and measurable objectives, including the number of people to be served. Explain how the goals and objectives address the selected priority area.
4. **Activities and Timeline:** Describe the activities that will be conducted to accomplish the above goals and objectives. Provide a realistic, month-by-month timeline for implementing the program.
5. **Collaboration:** Describe the other organizations or entities, if any, participating in the program. Please note that we strongly encourage collaboration.
6. **Evaluation Plan:** Describe how you will measure the achievement of the objectives and the assessment of the impact of the program on the priority area selected.
7. **Organizational Capacity:** Describe the organization's experience serving the target population. Describe the other organizations, if any, participating in the program. Explain why your organization is best-suited to carry out the program.
8. **Sustainability:** Explain how this program and its impact will be sustained long-term. What resources (financial, personnel, partnerships, etc.) will be needed to sustain this effort over time? How will those resources be secured? Applicants should demonstrate that other sources of funding will be sought and used to support this project.

### Budget (form attached)

Provide a detailed total program budget. All funding for this program, including other grants and general funds affecting the grant should be included in the budget. Please note that indirect costs may not exceed 15% of direct costs and equipment costs may not exceed 30% of direct costs. (With no more than \$5,000 allowed for equipment.)

### Budget Justification

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 (include budget form)

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.

### Submission Requirements

All proposals must be type-written on plain, white, single-sided 8 ½ x 11 paper using 12-point font. **Eleven copies** (one original and ten duplicates) should be submitted. 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. In addition, please email the proposal and all attachments to the following email address: [taffy@komenlowcountry.org](mailto:taffy@komenlowcountry.org).

Applications must be received before noon on Friday, December 4<sup>th</sup> 2009.

Applications can be mailed or dropped off:

**9302 Medical Plaza Drive, Suite E**

**North Charleston, S.C. 29406**

No late submissions will be accepted.

### Important Dates

**Grant writing Workshops**      Wednesday, September 16, 2009 (Orangeburg)  
    Thursday, September 17, 2009 (Myrtle Beach)  
    Thursday, September 24, 2009 (N.Charleston)  
    All sessions are from 10am to 3pm

**Application Deadline**      **Friday, December 4<sup>th</sup>, 2009 NOON**

Must be postmarked prior to December 1<sup>st</sup>, 2009

**Award Notification**      February 22<sup>nd</sup>, 2010

**Award Period**      April 1, 2010 – March 31<sup>st</sup>, 2011

#### **Customer Support**

Questions should be directed to:

Taffy Tamblyn, Executive Director

843-556-8011

[taffy@komenlowcountry.org](mailto:taffy@komenlowcountry.org)

Lucy Spears, Outreach Coordinator

[lucy@komenlowcountry.org](mailto:lucy@komenlowcountry.org)