

2010-2011 REQUEST FOR STEP GRANT APPLICATION (RFA)



GRANT APPLICATIONS ARE NOW BEING ACCEPTED UNTIL 12:00PM, FRIDAY, NOVEMBER 6, 2009 FOR COMMUNITY-BASED GRANTS FOR BREAST HEALTH AND/OR BREAST CANCER SCREENING, TREATMENT, EDUCATION AND SUPPORT PROGRAMS

Susan G. Komen for the Cure® has made a promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures. Affiliates of Susan G. Komen for the Cure® represent one of the nation's largest private funding sources for breast health and breast cancer education, treatment support, screening and post-diagnosis programs.

Grant funds are available through the Chicagoland Area Affiliate of Susan G. Komen for the Cure® for innovative projects in the following areas:

1. Breast health, awareness and education programs
2. Breast screening and early detection programs
3. Educational programs about breast cancer treatment
4. Survivor and family support programs

Projects must be located in one or more of the following counties:

Cook, DuPage, Kane, McHenry and Lake Counties

Important notes:

Projects that specifically address the "Funding Priorities" section of this RFA will be given preference. All requests for science research funding should be directed to the Komen National Award and Research Grant Program.

See attached grant application for more details. If you would like a copy emailed to you, please send your request to Leticia Kees, Manager of Mission Initiatives lkees@komenchicago.org or 773.444.0061.

Please send applications to:

Leticia Kees
Manager of Mission Initiatives
The Chicagoland Area Affiliate of Susan G. Komen for the Cure®
8765 West Higgins Road, Suite 401
Chicago, IL 60631
Mission@KomenChicago.org

Grant requests are to be **RECEIVED** in the Chicagoland Affiliate of Susan G. Komen for the Cure® office no later than **November 6, 2009 at 12:00p.m.** Grant recipients will be notified of awards by March 31, 2010.

OVERVIEW

Susan G. Komen for the Cure® has made a promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures. Affiliates of Susan G. Komen for the Cure® represent one of the nation's largest private funding sources for breast health and breast cancer education, treatment support, screening and post-diagnosis programs.

The Chicagoland Affiliate of Susan G. Komen for the Cure® is currently soliciting grant applications for innovative programs in the areas of breast health awareness and education; breast screening and early detection; educational programs that address breast cancer treatment; and survivor and family support programs.

ABOUT THE CHICAGOLAND AREA AFFILIATE OF SUSAN G. KOMEN FOR THE CURE®

The Chicagoland Affiliate of Susan G. Komen for the Cure® was established in 1997 and held the first Susan G. Komen Chicago Race for the Cure®. With the support of our signature fundraiser, the Komen Chicago Race for the Cure®, the Komen Chicagoland Affiliate has awarded over \$8 million towards the fight against breast cancer by funding grassroots breast health education and breast cancer screening and treatment projects, as well as national research. Seventy-five (75) percent of the net proceeds raised by the Affiliate are dedicated to fighting breast cancer locally in the Chicagoland metropolitan area. The remaining 25 percent of net proceeds raised are contributed to the Komen Grants Program which funds research and education programs. The generosity and spirit of our corporate sponsors and community partners enables the Affiliate to organize the Susan G. Komen Chicago Race for the Cure® as well as other breast cancer awareness events and fundraisers throughout the year.

The Chicagoland Area Affiliate is pleased to announce that grant request applications are currently being accepted. The grant program seeks innovative projects that address breast health and/or breast cancer screening, treatment, and education programs targeting services not otherwise available to the uninsured and medically underserved in one or more of the following counties: **Cook, DuPage, Kane, Lake and McHenry**. Grants are available for a term of one (1) year.

IMPORTANT NOTE

Application will be accepted for any breast health or breast cancer education, screening, treatment, or support program in the counties named above.

Please note that projects that specifically address the objectives outlined in the “Statement of Need” section of the RFA will be given priority.

All requests for science research funding should be directed to the Susan G. Komen for the Cure Research Grant Program. More information on research funding is available at www.komen.org/grants.

STATEMENT OF NEED

Since our formation in 1997, the Chicagoland Area Affiliate of Susan G. Komen for the Cure® has funded breast cancer education, screening and treatment programs for the medically underserved in our local community.

We remain committed to addressing our mission by identifying and responding to existing and emerging breast health and breast cancer outreach, education, screening and treatment needs in our five-county service area. These needs are identified by compiling a comprehensive community profile and updating this profile with emerging data that define highlight new service needs in Cook, DuPage, Lake, McHenry and Kane counties.

