



Susan G. Komen San Antonio Community Grants 2016-2017

Our Mission

To save lives and end breast cancer by empowering people, ensuring quality care for all and energizing science to find the cures. Up to seventy-five percent of funds support local patients who need our help the most with lifesaving breast cancer services. Twenty-five percent is dedicated to groundbreaking research that takes place in San Antonio.

Statement of Need

Susan G. Komen San Antonio will award community grants to local non-profit for breast cancer projects from October 1, 2016 to September 30, 2017.

Applications currently being accepted for grants in one of the following categories:

- Screening/Diagnostics (maximum of \$125,000 per application)
- Treatment/Treatment Support (maximum of \$125,000 per application)
- Survivorship (maximum of \$100,000 per application)
- Education (maximum of \$50,000 per application)

Any projects exceeding these capped amounts will not be eligible for review. Applications will be accepted for any breast cancer screening, treatment/treatment support, survivorship or education project in Bexar County. Programs that specifically address the objectives outlined in the Affiliate's [updated 2015 Community Profile will be given priority.](#)

- Target populations for grant funding are made up of zip codes with medically underserved people and population factors that put residents at an increased risk for undiagnosed breast cancer and death.
- Chosen zip codes have lower education levels with higher poverty and uninsured rates, compared to other areas in Bexar County.

Funding priorities were selected based on data from the [2015 Komen San Antonio Community Profile Report](#). Komen San Antonio has identified the following funding priority areas:

- Access to breast cancer screening, treatment/treatment support and survivorship services for medically underserved populations below 250 percent of the poverty level in priority areas.
- Community outreach and culturally appropriate support groups for breast cancer patients and survivors seeking help where they live.
- Childcare options to patients who need breast cancer services.
- Co-pay assistance programs for patients who need financial support.
- Patient navigation programs that remove any physical, cultural or linguistic barriers target populations may face while entering the breast cancer continuum of care.

Important Dates

Grant Writing Workshop	June 8, 2016
Last day to submit applications for opportunity to correct minor compliance issues	June 17, 2016
Application Deadline	June 30, 2016
Grant Award/Decline Notification	September 19, 2016
Awarded Period	October 1, 2016 – September 30, 2017
First Grant Installment	Upon completion of executed contract in GeMS

Eligibility

Komen San Antonio seeks community-based breast cancer projects in Bexar County that benefit medically underserved target populations including: racial/ethnic minorities, elderly, low-income, special needs/disabled, the working poor, under- and uninsured– with an effective, non-duplicative and collaborative approach.

All requests for scientific research funding should be directed to Susan G. Komen's National Award and Research Grant Program. More information on research funding is available at www.komen.org/grants).

Individuals are not eligible for funding. Applicants must meet the following eligibility criteria to be considered for funding:

- Program must be specific to breast cancer. If a program includes other health issues along with breast cancer, such as a breast and cervical cancer program, **funding may only be requested for the breast cancer portion.**
- All grants submitted must be for a minimum of \$10,000 and **no more than capped amounts.**
- Funded projects are for one (1) year; no multi-year proposals will be considered.
- If relevant, all past and current Komen-funded grants or awards to Applicant are up-to-date and in compliance with Komen requirements.
- Applicant has documentation of current tax exempt status under the Internal Revenue Service code.
- Applicant must be a U.S. non-profit (federally tax-exempt) organization located in or providing services in Bexar County.
- 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 in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After such 12 month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.

Allowable Expenses

Funds may be used for the following types of expenses provided they are **directly attributable to the program:**

- Salaries and fringe benefits for program staff
- Consultant fees
- Clinical services or patient care costs
- Meeting costs
- Supplies
- Reasonable travel costs related to the execution of the program
- Other direct program expenses
- Equipment, essential to the breast health-related program to be conducted
- Indirect costs, if applicable, should be no more than **15 percent** of direct costs (e.g., rent, utilities, technology support, insurance, accounting, telephone).

