

Community Grant Program  
**GRANTING GUIDELINES**  
For screening, treatment and education programs

April 1, 2012 – March 31, 2013

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## **OUR PROMISE**

***The promise of Susan G. Komen for the Cure is to save lives and end breast cancer forever by:***

***Empowering people,  
Ensuring quality of care for all and  
Energizing science to find the cures.***

Nationally, Susan G. Komen for the Cure was founded in 1982 by Nancy Brinker to honor the memory of her sister, Susan G. Komen, who died of breast cancer at the age of 36. Over twenty-five years later, Komen for the Cure has become the global leader in the fight against breast cancer through its support of innovative research and community-based programs.

Since its beginnings in 1992, the Phoenix Affiliate has been carrying out the mission of Susan G. Komen for the Cure on a local level. A group of women committed to eradicating breast cancer as a life-threatening disease first focused their efforts on planning Phoenix's first Race for the Cure<sup>®</sup>, which, along with other fundraising events, has helped the Phoenix Affiliate raise and grant over \$20 million for the fight against breast cancer.

Thank you for your interest in applying for a grant from the Phoenix Affiliate of Susan G. Komen for the Cure. Our grant recipients are our partners in achieving our promise, and we look forward to the opportunity to work with your organization.

## **KOMEN PHOENIX AFFILIATE GRANTMAKING**

The vision of Susan G. Komen for the Cure is a world without breast cancer. The Phoenix Affiliate is currently accepting grant applications for innovative projects in the areas of breast health and/or breast cancer education and outreach, screening, and treatment to the medically underserved and/or underinsured or uninsured populations within the Phoenix Affiliate's service area which is Apache, Coconino, Gila, La Paz, Maricopa, Mohave, Navajo, Pinal and Yavapai counties.

### **A few key points about our grantmaking**

- The Phoenix Affiliate is like any other foundation in that we make grants to not-for-profit organizations through a defined process.
- The Phoenix Affiliate is not an endowed foundation. This means that our giving can fluctuate from year to year more than endowed foundations.
- The Phoenix Affiliate only funds in one program area – breast health and breast cancer-related projects.

## **STATEMENT OF NEED**

The Phoenix Affiliate's Community Profile is designed to give our community a comprehensive look at the state of breast cancer throughout central and northern Arizona and be not only educational and informative, but also inspirational and motivating.

The Komen Phoenix Affiliate encourages grant seekers to develop alliances that leverage their combined assets to maximize financial and human resources to extend the reach of community programs and serve more individuals. These partnerships are capable of expanding service capacity and reducing duplication. The Phoenix Affiliate seeks new initiatives and expanded partnerships among all grant requests.

The Komen Phoenix Community Profile defines medically underserved as Hispanic, African American/Black, and Native American women; refugees; low income White women; undocumented Hispanic women and underinsured and uninsured populations. Priority focus is placed on Hispanic, African American/Black, and Native American women and the underinsured and uninsured populations.

The Phoenix Affiliate accepts multiple grant applications from the same organization and each application is evaluated separately and on its own merit.

A grant application may be submitted for multiple funding categories. For example, an application may allocate a majority of requested funds for screening but also include an education component. This grant application is considered in the Screening and Diagnostic Projects funding category which is funded up to \$75,000.

Another example is an application which may allocate a majority of requested funds for breast cancer treatment but also includes a breast cancer support group component. This grant application is considered in the Treatment Projects funding category which is funded up to \$150,000.

## **GRANT FUNDING CATEGORIES**

### **Education, Community Outreach and Survivorship Support Projects Funded up to \$50,000**

The Komen Phoenix Affiliate funds education projects that are effective in promoting behavioral change or empowering individuals to make good breast health decisions. Organizations requesting funding for educational projects, community outreach and survivorship support projects should include interventions that are evidence based and can demonstrate a successful outcome. These programs should focus on priority populations and targeted geographic areas as outlined in the 2011 Community Profile to

- Create messages that focus on breast health and the importance of early detection targeted to the Native American and African American/Black populations who have

demonstrated disparities as far as later staged breast cancer presentation, lower five-year survival rates and lower breast cancer screening rates or