Through the Community Profile, the Chicagoland Area Affiliate of Susan G. Komen for the Cure® has identified the following priorities:

1. Addressing Breast Health Disparities in Underserved Communities

At this time, the Chicagoland Affiliate recognizes the need for programs that address the disproportionate impact of breast cancer on racial and ethnic minorities. Since 2007, two studies have pointed to a growing racial and ethnic disparity in breast cancer in the Chicago metropolitan area. These studies substantiate the findings in the 2009 Komen Chicago Community Profile Report, which can be found at www.komenchicago.org.

A study published by researchers at the Sinai Urban Health Institute in Chicago indicates that there has been no improvement in mortality from breast cancer for African American women in Chicago in 22 years, despite substantial improvement in mortality for white women.¹ Mortality for African American women is 116 percent higher than that of white women.²

This study is corroborated by finding issued in a Susan G. Komen for the Cure report, Breast Cancer Mortality Report: Closing the Gaps in Eight Communities, which identifies Chicago as one of the eight communities nationwide “most affected” by breast cancer, with Black, Hispanic and low-income women as the least likely to have access to breast health education, screening and treatment.

More information about the breast health disparity in the Chicago metropolitan area can be found at the following websites:

Breast Cancer Mortality Report: Closing the Gaps in Eight Communities:
http://cms.komen.org/Komen/NewsEvents/KomenNews/070426_KCCNationalRelease

Improving Quality and Reducing Disparities in Breast Cancer Mortality in Metropolitan Chicago:
<http://www.ChicagoBreastCancer.org>.

Please visit www.komenchicago.org for a more detailed list of priorities identified through the Community Profile.

¹ Hirschman J, Whitman S, Ansell D. The black:white disparity in breast cancer mortality: the example of Chicago. Cancer Causes & Control 2007;18:323-333

² Ibid

2. Bridging Existing Gaps

In considering the balance of funds awarded, we strive to provide resources in response to unmet needs. For example, organizations requesting funds for mammography services should discuss their involvement with the Illinois Breast and Cervical Cancer Program (IBCCP), and how funding from the Chicagoland Affiliate will be used to meet a need not met through IBCCP resources. Similarly, outreach and education programs should detail existing service gaps in their community.

FUNDING PRIORITIES

Because of this growing disparity, the Chicagoland Affiliate of Susan G. Komen for the Cure® has established that programs/projects that address breast health disparities among underserved groups will be given priority in this funding cycle.

ELIGIBILITY REQUIREMENTS

Applications will be accepted from U.S. non-profit institutions (federally tax-exempt, e.g., non-profit organizations, educational institutions, government agencies and Indian tribes). Applications must be submitted in English. Applicant organizations must be located in the five county service area of the Affiliate.

FUNDING RANGE

The Chicagoland Affiliate of Susan G. Komen for the Cure® offers grants of up to \$75,000.

APPLICATION DEADLINE IS NOVEMBER, 6, 2009 AT 12:00 P.M.

ALL APPLICATIONS MUST BE **RECEIVED** BOTH **ELECTRONICALLY AND HARD COPY** IN THE CHICAGOLAND AFFILIATE OF SUSAN G. KOMEN FOR THE CURE® OFFICE BY THIS DATE TO BE ACCEPTED.

PLEASE SEND ELECTRONIC COPIES TO: MISSION@KOMENCHICAGO.ORG
(MICROSOFT WORD OR PDF FORMAT)

GRANT RECIPIENTS WILL BE NOTIFIED OF AWARDS BY MARCH 31, 2010.

GUIDELINES AND INSTRUCTIONS FOR APPLICANTS

The purpose of this program is to address the breast health and breast cancer screening, treatment, and education needs of the Chicagoland area Affiliate service area.

QUALIFICATIONS: Applications are accepted from U.S. non-profit institutions (federally tax-exempt, e.g., non-profit organizations, educational institutions, government agencies and Indian tribes), although U.S. citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be located and providing services to women and men in the five county service area of the Chicagoland Area Affiliate.

RESTRICTIONS:

The Chicagoland Affiliate does not fund research programs. All requests for clinical or basic science research funding should be directed to the Komen for the Cure Award and Research Grant program. More information about research funding is available through the Susan G. Komen for the Cure® website at <http://www.komen.org/grants>.

