

COMMUNITY GRANT PROGRAM

GRANTING GUIDELINES

For screening, treatment and education programs

April 1, 2010 – March 31, 2011



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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[®], which, along with other fundraising events, has helped the Phoenix Affiliate raise and grant over \$16 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.

GENERAL GRANT GUIDELINES FOR ALL APPLICANTS

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 grant making

- 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.

DEADLINE AND SUBMISSION INFORMATION

- Application must be received by 5:00 p.m. Friday, November 20, 2009 or postmarked on or before November 20, 2009.
- Faxed applications will not be accepted.
- Please submit:
 - Ten sets of each application which includes one original and nine copies. Applications should be bound with staples, paper clips or binder clips only. No spiral bound materials.
 - One electronic copy of the application on a CD-Rom labeled "2010/2011 Komen RFP (Your Organization Name)"
- Please mail to:
Susan G. Komen for the Cure
Community Grant Proposal
2040 W. Bethany Home Road, Suite 120
Phoenix, AZ 85015

This Community Grant Guidelines are available at www.komenphoenix.org. Inquiries should be directed to Mary Dokes at mdokes@komenphoenix.org or by calling (602) 544-2873. Please allow adequate time before the application deadline for response to any inquiry.

STATEMENT OF NEED

The Community Profile has been revised for 2009 and provides an overview of breast cancer in the Phoenix Affiliate's service area. It was found that although there has been vast improvement in breast cancer mortality in the Phoenix Affiliate's service area overall, there is still much work to be accomplished in specific counties and pockets in the greater Phoenix metropolitan area to bring the death rate from breast cancer closer to the goal outlined in Healthy People 2010. The U.S. Department of Health and Human Services' Healthy People 2010 Objective Number: 03-03 is to reduce the breast cancer death rate to 22.3 deaths per 100,000 population.

The Komen Phoenix Affiliate encourages grant seekers to develop collaborations that increase and leverage their combined resources to meet client needs and to look to develop new partnerships and collaborations to expand service capacity and reduce duplication. The Phoenix Affiliate is seeking new initiatives and expanded partnerships among all stakeholders in grant requests.

Please be aware that grant requests may be for a combination of categories. For example, a request may be for an education program that includes a screening event or a screening program that also includes funds for treatment for those diagnosed through the screening program. The Phoenix Affiliate also accepts multiple grant requests from the same organization, each request is evaluated separately and on its own merits.

Education and innovative outreach 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 should include interventions that are evidence based and can demonstrate a successful outcome/result. Typically, mass distribution of breast health materials or mass media advertising will not be funded. All requests for funding for education projects should include specific evaluation methods that measure effectiveness (for example, number of women who report accessing screening services within one month of participating in an educational activity). These programs should focus on priority populations and targeted geographic areas as outlined in the 2009 Community Profile.

Anticipated Outcomes:

- Develop multicultural outreach materials that are culturally and linguistically appropriate.
- Increase awareness of the benefits of early detection that motivate rarely screened women to access screening services.
- Increase awareness of public funded breast health services and eligibility criteria.
- Increase ability to access and utilize breast health services through activities such as different hours to accommodate working population, provide services at location visited by the population such as churches, salons etc.

- Develop a program that utilizes Promotoras (or other culturally accepted people) to deliver key breast health messages. These lay healthcare representatives can aid in overcoming the fatalism, fear and disinformation and promote the value and life saving advantages of early detection among many of these groups and neutralize the myths surrounding diagnosis and treatment.

Screening Projects – funded up to \$75,000

Screening 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 2009 Community Profile.

Anticipated Outcomes:

- Reduce cost barriers involving issues such as transportation, childcare, cost of services, etc.
- Remediate the cultural barriers to receiving breast cancer screening.
- Patient navigation assistance through the screening, re-screening, diagnostic process and / or guidance for patients through the breast health/cancer system to facilitate and increase their access to quality care.
- Increase the use of Patient Navigators to help assure that clients with abnormal screening results receive the critical mammogram follow-up and treatment services allowable under the public and private healthcare systems.
- Develop an improved system for referrals from the mobile mammography units for patients’ continuity of care.
- Increase the availability of transportation to mobile mammography units and other mammography screening sites in rural areas and underserved urban centers which would decrease the number of no-shows for appointments. Access to care is a key issue in rural locations and high poverty areas within the urban centers.

Treatment Projects - funded up to \$300,000

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 2009 Community Profile.