- Create centralized breast health and breast cancer resource centers in rural areas that include information on a range of subjects, from breast self-awareness to breast cancer resources and available services for breast cancer survivors or
- Create information for health care providers to increase their knowledge of
  - the Well Woman HealthCheck Program (WWHP) and its eligibility criteria to ensure those who are eligible for the program enroll in the program;
  - the health care system, community resources and available services;
  - the fears patients have and how to address those fears in a sensitive manner or
- Create programs that target the Hispanic population or
- Create programs that improve uninsured people's ability to get into the health care system or
- Create programs that improves quality of life through survivorship support such as support services that address the emotional, sexual, financial, physical and other impacts that occur after a breast cancer diagnosis; or a program that educates survivors on reducing the risk for breast cancer in an effort to reduce the fear of reoccurrence.

### **Screening and Diagnostic Projects – funded up to \$75,000**

This funding category includes screening mammograms, diagnostic mammograms and all other breast cancer diagnostic procedures. Screening and diagnostic grants should use the Komen Phoenix Affiliate funding as a “last resort” for those women or men who are medically underserved, uninsured or underinsured. These programs should focus on priority populations and targeted geographic areas as outlined in the 2011 Community Profile to

- Create programs that eliminate cost barriers to screening and diagnostic services or
- Create programs that eliminate transportation barriers or
- Create programs that support patient navigation and Promotora programs to assist patients through the screening and diagnostic process for those defined as medically underserved or
- Create programs that increase access to screening by using mobile mammography units or
- Create programs that target the Hispanic population to increase screening utilization.

### **Treatment Projects - funded up to \$150,000**

Treatment project funds are used for women and men diagnosed with breast cancer and may include some or all of the following: diagnostics testing, surgery, radiation, chemotherapy, lymphedema treatment, or other treatments as indicated by a treating physician. All Komen Phoenix Affiliate funding for treatment service projects must be used to serve medically underserved, uninsured or underinsured. These programs should focus on priority populations and targeted geographic areas as outlined in the 2011 Community Profile to

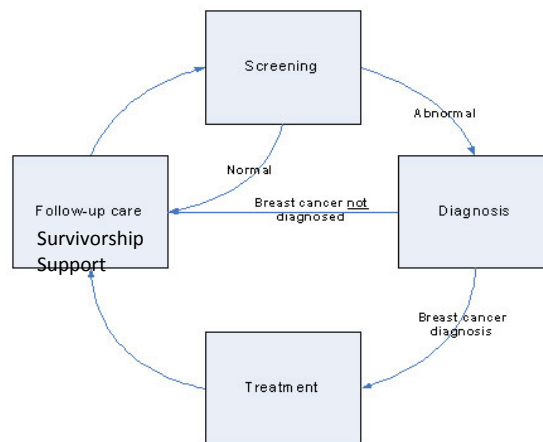
- Create programs that eliminate cost barriers to treatment services or

- Create programs that eliminate transportation barriers or
- Create programs that target the Hispanic population to increase access to treatment or
- Create programs that support patient navigation and Promotora programs to assist patients through the treatment and post-treatment support process for those defined as medically underserved or
- Create programs that provide lymphedema treatment.

**Breast Cancer Continuum of Care Projects – funded up to \$275,000**

The Breast Cancer Continuum of Care model follows a patient’s movement through the healthcare system to screen for breast cancer, and if necessary diagnose and treat breast cancer. The Continuum of Care has four stages: Screening, Diagnosis, Treatment and Follow-up Care. It is important to understand why women do not enter or continue the continuum, especially those who are part of high need or target communities. The Phoenix Affiliate 2011 Community Profile has a full description of the Breast Cancer Continuum of Care model on page 24.

These programs should focus on priority populations and targeted geographic areas as outlined in the 2011 Community Profile.



**Notes for Continuum of Care Projects**

- Must include all stages of the continuum to be considered for funding
- Must follow criteria of Education, Community Outreach and Survivorship Support; Screening and Diagnostic; and Treatment Project Funding Categories as stated above

## **GENERAL RESTRICTIONS AND CONDITIONS FOR ALL APPLICANTS**

### **Projects must focus on breast health and breast cancer**

The Phoenix Affiliate will only fund projects that focus on breast health and/or breast cancer. For example, if a project is a combined breast and cervical cancer project, the request can only include the breast cancer section of the project.