Additional restrictions include:

- The 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).
- Applicant must be a U.S. non-profit (federally tax-exempt) organization, e.g., non-profit organizations, educational institutions, government agencies and Indian tribes are eligible.
- Services provided must benefit people residing in one of the following counties that are part of the Chicagoland Affiliate's service area: Cook, DuPage, McHenry, Kane and/or Lake Counties.
- Indirect costs, if applicable, should be no more than 10% of direct costs.
- Equipment costs, if applicable, may not exceed 30% of direct costs.
- Salaries, if requested, are for personnel related to this project only and not the general work of employee.
- Previous/current grantees must be in good standing with the Affiliate.

REVIEW: Completed applications that comply with the guidelines outlined in this request for applications will be reviewed by an independent panel established through the Chicagoland Affiliate of Susan G. Komen for the Cure's Mission Committee.

EDUCATIONAL MATERIALS: A variety of educational materials are available from Susan G. Komen for the Cure headquarters. Some items are targeted to special populations. Before requesting funds to purchase items from other sources or create new materials, please contact the Komen Chicago Affiliate. We recommend that Komen materials be used in the project whenever possible. Please visit www.komen.org to view available educational materials.

CONTRACTS: The grant contract will be the legal mechanism for funding and all recipients will be required to sign a contract in order to receive any funding.

GRANT PERIOD: The grant period will begin April 1, 2010 and will conclude on March 31, 2011.

PAYMENT AND REPORTING: The first installment of 50 percent of the grant award will be made no later than thirty (30) days after the receipt of the fully executed contract. The first progress report is due at the

end of the first six (6) months of the contract. A final report is due within forty-five (45) days of completion of the grant period.

CONFIRMATION OF RECEIPT OF APPLICATION: Confirmation of receipt of application will be mailed to the project director following review of compliance to guidelines. Please do not contact the Chicagoland Affiliate of Susan G. Komen for the Cure® regarding the status of the application during the review period. It is also strongly advised that the applicant use a delivery confirmation/notification service when mailing applications.

GRANTEE ORIENTATION: Grantees are required to attend a grantee orientation to be held in April 2010.

ANNOUNCEMENT: Announcement of grants awarded will be made by March 31, 2010. Project directors will be notified of the outcome of the review in writing.

NUMBER OF GRANTS AND GRANT AMOUNTS TO BE AWARDED: The number of awards will depend on the amount of funding available and the amount granted per project.

APPLICATION SUBMISSION

The application is **REQUIRED** in the following **TWO** formats:

1. EMAIL a complete application to Mission@komenchicago.org.

AND

2. MAIL or HANDCARRY a complete application to the Affiliate office. Include one (1) original with signatures and nine (9) copies no later than 12:00 pm on Friday, November 6, 2009. The use of a delivery confirmation service is strongly recommended when mailing applications.

Faxed copies will not be accepted.

Applications must be **RECEIVED** in the Affiliate office **no later than 12:00 pm on Friday, November 6, 2009.**

Applications should be addressed to:

Leticia Kees
Manager of Mission Initiatives
The Chicagoland Affiliate of Susan G. Komen for the Cure®
8765 West Higgins Road, Suite 401
Chicago, IL 60631

Inquires should be directed to lkees@komenchicago.org or 773.444.0061. Please allow adequate time before deadline for a response.

Failure to adhere to these guidelines may result in the refusal of the application.

INSTRUCTIONS FOR APPLICANTS

PLEASE SUBMIT YOUR APPLICATION IN THE ORDER LISTED BELOW. USE THE SPECIFIED HEADINGS AND SUPPLY THE REQUIRED INFORMATION.

