



**SUSAN G. KOMEN BATON ROUGE®
COMMUNITY HEALTH GRANTS - REQUEST FOR APPLICATIONS
2016-2017**

I. INTRODUCTION

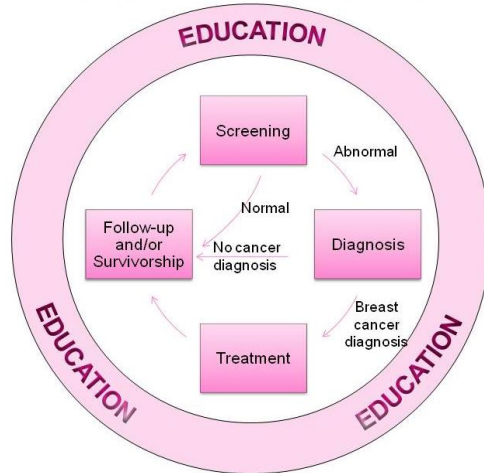
Susan G. Komen® Baton Rouge—along with those who generously support us with their talent, time and resources—is working to save the lives of those facing breast cancer in our community. We join breast cancer survivors and activists around the globe as part of the world’s largest and most progressive grassroots network fighting breast cancer. Through events like the Susan G. Komen Baton Rouge Race for the Cure®, we have invested \$3.5 million in local screening and treatment services and breast cancer awareness projects in our ten parish service area. Komen Baton Rouge invests 75 percent of the funds raised to support vital local breast health education and breast cancer screening and treatment programs for medically underserved women. The remaining 25 percent supports the national Komen Grants Program, which funds groundbreaking breast cancer research, meritorious awards and educational and scientific programs around the world. Komen Baton Rouge is currently accepting grant applications for projects in the areas of breast health and breast cancer education, outreach, screening, treatment, and support services, which are consistent with our funding priorities (see below). Grants are available for up to one year. The grant application process is competitive; organizations funded in the past are not guaranteed future funding.

About Susan G. Komen®

Susan G. Komen® is the world’s largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$847 million in research and provided more than \$1.8 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy’s life.

Breast Cancer Continuum of Care

The breast cancer continuum of care includes screening, diagnosis, treatment, follow-up care and education regarding the importance all the stages of the continuum.



II. FUNDING PRIORITIES

A. Allocation of Grant Funds

To address the needs of women and cover the breast cancer continuum of care, Komen Baton Rouge will distribute funds for its 2016-2017 grant cycle in the program areas of screening and diagnosis, education, access to care including follow-up care and quality of life, and treatment. The greater part of our grant funds will be used to support screening and diagnosis, followed by access to education, care and treatment, and survivor support.

Grantees are not expected to provide services in each program area. Though, the Affiliate does not discourage proposals that include multiple services designed to meet population needs. Applicants must delineate the amounts of funds requested by the program area(s) described above.

Final selection of grantees for 2016-2017 will be based upon funds available to the Affiliate for community grants, review of proposals submitted, ranking of proposals by the Affiliate grant review committee, and conformity to the allocation described above.

B. Funding Capacity

Komen Baton Rouge will award community grants to local non-profit organizations that will provide breast health and breast cancer projects between April 1, 2016 and March 31, 2017. We anticipate receiving more proposals than we have the capacity to fund and ask that programs are conservative and practical in their funding requests. Since many agencies and organizations have active fundraising efforts for breast cancer services, we urge potential grantees

to apply only for services that cannot be funded through other sources. This approach will allow the Affiliate to fund as many essential services as possible across our 10- parish area. Applicants may request funding from \$10,000 up to \$100,000 (combined direct and indirect costs) for one year.

C. Funding Priorities

The findings from the *2015 Komen Baton Rouge Modified Community Profile* revealed key themes that guide our grant funding.

1. Improving Access to Breast Health Care

The qualitative data found that one of the largest reasons for women (40+) in St. Helena, West Baton Rouge, Pointe Coupee, Iberville, and East Feliciana are not receiving annual breast cancer screenings is due to being uninsured.

Funding Priority 1: Increase access to preventative breast health care in a minimum of one of the following parishes: St. Helena, West Baton Rouge, Pointe Coupee, Iberville, and East Feliciana. Screening/Diagnostic programs must include low or no-cost mammograms, and low or no-cost diagnostics related to mammograms or additional diagnostics due to the result of an abnormal mammogram.