### **Service area**

All grant applications must be located in and /or provide services in the following counties: Apache, Coconino, Gila, La Paz, Maricopa, Mohave, Navajo, Pinal and Yavapai Counties.

### **Qualifying organizations**

Applications will be accepted from United States non-profit, federally tax-exempt organizations. Eligible organizations include non-profit hospitals, government entities, Indian Tribes and nonprofit educational organizations.

### **Pre-application workshop**

We strongly encourage all applicants to attend a Pre-Application Workshop before applying for a grant from the Phoenix Affiliate. Please plan on attending this workshop either in person or through web conferencing. RSVP to [grants@komenphoenix.org](mailto:grants@komenphoenix.org). Directions and agenda will be sent once you have RSVP.

### **Rates**

All direct services must not exceed Medicare allowable rates.

### **Grant review process**

Grant applications in compliance with the guidelines are submitted to an independent Grants Review Panel. For applicants who have previously received funding from the Phoenix Affiliate, past performance and compliance with grant requirements will be considered.

### **Certificate of Insurance**

If your organization is selected as a grant recipient, you must provide with the signed contract a certificate of insurance with the following limits. The limits maybe adjusted depending on the type of grant funded.

- 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;
- Excess/umbrella insurance, excess to the insurance set forth in (i) above, with a limit of not less than \$5,000,000.
- Grantee shall name Komen Affiliate as an additional insured under its commercial general liability insurance policy solely with respect to the Breast Cancer Project and any additional policies and riders entered into by Grantee in connection with the Breast Cancer Project.

**Contracts and grant period**

A grant contract will be the legal mechanism for funding. The grant period begins April 1, 2012 and will conclude on March 31, 2013.

**Payment and reporting**

The grant funds will be paid in two equal increments. The first increment will be paid within thirty days of receiving the fully executed grant contract. The second increment will be paid after the Phoenix Affiliate receives and accepts the six-month progress report, which is due on October 31, 2012. A final report is due within thirty days of completion of the grant period which is March 31, 2013. Organizations shall maintain all fiscal, statistical and management books/records pertaining to the program and service delivery for 2 years after the program ends.

**Announcement of grant awards**

The Phoenix Affiliate will announce its grant awards in March 2012. Each applicant organization will receive written notification by this date. The actual number of awards will depend on the amount of funds available. Proposals may be funded at lesser amounts than requested.

**DEADLINE AND SUBMISSION INFORMATION**

**All applications must be received (or postmarked) by 5:00 p.m. Friday November 18, 2011.**

Please submit one original and nine copies of the complete application. Applications should be bound with staples, paper clips or binder clips only.

- Mail the application packet to:  
Susan G. Komen for the Cure  
Community Grant Application  
2040 W. Bethany Home Road, Suite 120  
Phoenix, AZ 85015
- Email the application to [grants@komenphoenix.org](mailto:grants@komenphoenix.org)

Please note faxed applications will not be accepted.

The Community Grant Guidelines are available at [www.komenphoenix.org](http://www.komenphoenix.org). Inquiries should be directed to [grants@komenphoenix.org](mailto:grants@komenphoenix.org) or by calling (602) 544-2873. Please allow adequate time before the application deadline for response to any inquiry.

## **GUIDELINES FOR COMMUNITY GRANT APPLICATIONS**

The Phoenix Affiliate Community Grants are one-year grants for projects providing outreach and education, screening and treatment services to the medically underserved, uninsured or underinsured.

### **Application for Funding Packet**

Download the Application for Funding packet from [www.komenphoenix.org](http://www.komenphoenix.org) under Grants. Please note, applications not submitted on required proposal form and in the following format may be returned without review or consideration.

### **Cover page**

The cover page must be signed by the organization's authorized fiduciary agent.

### **Project abstract**

The project abstract must be signed by the organization's authorized fiduciary agent.