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

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
- Development of educational materials or resources
- Construction or renovation of facilities
- Political campaigns or lobbying
- General operating funds (in excess of allowable indirect costs)
- Debt reduction
- Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Education via mass media (e.g. television, radio, newspapers, billboards)
- Event sponsorships
- Projects completed before the date of grant approval
- Payments/reimbursement made directly to individuals
- Land acquisition
- Program-related investments/loans
- Scholarships
- Thermography

Important Granting Policies

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

- No expenses may be accrued against the grant until the agreement is fully executed.
- Any unspent funds over \$1.00 must be returned to Susan G. Komen San Antonio.
- **Grantee will be required to submit a minimum of one semi-annual progress report and one final report that will include an accounting of expenditures, in addition to a supplementary reporting tool provided by the Affiliate. Additional reports may be requested.**
- At the discretion of Komen San Antonio, the grantee may request one no cost extension of no more than six months for each grant.
- **Agency must promote grant funding** (e.g. services rendered, news releases, social media, program materials, website, etc.).
- Grantee must request permission from Affiliate to direct appropriated funds to other program areas.
- When funding is exhausted before the end of the grant cycle, **grantee must notify the Affiliate.**
- Certain insurance coverage must be demonstrated through a certificate of insurance at the execution of the grant agreement, if awarded. Grantee is required at minimum to hold:
 - Commercial 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 property damage;
 - Workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$1,000,000; and
 - Excess/umbrella insurance with a limit of not less than \$5,000,000.
 - In the event any transportation services are provided in connection with program, \$1,000,000 combined single limit of automobile liability coverage will be required.
 - If any medical services (other than referrals) are provided or facilitated, medical malpractice coverage with combined limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate will be required.
 - Grantees are also required to name Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen San Antonio, its officers, employees and agents as Additional Insured on the above policies.

Application Process

The grant application process is competitive; available funding is based on net revenues generated through the annual Susan G. Komen San Antonio Race for the Cure and year-round fundraising.

An organization's history of receiving Komen grants does not guarantee funding in subsequent years. All grant contracts will include insurance requirements and will require grantees to publicize Komen support.

Grant applications will only be accepted through the Grants Electronic Management System (GeMS). The application must be completed and submitted by June 30, 2016 through GeMS. For an application instruction manual, please visit the Affiliate's Grant webpage. When initiating an application in GeMs, please make sure it is a **Community Grants application.**

All applicants submitting funding requests MUST attend the Grant workshop scheduled on June 8, 2016. More details about the workshop are available on Komen San Antonio's website.

Applications should cite the updated [2015 Komen Bexar County Community Profile Report](#) and specify on how the project specifically addresses the priorities listed therein.

Submission Requirements

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

Applications must be received on or before June 30, 2016. 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:

Statement of Need (limit- 5,000 characters)

1. Does the program provide services to one or more of the target communities described in the Affiliate's 2015 Community Profile?
2. How closely does the program align with the funding priorities stated in the RFA and the Community Profile?

Program Design (limit- 5,000 characters)

1. Is the program evidence-based?
2. How likely is it that the objectives and activities will be achieved within the scope of the funded program?
3. Does the budget justification explain in detail the reasoning and need for the costs associated with the program?
4. If the proposed program includes collaboration with other organizations, are the roles of the partners appropriate, relevant and clearly defined?

Impact

1. Will the program have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care?
2. Will the program have a substantial impact on the need described in the funding priority selected? Is the impact likely to be long-term?

Organization Capacity (limit- 5,000 characters)

1. Does the applicant organization, Project Director and his/her team have the expertise to effectively implement all aspects of the program?
2. Is there evidence of success in delivering services to the target population?
3. Is the organization fiscally capable of managing the grant program, including having appropriate financial controls in place?
4. Does the applicant organization have the equipment, resources, tools, space, etc., to implement all aspects of the program?
5. Does the organization have a plan to obtain the resources (financial, personnel, partnerships, etc.) needed to sustain the program beyond the grant term (if awarded)?

Monitoring and Evaluation (limit- 5,000 characters)

1. Is there a documented plan to measure progress against the stated program goal and objectives, and the resulting outputs and outcomes?
2. Is there sufficient monitoring and evaluation expertise for the program? Are there sufficient resources in place for monitoring and evaluation efforts?