2. Education & Outreach

The qualitative data found that women in St. Helena, West Baton Rouge, Pointe Coupee, Iberville, and East Feliciana are unaware of free breast cancer services that exist. Women in these targeted parishes need to be educated about the available resources in their communities.

Funding Priority 2: Priority will be given to programs that can effectively promote breast health education and increase awareness of available breast health services/ resources in one or more of the five target parishes (St. Helena, West Baton Rouge, Pointe Coupee, Iberville, and East Feliciana) with specific priority given to education in the African American community.

3. Patient Navigation

The community breast cancer awareness surveys that were conducted to gather qualitative data found that women (40+) in St. Helena, West Baton Rouge, Pointe Coupee, Iberville, and East Feliciana) have limited education on where to get services for screenings and treatment.

Funding Priority 3: Increase the development of patient navigator programs in each of the five target parishes (St. Helena, West Baton Rouge, Pointe Coupee, Iberville, and East Feliciana) to encourage the successful movement of patients through the continuum of care.

III. REQUIREMENTS

A. Important Dates

| | |
|----------------------|--|
| Application Deadline | January 12, 2016 |
| Award Notification | April 8, 2016 |
| Award Period | Upon completion of contract – March 31, 2017 |
| Mid-Term Report Due | October 30, 2016 |
| Final Report Due | April 30, 2017 |

B. Eligibility

Individuals are not eligible for funding. Grants will be awarded only to eligible organizations. Applicants must meet the following eligibility criteria to be considered for funding:

- Program must be specific to breast health and/or breast cancer. If a program includes other health issues along with breast cancer, such as a breast and cervical cancer program, funding may only be requested for the breast cancer portion.

Screening programs must include mammograms, diagnostics related to mammograms or additional diagnostics due to the result of an abnormal mammogram.

- All past and current Komen-funded grants or awards to Applicant are up-to-date and in compliance with Komen requirements.
- Applicant has documentation of current tax exempt status under the Internal Revenue Service code.
- Applicant must be a 501(c) (3) non-profit organization located in or providing services to one or more of the following locations: Ascension, West Baton Rouge, West Baton Rouge, East Feliciana, West Feliciana, Iberville, Livingston, Pointe Coupee, St. Helena, and Tangipahoa.
- If applicant, or any of its key employees, directors, officers or agents is convicted of fraud or a crime involving any other financial or administrative impropriety in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After such 12 month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.
- Must attend one mandatory grant workshop prior to submitting application. Please call the Komen Baton Rouge office at 225-615-8740 to register for one of

the following workshops. December 3, 2015 **from 10 a.m. to 3 p.m.** at the Bluebonnet Library located at 9200 Bluebonnet Blvd, Baton Rouge, LA 70810

C. Allowable Expenses

Funds may be used for the following types of expenses provided they are directly attributable to the program:

- Salaries and fringe benefits for program staff
- Consultant fees
- Clinical services or patient care costs
- Meeting costs
- Supplies
- Reasonable travel costs related to the execution of the program
- Other direct program expenses
- Equipment, essential to the breast health-related program to be conducted
- Indirect costs, not to exceed 15 percent of direct costs

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

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
 - Specific examples include, but are not limited to, projects or programs designed to:
 - Understand the biology and/or causes of breast cancer
 - Improve existing or develop new screening or diagnostic methods
 - Identify approaches to breast cancer prevention or risk reduction
 - Improve existing or develop new treatments for breast cancer or to overcome treatment resistance, or to understand post-treatment effects
 - Investigate or validate methods
 - Education regarding breast self-exams/use of breast models
 - Development of educational materials or resources
 - Construction or renovation of facilities
 - Political campaigns or lobbying
 - General operating funds (in excess of allowable indirect costs)
 - Debt reduction
 - Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
 - Education via mass media (e.g. television, radio, newspapers, billboards)
 - Event sponsorships
 - Projects completed before the date of grant approval
 - Payments/reimbursement made directly to individuals
 - Land acquisition
 - Program-related investments/loans
 - Scholarships

- Thermography

D. Important Granting Policies

Please note these policies before submitting a proposal. These policies are non-negotiable.

