



**The El Paso Affiliate of Susan G. Komen for the Cure  
Announces the 20<sup>th</sup> Annual Request for Applications  
For Breast Cancer and Breast Health Projects**

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.

The El Paso Affiliate of Susan G. Komen for the Cure<sup>®</sup>—along with those who generously support us with their talent, time and resources—is working to better the lives of those facing breast cancer in our community. Led by millions of breast cancer survivors and activists around the globe, Susan G. Komen is part of the world’s largest and most progressive grassroots network fighting breast cancer. Through events like the Komen El Paso Race for the Cure, we have invested \$3.6 million in local breast health and breast cancer awareness projects in El Paso County. Up to 75 percent of net proceeds generated by the Komen El Paso Affiliate fund community grants in El Paso County. The remaining 25 percent goes to the national Susan G. Komen for the Cure Grants Program for energizing science to find the cures.

The Komen El Paso Affiliate is currently offering grants for the 2013 grant cycle to qualified organizations in El Paso County. Grants are available for up to (1) year.

For questions regarding this RFA please contact:

Stephanie Flora, Executive Director  
[sflora@elpasokomen.org](mailto:sflora@elpasokomen.org) or 915-533-4433

**Application deadline: Friday, December 16, 2011 at 4:30pm  
No late applications will be accepted.**

**Applications must be received via mail or delivered in person to:**

**El Paso Affiliate of Susan G. Komen for the Cure  
Attn: Stephanie Flora  
1700 Murchison, Ste 207  
El Paso, TX 79902**

## **Types of Grants**

The El Paso Affiliate is currently seeking grant applications for innovative breast health and/or breast cancer education, screening, and treatment programs in El Paso County.

**Community Grants** – Funding requests of \$5,000 or more. Community grants required submission of the Request for Application (RFA) and must be submitted **before December 16, 2011**. Community grants are used for breast cancer and/or breast health education, screening, and treatment programs.

**Small Grants**- Funding requests less than \$5,000. Small grants require the submission of the Small Grant Application. There is no deadline for small grant requests. Applications must be received by the Affiliate 60 days prior to the event. Small grants are intended for “unexpected” costs that may arise when planning or implementing a breast health/breast cancer program. Small grants are not intended for screening or treatment and may only be used for education programs. There are three small grant categories: Small Education Grant, Conference Grant, and Travel Scholarship. To download a copy of the Small Grant Application, please visit [www.komenelpaso.org](http://www.komenelpaso.org) and select the Grants tab.

**Scientific Research**- All requests for scientific research funding should be directed to the Komen National Research Grant Program. A research grant is defined as funding given for the primary purpose of studying or investigating something. This includes any program that would require an Institutional Review Board (IRB). For more information on research grants, please visit [www.komen.org](http://www.komen.org).

## **Community Grant Opportunities**

The Komen El Paso Affiliate is currently offering grants with priority given to evidence-based, innovative programs and non-duplicative, community-based breast cancer and breast health projects that reduce breast cancer mortality, especially among those who are disproportionately affected by this disease. The El Paso Affiliate establishes funding priorities through a community needs assessment (*The Community Profile*) conducted every two years. Applicants are encouraged to develop their programs with these needs in mind. Please review the 2011 Community Profile at [www.komenelpaso.org](http://www.komenelpaso.org).

Through the Community Profile, we have identified the following funding priority areas:

- 1. New or existing evidence-based breast cancer programs that increase education and outreach efforts for underserved populations throughout El Paso County and outlying areas.**
- 2. Programs which provide mammography to underserved individuals ages 40-64 without the financial means to pay for screening throughout El Paso. Specifically, a focus on access to screening and the provision of such services to outlying areas.**
- 3. Community-based breast cancer treatment and support services, especially those that offer follow-up care and post-treatment support services to breast cancer survivors.**
- 4. Programs that emphasize efforts to breakdown language and transportation barriers for underserved populations attempting to access breast health and breast cancer services.**

## Eligibility

Applicants and institutions must conform to the following eligibility criteria to be considered for funding:

- Applicants must ensure that all past and current Komen-funded grants or awards are up-to-date and in compliance with all Komen requirements.
- Institutions must be non-profit organizations located in or providing services in El Paso County
- Project must be specific to breast health and/or breast cancer

## Allowable Expenses

Funds may be used for the following types of program expenses:

- Salaries for **direct service** personnel related to this project and not for general work of applicant
- Fringe benefits (may not include money for retirement plans)
- Clinical services or patient care costs
- Education materials – if requesting materials, we strongly recommend Komen materials be used in this project.
- Supplies related to project only
- Travel related to project
- Other direct program expenses
- Equipment **not to exceed** \$5,000 and MUST be used exclusively on this project. **Any requests to exceed the \$5,000 equipment limit must receive prior approval through a letter of intent. Contact the Executive Director for further information.**
- Indirect costs, **not to exceed** 10% of direct costs

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

- Medical or scientific research
- Scholarships or fellowships
- Political campaigns or lobbying
- Endowments
- Debt Reduction
- Event/meeting/training food
- Incentives, merit raises for project staff

## **Important Dates**

|                          |                                        |
|--------------------------|----------------------------------------|
| Application Deadline     | December 16, 2011                      |
| Race for the Cure        | February 19, 2012 ( <b>Mandatory</b> ) |
| Award Notification       | March 28, 2012                         |
| Award Period             | April 1, 2012 – March 31, 2013         |
| Grantee Press Conference | May 2012 TBD ( <b>Mandatory</b> )      |

## Requirements

If awarded a grant, grantee must:

- Attend Grantee Press Conference
- Issue a press release in June to local press and media announcing the award and include Affiliate contact information
- Link to Komen El Paso on the organization's website within 30 days of receipt of award
- Document at least two examples of patient stories for various public relation initiatives
- Respond in a timely manner to any media requests for information about grant
- Submit completed reports and final report by due dates
- Maintain applicable insurance (commercial general liability, workers' compensation, automobile, medical malpractice liability insurance etc.)

## **Note to All Potential Grantees:**

### **Educational Materials and Messages**

Susan G. Komen for the Cure® is a source of information about breast cancer for people all over the world. To reduce confusion and reinforce learning, we **require** that grantees provide educational messages and materials that are consistent with those promoted by Komen for the Cure. Please visit the following website before completing your application and be sure that your organization can agree to promote these messages: <http://www.shopkomen.com/educational-materials/index.php?c=7000>

Komen for the Cure grantees are eligible to receive preferred pricing for Komen educational materials. Komen for the Cure materials should be used and displayed whenever possible. To view our educational materials, visit [www.shopkomen.org](http://www.shopkomen.org).

### **Submission Requirements**

All proposals must be type-written on plain, white, single-sided 8 ½ x 11 paper using 12-point font. Eight copies (one original and seven duplicates) should be submitted. The pages should be numbered and each copy stapled in the top left corner. Please **no** special packaging (binders, plastic covers, etc.) or additional material (videotapes, annual reports, brochures, etc.) should be included.

**Applications must be received by 4:30pm on Friday, December 16, 2011 at 1700 Murchison, Ste. 207, El Paso, TX 79902. No late submissions will be accepted.**

The grant application process is competitive, whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed.

### **Review Process**

All grant applications, which are both complete and meet compliance with these guidelines, will be submitted for grant review by a panel established by the El Paso Affiliate's Grants Committee. All sections will be weighted equally. Applications will be considered on each of the following selection criteria:

**Impact:** Will the program have a substantial positive impact on breast health and/or breast cancer disparities in the priority area selected? Does the program support underserved communities?

**Feasibility:** Are the objectives and activities likely to be achieved within the scope of the funded program?

**Collaboration:** Does this program enhance collaboration among organizations with similar or complementary goals?

**Capacity:** Does the organization, Program Director, and his/her team have the expertise to effectively implement all aspects of the program? Is the organization respected and valued by the target population?

**Sustainability:** Is the program likely to be sustained? Is the impact likely to be long-term?

The review panel will recommend which programs should be granted to the Affiliate Board of Directors. The Board of Directors will review the recommended programs and vote on programs to fund.

**Contracts:** A grant contract will be the legal mechanism for funding.

**Payment and Reporting:** The first payment will be made no later than thirty (30) days after receipt of the fully executed contract.

First-time Komen grantees: Quarterly reports will be due on July 13, 2012; October 12, 2012; and January 11, 2013. A final report is due within forty-five (45) days of completion of grant period on May 15, 2013.