GeMS Application Checklist/Attachments

1. **Information regarding Key Personnel-** For key personnel that are currently employed by the applicant organization, provide a resume or *curriculum vitae* (two-page limit per individual). 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 tax return.
3. **Letters of agreement or memoranda of understanding from collaborators-** To describe the roles of collaborators and the services/expertise/personnel to be provided for your program. MUST be included if application lists, screening, referral service, education, partners, etc.
4. **Evaluation forms, surveys, logic model, etc.-** To demonstrate the effectiveness of your work program as defined in your Project Work Plan.
5. **Budget-** Include balance sheet and income sheet.

Review

Online applications received complete **no later than June 30, 2016, and meeting all compliance guidelines**, will be submitted for independent review by a panel of five to seven members.

For questions prior to submission, contact Bre Jamerson at 210-222-9009 or via email at bre@sakomen.net.

Application Instructions

The application will be completed and submitted via the Komen Grants e-Management System (GeMS), <https://affiliategrants.komen.org>. The required sections/pages in GeMS are listed in ALL CAPS and described below. For an application instruction manual, please visit the Affiliate's Grants webpage, www.komensanantonio.org or contact Bre Jamerson at bre@sakomen.net. When initiating an application on GeMS, please make sure it is a **Community Grants** application, designated "CG."

PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

Attachments for the Project Profile page (if applicable):

- **Letters of support or memoranda of understanding from proposed collaborators**– To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.

ORGANIZATION SUMMARY

This section collects detailed information regarding your organization's history, mission, programs, staff/volunteers, budget, and social media.

PROJECT PRIORITIES AND ABSTRACT (limit – 1,000 characters)

This section collects important information to classify the focus of the project, the priorities to be addressed and a summary of the project (abstract). This abstract should include the target communities to be served, the need to be addressed, a description of activities, the expected number of individuals served and the expected change your program will likely bring in your community. The abstract is typically used by the Affiliate in public communications about funded projects.

PROJECT NARRATIVE

This section is the core piece of the application. On the Project Narrative page of the application on GeMS, please address the requests below for each section.

Statement of Need (limit- 5,000 characters)

- Describe the population to be served.
- Describe evidence of the risk/need within that population, using the RFA funding priorities and the 2015 Community Profile as a guide.
- Provide population characteristics (race, ethnicity, economic status, and breast cancer statistics) specific to the target population.
- Describe how this program aligns with Komen San Antonio's target communities and RFA funding priorities.

Program Design (limit- 5,000 characters)

- Explain the program's goal and objectives, as outlined in your Project Work Plan.
- Explain how the program will increase the percentage of people who enter, stay in, or progress through the continuum of care.
- Explain how the program is culturally competent.
- Explain if and how the program is evidence-based and/or uses promising practices (please cite references).
- Describe program collaboration and the roles and responsibilities of all organizations or entities participating in the program.
- Explain how the collaboration strengthens the program and why partnering organizations are best suited to assist in carrying out the program and accomplishing the goal and objectives set forth in this application.

Organization Capacity (limit- 5,000 characters)

- Explain why the applicant organization, Project Director and staff are best-suited to lead the program and accomplish the goals and objectives set forth in this application. Please include appropriate organization or staff licenses, certifications and/or accreditations.
- Describe evidence of success in delivering breast health/cancer services to the proposed population. If the breast health/cancer program is newly proposed, describe relevant success with other programs.
- Describe the equipment, resources, tools, space, etc., that the applicant organization possesses or will utilize to implement all aspects of the program.
- Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.
- Describe the organization's current financial state. How has your organizational budget changed over the last three years? Please explain increase or decrease.
- Describe the plan to secure and allocate resources (financial, personnel, partnerships, etc.) to sustain the program at the conclusion of the grant period.
- Describe the efforts you will take to communicate this program to your organizational leadership to ensure long-term support/buy-in.

Monitoring and Evaluation (limit- 5,000 characters)

Grantees will be required to report on the following outputs and outcomes in the progress and final reports: successes and accomplishments, challenges, lessons learned, best practice example, story from an individual that was served with the funding and number of individuals served for each objective (county, race and ethnicity, age and population group).

- Describe in detail how the organization will measure progress against the stated program goal and objectives. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe how the organization will assess how the program had an effect on the selected priority. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe how the organization will assess program delivery. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe the monitoring and evaluation (M&E) expertise that will be available for this purpose.
- Describe the resources available for M&E during the course of the program. Specify if these resources are requested as part of this grant, or if they are existing organizational resources.