Anticipated Outcomes:

- Provide treatment and follow-up services to women and men diagnosed with breast cancer.
- Increase the availability of transportation to appointments which would decrease the number of no-shows for appointments. Access to care is a key issue in rural locations and high poverty areas within the urban centers.

- Provide lymphedema treatment and services following breast cancer treatment.
- Patient navigation assistance through the treatment process and / or guidance for patients through the breast health/cancer system to facilitate and increase their access to quality care.

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 Mary Dokes at mdokes@komenphoenix.org. Directions and agenda will be sent once you have RSVP.

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.

Contracts and grant period

A grant contract will be the legal mechanism for funding. The grant period begins **April 1, 2010** and will conclude on **March 31, 2011**.

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, 2010. A final report is due within thirty days of completion of the grant period which is March 31, 2011. 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 2010. 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.

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. The Phoenix Affiliate is seeking both emerging and established projects for funding for the 2010-2011 grant cycle.

Application for funding packet

Download the Application for Funding packet from 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 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. Purpose of the grant

- a) Identify if this is an existing or new project. Describe the proposed project and its relevance to the Phoenix Affiliate's objectives and goals.
- b) Brief explanation of proposed project, statement of need and the proposed plan to address the need, project's target population, and how they will benefit. Discuss how your project addresses the funding priorities identified in the Phoenix Affiliate's service area and include data and research findings as applicable.
- c) Description of project goals, measurable objectives and outcomes.
- d) Description of activities planned to accomplish these goals and objectives.
- e) A review of similar projects offered in your service area, how your project is unique, and how your project will address the unmet need.
- f) Provide timetable for implementation and accomplishing goals. Prefer information in chart format.
- g) Description of other organizations/entities, if any, participating in the project. If appropriate, letters of collaboration should be secured prior to funding.
- h) Long-term resources and/or strategies for funding of the project after grant period.

3. 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.

Please note: You may include your goals, objectives, timeline, activities, and evaluation techniques in the Project Plan Table included in the Application for Funding packet.

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) List of other resources of current or possible funding for the project, including amounts.
- d) Indirect costs, if applicable, should be no more than 10% of direct costs.
- e) Any equipment costs must be directly necessary for the completion of this project, must be used exclusively on this project, and should be no more than 30% of direct costs.
- f) Salaries, if requested, must be for personnel related to this project only and not general work of applicant.

Attachments

- a) Statement of qualifications of project director which can be in the form of a resume, curriculum vitae, or a narrative customized for this grant request.
- b) Proof of current 501 (3)(c) nonprofit status.
- c) Board of Directors list, including occupations and/or community affiliations.
- d) Current organizational operating budget.
- e) Most recent fiscal year-end financial statements (audited if available) or 990 tax return and annual report, if available.

KEY POINTS TO CONSIDER

Preparing a strong application

- Submit a clear, concise, and realistic application.
- Submit a complete application and follow the grant guidelines closely.
- Assume that the Phoenix Affiliate is not familiar with your organization or your project (paint a full picture in your grant application).
- Remember that funding is never guaranteed.
- When preparing your application, please be sure that you are using the correct application form.
- Be sure to download the required Application for Funding packet from the Phoenix Affiliate's website (www.komenphoenix.org) under the Grant section.
- We have tried to include all of the information you will need to prepare an application. Please make sure you have reviewed the guidelines and the information on our website before calling or emailing. If you do have a question that is not answered in these materials, please allow a reasonable amount of time to receive an answer from our office.

CONCEPT DEVELOPMENT

The first step in developing your grant application is to develop a concept for your project. Expansion of existing programs as well as new and emerging projects is of particular interest for this funding cycle.

Here are some important questions to ask in developing the concept:

- How does this project fit with the mission and funding priorities of Komen for the Cure?
- What does your organization want to accomplish through this project? Is this in line with community needs? Is it in line with your organization's mission?
- Does your organization have the capacity to implement and manage this project?
- Is this project unique or does it duplicate other efforts? If your project is not unique, please explain why this project is needed within your community.
- Should your project include partners?

STARTING TO PREPARE THE APPLICATION – COVER PAGE

- You must use the Application for Funding packet provided at www.komenphoenix.org under Grants.
- Your project title will appear on all of our public materials advertising the projects we fund. Therefore, please choose a project title that is descriptive yet concise.
- The cover sheet must be signed by someone within your organization who has the fiduciary authority to enter into contracts. (Such as Executive Director, Board President)

THE ABSTRACT SHEET – THE FIRST IMPRESSION

For funded projects, the abstract is used for the following purposes:

- The Phoenix Affiliate sends the abstract to Komen National, which posts the abstracts of all Affiliate funded programs on its website.
- The Komen National reviews the abstracts to determine which projects will be invited to present at the annual Komen Mission Conference.
- The Phoenix Affiliate posts the abstract on its own website and publishes it in a variety of materials, all of which are available to the community.

