



Request for Applications

The Tulsa Affiliate of Susan G. Komen for the Cure®—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. Since 1997 we have granted over \$3,000,000 to fund scientific research, and education and screening programs in our community. Up to 75 percent of net proceeds generated by the Komen Tulsa Affiliate stay in the Tulsa area. The remaining income goes to the national Susan G. Komen for the Cure Grants Program to support scientific research.

The annual **Race for the Cure**® is our signature event to raise the funds that we are able to put back into our community.

About Susan G. Komen for the Cure®

Over twenty-five years ago, Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise launched Susan G. Komen Breast Cancer Foundation, now known as the Susan G. Komen for the Cure®. Today, Komen for the Cure is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Thanks to events like the Komen Race for the Cure, we have invested more than \$1.3 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world. For more information about Susan G. Komen for the Cure, breast health or breast cancer, visit www.komen.org.

Community Needs Assessment

We conduct a community needs assessment every two years to understand the state of breast cancer in our service area, which is Tulsa County. Analysis in the 2009 Community Profile Report (copy available at the Tulsa affiliate website www.komentulsa.org) indicated that breast cancer incidence rates are higher in our service area than the state and national averages (Tulsa County 163.9 per 100,000, Oklahoma 125.0 per 100,000 and U.S. 117.7 per 100,000). Examination of data by race/ethnicity categories (White, African American, Native American, Asian and other, which includes Hispanic) revealed the following demographic factors:

1. Cultural and economic barriers exist that effect low-income and ethnic women from obtaining regular mammograms.
2. African American, Native American and Hispanic women have the highest percentage of late state diagnosis;

3. African American women have the highest percentage presenting at late stage (Stage III or IV), double that of Whites and combined other races.
4. African American women had the highest mortality rate from breast cancer in Tulsa County;
5. White, African American and Native American women have the highest breast cancer incidence rates.

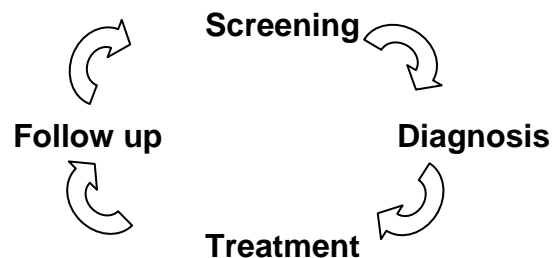
These key findings led to the establishment of two priority action areas for 2010-2012:

1. Reduce the number of late-stage diagnoses among African American women in Tulsa County;
2. Increase the breast health awareness and promote identified systemic changes in Tulsa County.

Funding Opportunities

The Komen Tulsa Affiliate is currently offering grants for innovative programs. We will seek grantees that focus on providing culturally appropriate breast cancer education, screening, treatment, and support services to targeted populations. An emphasis of serving African American, Hispanic, and Native American women in the Tulsa Metropolitan area will help to meet the needs identified in the Community Profile and will be given priority.

Programs that focus on breast cancer awareness through outreach and marketing of existing and/or new breast health services also support the priority action plans. The focus is to reach all four areas of the Continuum of Care cycle through funding.



Important Dates

Application Deadline	November 30, 2010
Award Notification	March 15, 2011
Award Period	April 1, 2011 - March 31, 2012

Eligibility

Applicants 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 Komen requirements.
- Applicants must be non-profit organizations, government agencies or an Indian tribe that provide services in Tulsa County.
- Project must be specific to breast health and/or breast cancer; if project is combined with other areas, funding may only be requested for the breast cancer portion.

Grantwriting Workshop

A workshop will be held October 7 from 2:00 – 4:00 p.m. at the Community Room at Tulsa National Bank, located at 7120 South Lewis. The workshop is free, and food will be provided.

The workshop will provide technical assistance for submitting the application and provide opportunity for questions. Attendance is strongly encouraged, but not mandatory.