- A. COVER PAGE. (Form Attached)** All applications must be signed by the executive director/chief executive officer of the organization sponsoring the proposed program.
- B. ABSTRACT. (Form Attached)** Provide a brief program description for publication if awarded. A signature is required for publication. The narrative for the abstract is not to exceed 200 words. The abstract should include:
- Name of the applicant and 1-2 sentences about the organization
 - The reason for the grant request: issue, problem or need to be met
 - The goals and objectives to be achieved through this funding
 - Key activities to be conducted to accomplish these objectives
- C. ORGANIZATIONAL CAPACITY.** This narrative is not to exceed 1 page. Organizations should demonstrate that they are capable of providing effective, high quality breast health/breast cancer services. This narrative shall include the following information:
- A brief summary of the organization, including its mission, history, and population served
 - Key programs and/or activities of the organization
 - Breast health/breast cancer services currently provided
 - Ability to conduct program evaluation and quality management
 - Fiscal capability to manage the grant funds, if awarded
- D. PROJECT DESCRIPTION.** This section is not to exceed five (5) pages. Each item below should be addressed in the application and be easily identified (i.e., numbered or clearly labeled).
1. *Brief explanation of project.*
 2. *Need or problem to be addressed.* Applicants should address describe the population to be served and identify the risks/needs of the population specific to breast health. Local data (neighborhood, city, county) should be used to describe the target population whenever possible; if local data is unavailable, use other applicable data.
 3. *A review of comparable programs offered in the service area.* Applicants should identify what specific gap their program meets that remains unfilled by comparable programs. Include an explanation of how this program is unique.
 4. *Description of how the project will benefit the target population.* Include number of people to be served.
 5. *Description of program goals, measurable objectives and the activities and timeline that will allow you to accomplish these goals and objectives.* The timeframe for objectives should align with the funding year (April 1, 2010 – March 31, 2011). (Note: A mid-year report of progress toward goals is required if funded.)
 6. *Timetable for accomplishing key activities.* Provide a summary of key activities with timeframes for implementing the activities. Also indicate if the request is for a one-time activity or an ongoing program.
 7. *Description of other organizations or entities, if any, participating in the project.*
 8. *Definition of success for the program.* Define what a successful outcome would look like for your program if funded.

9. **Evaluation.** Indicate what process and impact information will be collected to measure and demonstrate success. Please explain how you will attempt to address some of the following issues: data collection methods; measuring changes in knowledge, attitude, behavior; number of constituents served; constituent satisfaction with your program; impact on the community.
10. **Long-term sources and strategies for funding of the project after initial funding by this grant.** Discuss additional funding sources and a plan for continuing the program without relying on one source of income.

E. BIOSKETCH form for project director and attendant personnel listed in budget request. Please do not submit a CV or resume, use the form provided. **(Form Attached)**

F. BUDGET

1. **Budget Form (Form Attached).** The budget must be clear and adequately support the objectives of the project. It must be as specific as possible; a detailed line-item justification must accompany the budget form. Using broad general categories will delay consideration or result in disqualification.
 - a. **Direct Costs:** The Chicagoland Affiliate defines direct costs as those costs associated directly with the program.
 - b. **Personnel / Salary:** Requested salaries can be for services related to the proposed project only, not the general work of the applicant, and must be fully explained in the budget justification.
 - c. **Supplies:** Supply costs include items such as printing supplies and education materials. (A variety of education materials is available from Komen for the Cure® at a discount to grantees. To find out more, contact our office at 773.444.0061).
 - d. **Equipment:** Equipment must be acquired at a reasonable cost and must be necessary for the success of the proposed program. Any equipment request must be addressed in the budget justification.
 - e. **Travel:** Itemize travel costs and indicate cost per mile (ie. \$.45 per mile). Justify travel costs in Budget Justification.
 - f. **Patient Care Costs:** Clinical services (ie. mammograms, MRI's).
 - g. **Other Expenses:** Food for workshops, program incentives, etc.
 - h. **Indirect Costs:** (not to exceed 10%) are costs that cannot be directly identified to a program or activity. Examples may include accounting salaries, rent or utilities.
2. **Budget Justification.** This section is not to exceed 2 pages. Each line item in the budget **must** be addressed in the budget justification.

G. PROOF OF NON-PROFIT STATUS FOR APPLICANT ORGANIZATION (except for educational institutions, government agencies and health departments).

H. PRIOR KOMEN CHICAGO AFFILIATE FUNDING PROJECT SUMMARY. (summary not to exceed one page not including previous funding form)

1. If you are a current or former grantee, provide brief information on the following items for the most recent grant you have received.
 - a. Project funded by the grant and date of funding
 - b. Project accomplishments and challenges.
 - c. Approximate number of individuals educated/served through the grant.
 - d. Overall results of project.
 - e. Previous funding by the Komen Chicago Affiliate **(Form Attached)**.

APPLICATION FORMAT

- € Applications must be submitted by the program director.
- € Applications must be printed on plain white, single-sided, 8 ½ x 11 inch paper.
- € Font size may not be smaller than 10-point typeface, with a minimum of one-inch margins.
- € All pages must be numbered sequentially.
- € Narrative sections must be properly labeled following the instructions outlined below.
- € DO NOT bind applications by using spiral binding, vellum binding, stapling, or placing in a folder. Applications should be bound by paper or binder clips.
- € Adhere to page limits as indicated in the instructions below. Do not insert blank pages or dividers to separate into sections.
- € Application must be signed by the executive director/chief executive officer of the organization sponsoring the proposed program.