

STEP GRANT ANNOUNCEMENT & GUIDELINES



Request for Proposals

Grant applications now being accepted for
Breast Health and/or Breast Cancer
Screening, Treatment support, Education AND Prevention Projects

Our 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. Today, Susan G. Komen for the Cure is the world's largest and most progressive grassroots network of breast cancer survivors and activists – the only grassroots organization fighting to cure breast cancer at every stage, from the causes to the cures and the pain and anxiety of every moment in between.

The Southern Arizona Affiliate of Susan G. Komen for the Cure is currently offering grants of up to **\$40,000** for **innovative** projects in the areas of breast health and/or breast cancer education/outreach, screening, or treatment support projects targeting services not otherwise available to the medically underserved populations of Pima, Santa Cruz, Graham, Greenlee, Cochise and Yuma counties. Grants are available for up to one (1) year.

IMPORTANT NOTE

Projects that specifically address the objectives outlined in the “Statement of Need” below will be given priority. Please read this document carefully!

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

GUIDELINES AND INSTRUCTIONS FOR APPLICANTS

STATEMENT OF NEED:

Through a community needs assessment, the Southern Arizona Affiliate of Susan G. Komen for the Cure has identified priority needs for the service area particularly to the medically underserved and uninsured and rural areas for targeted funding. The major identified areas from this document include funding:

1) Direct treatment care

- Projects for surgery, chemotherapy and radiation services are being funded through our Treatment Block Grant program. Applicants addressing this need **MUST** use the separate Treatment Block Guidelines and Application.

2) Outreach education in understanding access to care

- Projects addressing the need for a comprehensive formula (map) and resource to help in understanding and accessing the breast health care system, primarily among underserved women over the age of 40
- Projects that focus on increasing the number and training level of lay health educators (Promotora) to help educate, advocate, and navigate the system through specific populations of women (Hispanic, Native American, African American, Lesbian, low income White, etc.) particularly in Pima, Graham, Cochise and Greenlee counties
- Projects that provide breast health education opportunities for health educators serving the medically under-served and/or rural communities of southern Arizona
- Projects focusing on breast health education, screening and medical outreach among Hispanic, African American, Asian, and Native American women in southern Arizona
- Projects focusing on breast health education and breast screening services among rural women in southern Arizona of all races, particularly among under-served women over the age of 40
- Projects focusing on breast health education, screening and medical outreach among Lesbian, Gay, Bisexual, and Transgender Populations

3) Transportation

- Projects focusing on providing access to breast cancer treatment services among all medically underserved and uninsured women in southern Arizona, particularly in rural areas

4) Raising awareness and cultural sensitivity regarding breast health issues

- Projects focusing on increasing the awareness of the breast health guidelines among the general population, but particularly among all under-served women over the age of 40 in rural areas

- Projects focusing on providing culturally-appropriate support services to Hispanic, American Indian and GLBT breast cancer survivors in southern Arizona, including those newly diagnosed
- Projects focusing on educating the lay community and health care community on breast health issues, support services and available resources with cultural sensitivity

5) Support and/or after treatment care to patients

- Projects that provide education on risk and treatment/therapy supplies for lymphedema to the medically underserved and uninsured
- Projects that focus on promoting long-term survival serving the medically underserved and uninsured women in Southern Arizona, particularly in rural areas
- Projects that address the emotional and psychological needs of each patient among the medically underserved

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY SEPTEMBER 14, 2007.

QUALIFICATIONS: Applications are accepted from US nonprofit institutions; US citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be located and/or providing services in Southern Arizona Affiliate service region. All prior funded applicants are required to participate in a **grant training workshop to be held August 14th, 2007 from 10-2** at the Saguaro Girl Scouts Council, 4300 E. Broadway. This is a mandatory workshop for previously funded organizations, and new applicants are strongly encouraged to attend. A light lunch will be served. **Please RSVP to grants@komensaz.org.**

RESTRICTIONS:

- 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
- Applicants must be a US nonprofit (federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible
- Services are provided in Southern Arizona Affiliate service area to include Pima, Santa Cruz, Cochise, Graham, Greenlee and Yuma counties
- Indirect costs, if applicable, should be no more than 15% of direct costs
- Equipment costs, if applicable, may not exceed 30% of direct costs and should be used primarily on this project

- Salaries, if requested, are for personnel related to this project only and not general work of applicant
- Grant applications received over the cap of \$40,000 will be returned to the applicant and considered not responsive and will not be reviewed

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

REVIEW: Applications received complete, and meeting compliance with these guidelines, will be submitted for grant review by a panel established through the local grants committee. The panel members make recommendations to the Affiliate Board of Directors. Approval of grant applications is made by the Southern Arizona Affiliate Board of Directors.