- No expenses may be accrued against the grant until a grant agreement is fully executed.
- Any unspent funds over \$1.00 must be returned to Komen Baton Rouge.
- Grantee will be required to submit a minimum of one semi-annual progress report and one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
- At the discretion of Komen Baton Rouge, the grantee may request one no cost extension of no more than six months for each grant.
- Certain insurance coverage must be demonstrated through a certificate of insurance at the execution of the grant agreement, if awarded. Grantee is required at minimum to hold:
 - 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;
 - Workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$500,000; and
 - Excess/umbrella insurance, in excess of commercial general liability and automobile liability coverage (if applicable), with a limit of not less than \$5,000,000 or such lesser limits subject to approval by the Komen Baton Rouge Board of Directors prior to distribution of the Grant Funds.
 - In the event any transportation services are provided in connection with program, \$1,000,000 combined single limit of automobile liability coverage will be required.
 - If any medical services (other than referrals) are provided or facilitated, medical malpractice coverage with combined limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate will be required.
 - Grantees are also required to name Susan G. Komen Breast Cancer Foundation, Inc., Baton Rouge Affiliate of the Susan G. Komen Breast Cancer Foundation, Inc., and the directors, officers, employees and agents of both of the foregoing as Additional Insured on the above policies, and all policies of grantee will be primary and non-contributory to any insurance of Susan G. Komen Breast Cancer Foundation, Inc., Baton Rouge Affiliate of the Susan G. Komen Breast Cancer Foundation, Inc., and the directors, officers, employees and agents of both of the foregoing, regardless of any "other insurance", "cover elsewhere" or similar provisions.

E. Submission Requirements

All proposals must be submitted online through the Komen Grants e-Management System (GeMS): <https://affiliategrants.komen.org>. Applications must be received on or before Tuesday, January 12, 2016 at 4:00pm. No late submissions will be accepted.

F. Educational Materials and Messages

Susan G. Komen is a source of information about breast health and breast cancer for people all over the world. To reduce confusion and reinforce learning, we only fund programs that involve educational messages and materials that are consistent with those promoted by Komen, including promoting the messages of breast self-awareness-- know your risk, get screened, know what is normal for you and make healthy lifestyle choices. The consistent and repeated use of the same messages will improve retention and the adoption of the actions we think are important. Please visit the following webpage before completing your application and be sure that your organization can agree to promote these messages:

<http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>.

Breast Self-Exam

According to studies, teaching breast self-exam (BSE) has not been shown to be effective at reducing mortality from breast cancer and therefore **Komen will not fund education programs that teach or endorse the use of monthly breast self-exams or use breast models**. As an evidence-based organization, engaging in activities that are not supported by scientific evidence pose a threat to Komen's credibility as a reliable source of information on the topic of breast cancer.

Creation and Distribution of Educational Materials and Resources

Komen Affiliate Grantees must use/distribute only Komen-developed or Komen-approved educational resources, including messages, materials, toolkits or online content during their grant period. This is to ensure that all breast cancer messaging associated with the Komen name or brand are safe, accurate, based on evidence and consistent and to avoid expense associated with the duplication of effort to develop educational resources. If applicants/grantees intend to develop educational materials that are otherwise not provided by Komen, they must be approved by the Affiliate and Komen Headquarters prior to development. Komen grantees are eligible to receive preferred pricing for Komen educational materials. Komen materials should be used and displayed whenever possible. To view our educational materials, visit www.shopkomen.com.

Use of Komen's Breast Cancer Education Toolkit for Hispanic/Latina Communities and Other Resources

Susan G. Komen has developed a Breast Cancer Education Toolkit for Hispanic/Latina communities. It is designed for educators and organizations to use in order to meet the needs of these communities. Applications to this mechanism may seek funding for such implementation. Demonstrated need for educational outreach for Hispanic populations in the Affiliate service area may be key to a successful application, but is not necessary for access to the toolkit which is free online. This tool is available in both English and Spanish versions. To access the Toolkit, please visit <http://komentoolkits.org/>. Komen has additional educational toolkits and resources, including komen.org that may be used in community outreach and education programs. Check with your local Komen Affiliate for resources that may be used in programming.