Previous Komen grantees: A mid-year report will be due on October 12, 2012. A final report is due within forty-five (45) days of completion of grant period on May 15, 2013.

**Letters of support and additional materials:** Do **NOT** send additional materials (i.e. reprints, complete curriculum vitae or letters of support, annual report). These will not be reviewed.

**Confirmation of receipt of application:** Confirmation of receipt of application will be mailed to the project director following the 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 El Paso Affiliate regarding the status of the application during the review period.

**Announcement:** Announcement of grants awarded will be made by mail by April 10, 2012. Project directors will be notified of the outcome of the review in writing.

**Number of grants to be awarded:** Grant funding is contingent on funds raised. The actual number of awards will depend on the amount of funding granted per project. Additionally, funding will depend on the Grant Review Panel's recommendation to the Affiliate Board of Directors.

# Application Instructions

## Cover Page and Abstract (Form Provided)

Complete the attached cover page including an abstract (project summary). The abstract should be limited to **1,200 characters**, including spaces and punctuation (approximately 225 words). The abstract should provide a brief description of the proposal including the following: 1) the purpose of the program; 2) a description of key activities; 3) a summary of evaluation methods; and 4) the likely impact of the program. If the program is funded, this description will be used to describe the program in all publicity and reports. **Note:** The signature of approving institutional personnel, other than the project director, is required.

## Program Description (limit – 6 pages):

1. **Background:** Describe the organization's history, mission, and goals. Describe current projects and recent accomplishments.
2. **Statement of Need/Problem:** Describe why the proposed project is needed. Describe the population to be served. Review comparable programs offered in this service area and explain how this program is unique. Cite evidence related to this project directly; do not reiterate the statistics in the community profile or national data. Be specific to your area of service. Describe the evidence-based intervention you intend to use and explain how the project has been adapted to fit local needs. If evidence-based interventions are not available for the target population, explain why and describe a justified alternative intervention. Demographic information **must** be captured including age, county of residence, ethnicity, and stage of breast cancer for each patient.
3. **Goals and Objectives:** State the program goals and measurable objectives, including the number of people to be served. **Goals** are defined in the context of this grant application as broad statements of long term accomplishments. **Objectives** are defined in the context of this grant as specific and quantifiable statements of the desired results of a program which includes number of individuals served, number of procedures provided, and estimated number of breast cancer detected. Explain how the goals and objectives address the selected priority area(s).
4. **Activities and Timeline:** Describe the activities that will be conducted to accomplish the above goals and objectives. Provide a realistic, month-by-month timeline for implementing the program.
5. **Collaboration:** Describe the other organizations or entities, if any, participating in **this** proposed project.
6. **Evaluation Plan:** Describe how you will measure your project objectives and how you will assess the impact of the program on the priority area(s) selected.
7. **Organizational Capacity:** Describe the organization's experience serving the target population. Describe the other organizations, if any, participating in **this** project. Explain why your organization is best-suited to carry out the program.
8. **Sustainability:** 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 those resources be secured? Applicants should demonstrate that other sources of funding will be sought and used to support this project.

## **Financial Information**

### **Budget (Separate attachment)**

Provide a detailed total program budget. All funding for this program, including other grants and general funds, should be included in the budget. Please note that indirect costs may not exceed 10% of direct costs and equipment costs may not exceed \$5,000 (unless approved through an LOI process).

**\*\*\*Beginning in 2011, the El Paso Affiliate will fund up to the El Paso County Medicare rate, plus 10% for screening mammography, diagnostic procedures and reading fees.**

### **Budget Justification**

For each line item in the budget, provide a brief description of how the funds will be used, why they are programmatically necessary and costs for each item requested. List all other committed and pending sources of support for the program. Salary percentages for direct service providers must correlate to number of patients served by grant funding.

### **Internal Controls**

Provide a specific description of internal controls which will govern the use of grant funds. Komen El Paso reserves the right to request financial statements and/or audited financials if needed.

## **Attachments**

1. **Information regarding Key Personnel** – For key personnel that are currently employed by the applicant, provide a resume or curriculum vitae. 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 Federal tax return.

All of the above listed items are required. Keep grant requests to the page limits as stated above. Submit **one original and 7 copies** of each application. **Only staples, paper clips or binder clips should bind applications.**

**Applications must be received by December 16, 2011 at 4:30pm.**