### **Narrative**

This section should not exceed five typewritten single spaced pages (except Continuum of Care Projects which will not exceed seven pages) with font size no smaller than twelve-point typeface and margins no smaller than one-inch. The narrative should be submitted with the following information and in the following order. Include tables and charts as appropriate.

#### **1. Organization information**

- a. Mission statement and a brief statement of the organization's goals and objectives.
- b. Brief summary of the organization's history.
- c. Description of current programs, activities, and accomplishments.
- d. Describe your organization's expertise to complete the program.

#### **2. Statement of Need/Purpose of the Grant program**

##### **• For All Applications:**

- a. Describe the proposed project and its relevance to the Phoenix Affiliate's objectives and goals as outlined in the Community Profile & Statement of Need.
- b. Describe the need within the community, the project's target population, and the patient eligibility criteria for the project.
- c. For past Komen grantees, please discuss the outcomes of your previous Komen-funded projects.
- d. What partnerships are you building and resources are you leveraging to ensure this program would continue beyond the year of Komen funding? Please list existing or potential partners.

##### **• For Education Community Outreach and Survivorship Support Projects:**

- 1) Describe how Komen's breast self-awareness messaging will be included in the project
- 2) Describe how you are providing information to women to enter to the screening portion of the continuum of care?

- **For Screening and Diagnostic Projects:**
  - 1) Describe your organization's screening guidelines including women under age 40 and men. (i.e. when annual mammography should begin, clinical breast exams, how often, etc.)
  - 2) Describe your policy around follow-up care for individuals with abnormal findings and/or diagnosed with breast cancer.
  - 3) How has/will your organization respond to the increasing need in the community? Is there a wait list for services?
  - 4) How will your organization respond if you run out of Komen funds part way through the grant year?
- **For Treatment Projects:**
  - 1) Describe your policy around follow-up care for individuals with abnormal findings and/or diagnosed with breast cancer.
  - 2) How has/will your organization respond to the increasing need in the community? Is there a wait list for services?
  - 3) How will your organization respond if you run out of Komen funds part way through the grant year?
  - 4) Describe the quality assurance measure that will be taken for the execution of the program (verification of patient's eligibility for the program, continuity of care for patients, managing funds, etc.)
  - 5) Describe the charity care policy at your hospital or facility.
  - 6) Describe your ability to leverage other financial resources for patients and how you will ensure that Komen funds will be used as payment of last resort.
  - 7) What is your sustainability plan if this program is not funded in the future? What will be the plan for patients that are currently under treatment if this program is not funded in future years?
- **For Continuum of Care Projects:**
  - 1) In addition to the information for **Screening and Diagnostic Projects** and **Treatment Projects**, please include the following:
  - 2) Partnerships for each component of the continuum of care are highly encouraged. If different organizations will be responsible for each portion of the continuum a memorandum of understanding (MOU) or letter of support from each organization must be included with this application.
  - 3) 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 these resources be secured?

### 3. Objectives

- a. Description of project goals, measurable objectives and outcomes.

### 4. Program Methodology

- a. Description of activities planned to accomplish these goals and objectives.
- b. Define criteria that will be used to identify clients or patients in this program.
- c. A review of similar projects offered in your service area, how your project is unique, and how your project will address the unmet need.

### 5. Timeline

- a. Provide timetable for implementation and accomplishing goals. Prefer information in chart format.

## **6. Evaluation**

- a. Description of the specific methods that will be used to evaluate this program.
- b. Description of your organization's capacity to implement and utilize these evaluation techniques and the subsequent findings.

## **7. Budget**

- a. Line-item project budget must follow the format in the Application for Funding packet.
- b. Budget justification in narrative or bulleted form.
- c. Indirect costs, not to exceed 10% of direct costs.
- d. Equipment must be directly related to this project and not to exceed \$5,000.
- e. Salaries and benefits for program staff.

## **Attachments**

- Resume or curriculum vitae for Project Director
- Proof of current 501 (3)(c) nonprofit status
- Board of Directors list, including occupations and/or community affiliations
- If previous grant recipient, copy of last final report
- W-9 form