It is essential to develop a succinct, interesting abstract as the content of your abstract will be used to communicate the essence of your project to Komen National for those researching breast health and breast cancer services, as well as providers within the Phoenix Affiliate's service area. Specifically, your abstract should include a short description of your project, the service(s) you plan to provide including numbers, if applicable, your target population, your geographic focus, and any other relevant information. The abstract should not exceed 200 words and should be written in lay terms.

A good abstract will state the problem or need that will be addressed and then discuss how the organization plans to address the problem or need.

The following is an example abstract for a sample grant applicant, Community Hospital:

Women living in the rural communities west of the Phoenix metropolitan area lack access to breast health education and screening services. Community Hospital, a leader in improving access to health care in rural areas, will provide breast cancer education and screening services to medically underserved women ages forty and older living in the rural areas west of the metropolitan area. Community Hospital's target populations are women whose income are below 250% of poverty; are over

the age of forty; are uninsured, underinsured and are living in the county. Community Hospital will provide free screening mammograms and related follow-up services (including case management) to 150 women using Community Hospital's mobile mammography van, and will provide one-on-one education to 400 medically underserved women on the importance of early detection, breast self exam techniques, and general breast health and breast cancer information. Bilingual staff members will be available to assist clients throughout the screening process.

THE NARRATIVE

The narrative section of the grant application is the place where your organization can share the details of the project. See page 8 of this guideline for the specific information that needs to be included in this section.

Statistics

The use of local statistics can help substantiate the need for your project and are important to include when relevant.

Use of research

When appropriate, you should consider using research to bolster your approach to addressing the problem identified in your application especially, if you are basing your approach on emerging, promising, or best practices. When using outside sources or internal research, be sure to include appropriate citations.

Discuss the big picture

When preparing the narrative, help the grant reviewers understand how this project fits within your organization and within your larger community.

Keep the narrative clear, concise, realistic, and understandable to a lay person.

Presenting the needs the project will address

When answering the question regarding the needs or problems that your project will address, your application should demonstrate that your organization has a broad understanding of the situation. Present specific evidence that will support your organization's view and the approach proposed for addressing the problem and/or need. This section is a good place to use local statistics or other data gathered by your organization to substantiate the need for your project.

Defining the project's target population

All projects funded by the Phoenix Affiliate must target the medically underserved, uninsured or underinsured. In preparing the application, be sure to define your project's target population and, when appropriate, include relevant numbers and statistics that will support your organization's application.

DEVELOPING GOALS AND OBJECTIVES

Because the Phoenix Affiliate is committed to measuring the impact of its funding, we want your organization to be able to measure its success. During the grant review process, emphasis is placed on a project's goals and objectives. Therefore, we encourage all grant applicants to spend time developing solid goals and achievable objectives for their projects that meet the following criteria

- The goals and objectives are clear and concise
- The goals and objectives are measurable
- The goals and objectives are focused and realistic for the grant period
- Present only the key goals and objectives - this approach will help the reviewers understand your project, instead of confusing them with unnecessary complexity

Your application should include other information about the evaluation techniques that will be used internally to determine the project's success and effectiveness. For example, include feedback from those receiving services through your project. When answering this question, it is important to develop evaluation measures that are appropriate and realistic, and will provide valuable information about the success and effectiveness of your project.

The following example is a goal and its objectives for the sample grant applicant, Community Hospital:

Goal 1: Increase access to breast cancer screenings for women living in the rural parts of the Phoenix Affiliate's service area and ensure continuity of care for women in need of follow-up services

Objective 1: Provide screening mammograms to 150 medically underserved rural women, ages 40 and older, living in the Phoenix Affiliate's service area using Community Hospital's mobile mammography van.

Outcome: 155 medically underserved women received free screening mammograms. Reported on the Final Report.

Objective 2: Increase patient navigator usage for women in need of follow-up services to Community Hospital's radiology department for additional diagnostic services.

Outcome: Patient Navigation increased 20% during the grant period. Reported on the Final Report.

Goals communicate the changes that the project will achieve.