IV. APPLICATION INSTRUCTIONS

The application will be completed and submitted via the Komen Grants e-Management System (GeMS), <https://affiliategrants.komen.org>. The required sections/pages in GeMS are listed in ALL CAPS and described below. For an application instruction manual, please visit the Affiliate's Grants webpage, www.komenbatonrouge.org, or contact Marci Gaines at mission@komenbatonrouge.org. When initiating an application on GeMS, please make sure it is a Community Grants application, designated "CG", and not a Small Grants ("SG") application to apply to this RFA.

A. PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

Attachments for the Project Profile page (if applicable):

- **Letters of support or memoranda of understanding from proposed collaborators**– To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.

B. ORGANIZATION SUMMARY

This section collects detailed information regarding your organization's history, mission, programs, staff/volunteers, budget, and social media.

C. PROJECT PRIORITIES AND ABSTRACT (limit – 1,000 characters)

This section collects important information to classify the focus of the project, the priorities to be addressed and a summary of the project (abstract). This abstract should include the target communities to be served, the need to be addressed, a description of activities, the expected number

of individuals served and the expected change your program will likely bring in your community. The abstract is typically used by the Affiliate in public communications about funded projects.

D. PROJECT NARRATIVE

This section is the core piece of the application. On the Project Narrative page of the application on GeMS, please address the requests below for each section.

1. Statement of Need (limit- 5,000 characters)

- Describe the population to be served.
- Describe evidence of the risk/need within that population, using the RFA funding priorities and the 2015 Community Profile as a guide.
- Provide population characteristics (race, ethnicity, economic status, and breast cancer statistics) specific to the target population.
- Describe how this program aligns with Komen Baton Rouge target communities and/or RFA funding priorities.

2. Program Design (limit- 5,000 characters)

- Explain the program's goal and objectives, as outlined in your Project Work Plan
- Explain how the program will increase the percentage of people who enter, stay in, or progress through the continuum of care.
- Explain how the program is culturally competent.
- Explain if and how the program is evidence-based and/or uses promising practices (please cite references).
- Describe program collaboration and the roles and responsibilities of all organizations or entities participating in the program.
- Explain how the collaboration strengthens the program and why partnering organizations are best suited to assist in carrying out the program and accomplishing the goal and objectives set forth in this application.

3. Organization Capacity (limit- 5,000 characters)

- Explain why the applicant organization, Project Director and staff are best-suited to lead the program and accomplish the goals and objectives set forth in this application. Please include appropriate organization or staff licenses, certifications and/or accreditations.
- Describe evidence of success in delivering breast health/cancer services to the proposed population. If the breast health/cancer program is newly proposed, describe relevant success with other programs.
- Describe the equipment, resources, tools, space, etc., that the applicant organization possesses or will utilize to implement all aspects of the program.

- Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.
- Describe the organization's current financial state. How has your organizational budget changed over the last three years? Please explain increase or decrease.
- Describe the plan to secure and allocate resources (financial, personnel, partnerships, etc.) to sustain the program at the conclusion of the grant period.
- Describe the efforts you will take to communicate this program to your organizational leadership to ensure long-term support/buy-in.

4. Monitoring and Evaluation (limit- 5,000 characters)

Grantees will be required to report on the following outputs and outcomes in the progress and final reports: successes and accomplishments, challenges, lessons learned, best practice example, story from an individual that was served with the funding and number of individuals served for each objective (county, race and ethnicity, age and population group).

- Describe in detail how the organization(s) will measure progress against the stated program goal and objectives. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe how the organization(s) will assess how the program had an effect on the selected priority. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe how the organization(s) will assess program delivery. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe the monitoring and evaluation (M&E) expertise that will be available for this purpose.
- Describe the resources available for M&E during the course of the program. Specify if these resources are requested as part of this grant, or if they are existing organizational resources.

E. PROJECT TARGET DEMOGRAPHICS

This section collects information regarding the various groups you intend to target with your program. This does not include every demographic group your program will serve but should be based on the groups on which you plan to focus your program's attention.

F. PROJECT WORK PLAN

In the Project Work Plan component of the application on GeMS, you will be required to submit the goal and objectives:

- **Goals** are high level statements that provide overall context for what the program is trying to achieve.
- **Objectives** are specific statements that describe what the program is trying to achieve to meet the Goal. An objective should be evaluated at the end of the program to establish if it was met or not met. The project goal should have at least one objective; there is no limit to the number of objectives. Please ensure that all objectives are SMART objectives:

Specific
Measurable
Attainable
Realistic
Time-bound

You will also be required to submit the timelines, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Work Plan with the understanding that each item must be accounted for during progress reporting. The Project Work Plan should only include a goal that will be accomplished with funds requested from Komen Baton Rouge. Objectives that will be funded by other means should not be reported here, but instead, can be included in your overall program description.