PROJECT TARGET DEMOGRAPHICS

This section collects information regarding the various groups you intend to target with your breast cancer program. This does not include every demographic group your program will serve, but should be based on the groups on which you plan to focus on.

PROJECT WORK PLAN

In the Project Work Plan component of the application on GeMS, you will be required to submit the goal and objectives:

- **Goals** are high level statements that provide overall context for what the program is trying to achieve.
- **Objectives** are specific statements that describe what the program is trying to achieve to meet the Goal. An objective should be evaluated at the end of the program to establish if it was met or not met.

The project goal should have at least one objective; there is no limit to the number of objectives.

You will also be **required to submit the timelines**, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Work Plan with the understanding that each item must be accounted for during progress reporting. The Project Work Plan should **only** include a goal that will be accomplished with funds requested from Komen San Antonio. Objectives that will be funded by other means should **not** be reported here, but instead, can be included in your overall program description.

Example Work Plan

GOAL: Provide patient navigation to women with screening abnormalities in order to reduce delays in and barriers to diagnostic care.

OBJECTIVE 1: During grant period, patient navigator will contact all women with an abnormal screening within three business days to schedule follow-up appointment.

OBJECTIVE 2: By end of grant period, provide 30 uninsured/underinsured women free/reduced cost diagnostic procedures.

Attachments for the Project Work Plan page:

- **Monitoring and Evaluation forms, surveys, logic model, etc.** – To monitor progress and determine the effectiveness of the proposed program.

BUDGET

Budget sections include Key Personnel/Salaries, Consultants, Supplies, Travel, Patient Care, Sub-Contracts, Indirect Costs and Other.

Provide a detailed total program budget for the entire requested grant term. For each line item in the budget, provide a brief justification for how the funds will be used and why they are programmatically necessary.

Salaries: Grant should only cover portion of salary related to breast cancer program.

Supplies: This section should include office supplies, education supplies and any other type of supplies your organization will need to complete the project. Maximum amount is \$5,000.

Other: Include costs that do not fit in other categories. (Travel, transportation, etc.)

Indirect Costs: Should be no more than 15 percent of direct costs. Must include explanation as to why coverage is needed, with description of indirect cost items (administrative support, facilities, insurance, etc.)

Attachments Needed for Key Personnel/Salaries Section:

- **Resume/Job Description** – For key personnel that are currently employed by the applicant organization, provide a resume or *curriculum vitae*. For new or vacant positions, provide a job description (*Two page limit per individual*).

Attachments Needed for the Project Budget Summary Section:

- **Proof of Tax Exempt 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. To request verification of your organization's tax-determination status, visit the following page on the IRS Web site:

<http://www.irs.gov/Charities-&-Non-Profits/EO-Operational-Requirements:-Obtaining-Copies-of-Exemption-Determination-Letter-from-IRS>

Educational Materials and Messages

Susan G. Komen is a source of information about breast health and breast cancer for people all over the world. To reduce confusion and reinforce learning, we fund programs that involve 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. 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>.

Creation and Distribution of Educational Materials and Resources

Grantees must use/distribute only Komen-developed or Komen-approved educational resources including: messages, materials, toolkits or online content during their grant period. This is to ensure that all breast cancer messaging associated with the Komen name or brand are safe, accurate, based on evidence and consistent. If applicants/grantees intend to develop educational materials that are otherwise not provided by Komen, they must be approved by the San Antonio Affiliate.

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 **shopkomen.com**.

Use of Komen's Breast Cancer Education Toolkit for Hispanic/Latina Communities and Other Resources

Susan G. Komen has developed a Breast Cancer Education Toolkit for Hispanic/Latina and Black/African American communities. It is designed for educators and organizations to use in order to meet the needs of these communities. Demonstrated need for educational outreach for Hispanic/Latina and Black/African American populations in the Affiliate service area may be key to a successful application. This tool is free and available online. To access the Toolkits, please visit <http://komentoolkits.org/>. Komen has additional educational toolkits and resources, including www.komen.org that may be used in community outreach and education programs. Contact Bre Jamerson, Program Manager for resources that may be used in programming.