Objectives define the implement action for the goals in measurable and specific terms.

Outcomes are the actual result of project's objective and are reported on the six-month progress report and on the final report after the project is completed.

Please note: the “Basic Guide to Program Evaluation” by Carter McNamara can be accessed online (http://www.managementhelp.org/evaluatn/fnl_eval.htm) and provides a good introduction to program evaluation. (Note: the Phoenix Affiliate does not require or endorse any of the methods discussed in this guide and is only providing it as a reference for grant applicants).

TIMETABLE

The timetable should include the important project milestones. “Will including this item in the timetable help in evaluating this grant application?” is the key question which should be considered as you prepare the timetable for this application. Your timetable must also be realistic and coordinate with the project’s stated goals and objectives which are of particular focus to the Review Panel.

Discussing Comparable projects

When developing this section of your application, it is very important to include an honest assessment of other similar/comparable programs within the Phoenix Affiliate’s service area. Ideally, the Phoenix Affiliate would prefer not to fund duplicative services, but we realize that some duplication will exist and is necessary. When duplication does exist between your project and another, present an honest discussion regarding the duplication. Explain why your project is a value added as this will help the Phoenix Affiliate fairly evaluating your application. If your organization does not identify and discuss other similar projects, the Grant Review Panel might conclude that your organization is not knowledgeable of its community’s programs and, therefore, is not the best organization to receive a grant.

Optional Project Plan Table

Applicants are welcome to use the following table format to answer the narrative questions about goals, objectives, action items, timelines, and evaluation. This table can be used to completely answer these questions or can be supplemented by narrative information. Please note: using this format is OPTIONAL.

**Sample Project Plan Table
for Community Hospital (CH)**

Goal Evaluation	Objective	Action Items	Timeline	Measures and Techniques
<p>Goal 1: Increase access to breast cancer screenings for women living in the rural parts of the Phoenix Affiliate's service area and ensure continuity of care for women in need of follow-up services</p>	<p>Objective 1: Provide screening mammograms to 150 medically underserved rural women, ages 40 and older, living in the Phoenix Affiliate's service area using Community Hospital's mobile mammography van</p> <p>Objective 2: Services for women in need of follow-up services, case managers who will refer women to CH's radiology department for diagnostic services.</p>	<p>1. Community-based organizations and churches will be contacted to schedule screening dates 2. Screenings will take place four to five days per week, depending on the geographic locations of the screening sites</p> <p>1. Upon receiving an abnormal finding, CH's case manager will contact the patient to help her set up an appointment for diagnostic services. The case manager will maintain frequent contact with the patient during the diagnostic process.</p>	<p>Mammography services will be provided throughout the grant period. Potential sites will be contacted immediately and a schedule for each subsequent quarter will be completed six weeks in advance (with five slots per quarter left open for new opportunities).</p>	<p>1. CH will measure the number of no-shows for appointments, with the goal of reducing the no show rate from 15% to 10%. 2. CH will administer client satisfaction surveys (written and phone-based) to ensure that clients are receiving timely, courteous services. 3. CH will conduct quarterly assessments with the sites visited by the mobile mammography van to measure satisfaction with scheduling procedures, operations, and client follow-up. 4. CH will measure timeliness of care for diagnostic services, with the goal of completing diagnostic procedures within 10 days of an abnormal finding.</p>

PREPARING THE BUDGET

The budget is one of the key pieces of the grant application. When preparing the budget it is very important to make sure that the line items are very clearly explained both in the budget and within the budget justification. Also, be sure that budget line items support the narrative and clearly align with the goals and objectives.

Format

Grant applicants are required to use the budget format provided in the Application for Funding packet. If you have questions about your budget, please contact the Education and Grant Manager prior to submitting the grant application.

Indirect Costs

The Phoenix Affiliate will provide up to 10 % (ten percent) of a grant applicant's budget for indirect costs. This funding is intended to cover the "overhead" costs associated with running an organization. Indirect costs can include rent, utilities, technology infrastructure and support, accounting, general marketing, legal affairs, and fundraising costs. Typically, the following expenses should be included only in indirect costs, as the Phoenix Affiliate generally will not fund these expenses as stand alone budget line items:

- Accounting or bookkeeping services.
- Telephone and internet access charges, including cell phones and long distance charges, and DSL, cable, or dial-up internet access.
- Rent, utilities, and facility maintenance.
- Fundraising expenses.
- Organizational marketing expenses (unless the marketing expense is directly related to the project that the Phoenix Affiliate would be funding).
- Salary for an executive director or program director unless they directly and regularly participate in the project (must be more than a general oversight function).
- General purpose office supplies, computer equipment, and software (unless directly related to the project).