Example Work Plan

GOAL: Provide patient navigation to women with screening abnormalities in order to reduce delays in and barriers to diagnostic care.

OBJECTIVE 1: During grant period, patient navigator will contact all women with an abnormal screening within three business days to schedule follow-up appointment.

OBJECTIVE 2: By end of grant period, provide 30 uninsured/underinsured women free/reduced cost diagnostic procedures.

Attachments for the Project Work Plan page:

- **Monitoring and Evaluation forms, surveys, logic model, etc.** – To monitor progress and determine the effectiveness of the proposed program.

G. BUDGET

Provide a detailed total program budget for the entire requested grant term. Budget sections include Key Personnel/Salaries, Consultants, Supplies, Travel, Patient Care, Sub-Contracts, [Indirect] and Other. For each line item in the budget, provide a brief

justification for how the funds will be used and why they are programmatically necessary. Attachments for the Budget Page: Proof of Non Profit Status

V. Attachments

1. Information regarding key personnel (two page limit per individual) – Provide a resume or curriculum vitae for key personnel that are currently employed by the applicant. For new or vacant positions, provide job descriptions.

2. Verification of non-profit status –Attach the organization’s determination letter from the Internal Revenue Service. Federal tax returns or evidence of state or local exemption will not be accepted.

3. Letters of support, collaboration, MOUs, etc.—Include documents demonstrating partnerships involved in the proposed project (maximum of 3).

4. Evaluation forms, surveys, logic model, etc.—Include other documents related to demonstrating the effectiveness of the proposed program as defined in the work plan.

5. Final Grant Progress Report (if applicable) – Include a final grant progress report from the organization’s most recently funded Komen Baton Rouge project.

• **NOTE: Proof of Tax Exempt 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. To request verification of your organization’s tax-determination status, visit the following page on the IRS Web site:

<http://www.irs.gov/Charities-&-Non-Profits/EO-Operational-Requirements:-ObtainingCopies-of-Exemption-Determination-Letter-from-IRS>

VI. REVIEW OF APPLICATIONS

Review Process

Each grant application will be reviewed by at least three independent reviewers. They will consider each of the following selection criteria:

A. Statement of Need: Does the program provide services to one or more of the target communities described in the Affiliate’s Community Profile? How closely does the program align with the funding priorities stated in the RFA?

B. Program Design: Is the program culturally competent? Is the program evidence-based? How likely is it that the objectives and activities will be achieved within the scope of the funded program? Is the program well planned? Is the budget appropriate and realistic? Does the budget

justification explain in detail the reasoning and need for the costs associated with the program? If the proposed program includes collaboration with other organizations, are the roles of the partners appropriate, relevant and clearly defined?

- C. Impact:** Will the program have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the program have a substantial impact on the need described in the funding priority selected? Is the impact likely to be long-term?
- D. Organization Capacity:** Does the applicant organization, Project Director and his/her team have the expertise to effectively implement all aspects of the program? Is there evidence of success in delivering services to the target population? Is the organization fiscally capable of managing the grant program, including having appropriate financial controls in place? Does the applicant organization have the equipment, resources, tools, space, etc., to implement all aspects of the program? Does the organization or staff have appropriate licenses, certifications, accreditations, etc. to deliver the proposed services? Does the organization have a plan to obtain the resources (financial, personnel, partnerships, etc.) needed to sustain the program beyond the grant term (if awarded)? Are collaborations (if proposed) likely to be sustained beyond the grant term? Does the applicant organization have long-term support from organizational leadership?
- E. Monitoring and Evaluation:** Is there a documented plan to measure progress against the stated program goal and objectives, and the resulting outputs and outcomes? Is there sufficient monitoring and evaluation (M&E) expertise for the program? Are there sufficient resources in place for M&E efforts?
- F. Target Populations:** Does the project provide services to one or more of the target communities in the Community Profile?

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.

VII. Applicant Support: Questions should be directed to:

Marci Gaines
225-615-8740
mission@komenbatonrouge.org