CONTRACTS & GRANT PERIOD: A grant contract will be the legal mechanism for funding. Grant period begins December 1st, 2007 and will conclude on November 30th, 2008.

FORMER & CURRENT GRANTEES: For organizations that have received funding from the Southern Arizona Affiliate in the past, the organization's most recent final report must be included with the application. Additionally, for current grantees, the six-month progress report must be included with the application.

PAYMENT AND REPORTING: The first payment will be made no later than thirty (30) days after receipt of the fully executed contract. The initial progress report is due at the end of the first six (6) months of the grant period. The second payment will be made no later than (30) days following the filing and review of the initial progress report. A final report is due within ninety (90) days of completion of the grant period.

LETTERS OF SUPPORT AND ADDITIONAL MATERIALS: Please do NOT send additional materials (i.e. reprints, complete curriculum vitae or letters of support).

CONFIRMATION OF RECEIPT OF APPLICATION: Confirmation of receipt of application will be mailed to the project director following review for compliance to guidelines. If immediate confirmation of receipt is requested, please include a self-addressed, stamped postcard that will be returned to you immediately upon receipt of the application. Please do not contact the Southern Arizona Affiliate of Susan G. Komen for the Cure regarding the status of the application during the review period.

ANNOUNCEMENT OF GRANTS AWARDED: Announcement of grants awarded will be made by November 20th, 2007. Project directors will be notified of the outcome of the review in writing.

NUMBER OF GRANTS TO BE AWARDED: A minimum of \$220,000 is to be granted in this program. The actual number of awards will depend on the amount of funding granted per project and number of competitive projects.

APPLICATIONS SHOULD INCLUDE AND BE ORDERED AS FOLLOWS:

- A.** Cover Page - MUST USE APPLICATION FORM AVAILABLE AT www.KomenSAZ.org
Note: Signature of approving institutional personnel, other than project director, required
- B.** Abstract Page - MUST USE APPLICATION FORM AVAILABLE AT www.KomenSAZ.org
(Without exceeding 200 words, please provide a short description written in lay terms for release to the general public should this application be chosen for funding)
- C.** Project Description (This section should not exceed five typewritten pages. Font size should be no smaller than a ten-point typeface with margins no smaller than one inch. Please include page numbers.)
1. Brief explanation of project.
 2. Statement of need/problem to be addressed.
 3. Description of constituency to be served and how they will be benefited (please indicate number of women to be served).
 4. Description of program goals and measurable objectives.
 5. Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your hospital/organization?
 6. Timetable for accomplishing goals (Please note: six months reports are required if funded)
 7. Description of other organizations/entities, if any, participating in the Program. If applicable, letters of collaboration should be included from each organization.
 8. Long term sources/strategies for funding of the Program after initial funding should this grant application be approved and awarded.
 9. A review of comparable programs offered in this service area and an explanation of how this program is unique.

10. Definition of success for the Program and how it will be measured.
11. Use of the Program's results and how they are to be disseminated.

D. Financial Information (Not to exceed three typewritten pages including form provided)

1. Budget for requested funds - MUST USE APPLICATION FORM AVAILABLE AT www.KomenSAZ.org
2. Budget justification – in narrative or bulleted form (narrative preferred).
3. List of other sources of current funding for the project.

E. Biosketch form for project director and attendant personnel listed in budget request - MUST USE APPLICATION FORM AVAILABLE AT www.KomenSAZ.org

F. Proof of non-profit status for applicant institution.

G. For current grantees, a copy of the six-month progress report must be included. For all past grantees, a copy of your most recent final report must be included, as well.

Applications can be obtained at www.KomenSAZ.org or by calling the local affiliate office at (520) 319-0155.

6 copies of the application must be submitted by the director of the project. Please keep grant requests to the page limits as stated above. Please submit **one original and five copies** of the complete application. Applications should be bound by rubber bands, paper clips, or binder clips only. Please, **no stapled or bound materials**.

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY SEPTEMBER 14TH, 2007

AND SENT TO THE FOLLOWING ADDRESS

Southern Arizona Affiliate
Attn: Ann Stevens, Grants Chair
P.O Box 14677
Tucson, Arizona 85732-4677

NO FAX OR E-MAIL COPIES WILL BE ACCEPTED!

PLEASE REVIEW PROPOSAL FOR COMPLIANCE INCLUDING RESPONSIVENESS TO FORMAT, BUDGET CAP AND TARGET FUNDING AREAS, FAILURE TO DO SO WILL LEAD TO NON-COMPLIANCE AND RETURN OF APPLICATION UNREVIEWED.

Inquiries should be addressed as above by e-mailing grants@komensaz.org or calling at (520) 668-3947. Or call the local affiliate office at (520) 319-0155. (Please allow adequate time before deadline for response to any inquiry)