Equipment

Any equipment costs included in the budget must be direct and necessary for the completion of this project, must be reasonable, and must be used exclusively on this project. The Phoenix Affiliate will provide up to 30% (thirty percent) of a grant applicant's budget for equipment costs.

Budget justification

Including a well-written budget justification will help minimize questions about your organization's budget request. Completing the budget justification thoroughly will help your application be successful. A well-constructed budget justification will include two key aspects:

- A clear and concise explanation of budget line items, including information about how a line item was derived or calculated.
- A clear explanation of how a line-item correlates to the goals and objectives described in the narrative portion of the application.

Sample Project Budget
Budget Period: April 1, 2009 to March 31, 2010

	Komen Request	Total Project Budget
Revenue Sources		
Phoenix Affiliate Funding Request	\$ 40,332	\$40,332
Other Foundation or Corporate Grants	0	\$12,000
Government Grants (not including WWHP)	0	\$ 7,500
Individual Contributions	0	0
Special Events	0	\$10,000
Earned Income	0	0
Fees for service	0	\$7,000
AHCCCS	0	\$9,000
Private Insurance	0	\$ 276,980
WWHC	0	\$32,000
Other Income	0	0
TOTAL REVENUE	\$ 40,332	\$ 394,812
Project Expenses		
Salary for Lisa Smith, RN -Manager	\$ 2,500	\$ 50,000
Salary for Lynn Forest – Case Manager	\$ 10,500	\$ 35,000
Fringe benefits at 17%	\$ 2,210	\$ 14,450
Office Supplies	\$ 250	\$ 1,250
Educational materials (breast models)	\$ 850	\$ 2,000
Equipment (computers)	0	\$ 3,000
Mileage: \$1.50 per mile for mobile mammography van, 1,500 miles	\$ 2,250	\$ 7,500
Mileage: \$0.445 per mile for staff travel, 750 miles	\$ 334	\$ 1,112
150 screening mammograms, \$90 each	\$ 13,500	\$ 180,000
Diagnostic follow-up procedures	\$ 5,000	\$ 75,000
Translation services	\$ 300	\$ 500
Insurance & maintenance costs for van	0	\$ 7,000
Subtotal - Direct Costs	\$ 37,694	\$ 376,812
Indirect cost allocation (not to exceed 10% of subtotal direct costs)	\$ 2,639	\$ 18,000
Total Funding Request	\$ 40,332	\$ 394,812

BEFORE SUBMITTING THE GRANT APPLICATION

- Make sure that everyone involved in the project has a chance to review the grant application before it is submitted.
- Have a good editor review the grant application to check for grammar and syntax mistakes, as well as clarity, consistency, and flow.
- Be sure that all forms are completely filled out and all questions are answered.
- Allow adequate time for signatures, copying, and delivery.

**Remember the application must be RECEIVED or Postmarked by 5:00 pm
Friday, November 20, 2009
No exceptions**

AFTER SUBMITTING THE GRANT APPLICATION

- Please do not call the Phoenix Affiliate to check on the status of your application.
- After your application is reviewed for compliance with these guidelines, the Phoenix Affiliate will notify your organization as to your application's status.
- Organizations will be notified of funding decisions by March 2010. Again, please do not contact the Phoenix Affiliate to inquire about your application prior to this date.
- All grant recipients will be invited to the Grants Luncheon where the Phoenix Affiliate will presents grant awards. A representative from each grant organization is expected to attend.

AFTER RECEIVING A GRANT

If your organization is selected to receive a grant from the Phoenix Affiliate, your organization will be required to comply with the Phoenix Affiliate's Grant Management Policies. Over the course of the grant period, your organization will be required to:

- File a six-month progress report detailing your organization's progress on its Komen-funded project. After the six-month progress report is received and accepted, the Phoenix Affiliate will send your organization the second half of the grant award.
- File a final report within thirty (30) days of the completion of the grant.
- Report outcome information as required by the Phoenix Affiliate.
- Host a site visit with the Phoenix Affiliate staff and board representatives once during the grant period.
- Comply with all other terms set out in the Grant Contract.

Please remember, grantees are expected to spend their full grant as described in their grant application by the completion of the grant period.

Electronic templates of required reports are available on the Phoenix Affiliate's website www.komenphoenix.org