Important Features for 2011 – 2012

- Grants limited to not more than \$180,000
- Grant agreement will require insurance coverage, which names the Tulsa Affiliate as additional insured

Funding Information

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

- Salaries and fringe benefits for program staff related to this project only and not the general work of the organization
- Consultant fees
- Clinical services or patient care costs
- Meeting Costs
- Supplies
- Travel
- Other direct program expenses
- Equipment, not to exceed \$5,000
- Indirect costs, not to exceed 15% of direct costs

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

- Medical or scientific research
- Scholarships or fellowships
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- Debt Reduction
- General operating funds
- Fundraising campaigns
- Event sponsorships
- Building or renovation
- Land acquisition
- Capital campaigns
- Employee matching gifts
- Program-related investments or loans
- Equipment over \$5,000

Submission Requirements

All proposals must follow the Application Instructions and be type-written. Four copies (one original and three duplicates) should be submitted. The pages should be numbered and each copy stapled in the top left corner. No special packaging (binders, plastic covers, etc.) or additional material (videotapes, annual reports, brochures, etc.) should be included.

Applications must be received on or before November 30, 2010. No late submissions will be accepted.

Tulsa Affiliate – Susan G. Komen for the Cure
Attn.: Dawne Stafford
5110 South Yale, Suite 415
Tulsa, OK 74135

In addition, please email the application and all attachments to the following email address: dstafford@tulsanational.com.

Review Process

Each grant application will be reviewed by an independent Grant Review Panel. They will consider each of the following selection criteria:

Impact: Will the program have a substantial positive impact on breast cancer disparities and the priority area selected?

Feasibility: How likely is it that the objectives and activities will be achieved within the scope of the funded program?

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? If organization has received funding in the past, how was it handled and was it effective?

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

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

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.

Contracts

The grant contract will be the legal mechanism for funding, and all recipients will be required to sign a contract in order to receive any funding.

Questions should be directed to

Dawne Stafford
497-5231

dstafford@tulsanational.com

Application Instructions

Submit applications in the order listed below, using forms include in the grant application. All applications must be type-written on 8½ by 11 inch pages using a 12-point font. Four copies (one original and three duplicates) should be submitted. The pages should be numbered and each copy stapled in the top left corner. No special packaging (binders, plastic covers, etc.) or additional material (videotapes, annual reports, brochures, etc.) should be included. In addition, please email the application and all attachments to the following email address: dstafford@tulsanational.com.

Cover Page

Complete in its entirety. The signature of approving institutional personnel, other than the project director, is required.

Abstract

Provide an abstract up to 1,200 characters, including spaces and punctuation (approximately 225 words), written in lay terms for release to the general public should this application be approved for funding. Please choose a project title that is descriptive but concise. The abstract should provide a brief description of the proposal including the following:

1. the purpose of the program
2. description of key activities
3. summary of evaluation methods
4. concluding remarks regarding the likely impact of the program.

Program Description (limit – 5 pages)

1. **Background:** Describe the organization's history, mission, goals, and how this project fits into the scope of the organization.
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.
3. **Goals and Objectives:** State the program goals and measurable objectives, including the number of people to be served. Explain how the goals and objectives address the selected priority area. Objectives should be written as **SMART** objectives.
 - Specific** – to what you want to achieve
 - Measurable** – how much do you want to achieve
 - Achievable** – are the objectives realistic
 - Results oriented** – measures outcomes, not activities
 - Timely** – by when do you want to achieve the objective
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. **New Positions:** If you propose to fund a new position, describe the responsibilities of the position; the necessary qualifications; and the hiring process within your organization, including the anticipated time it will take to hire an individual.
6. **Collaboration:** Describe the roles and responsibilities of all other organizations or entities participating in the program. Explain how the collaboration strengthens the program and why these organizations are best suited to carry out the program. Evidence of the partnerships and what the partner will do/provide are required.
7. **Evaluation Plan:** Describe how you will measure that you are achieving the objectives and how you will assess the impact of the program on the priority area selected. A strong evaluation plan measures both the quantity and quality of strategy implementation and outcomes. If applicable include copies of evaluation forms or surveys to be used with the project (as attachments). Show how the evaluation is tied to the activities and outcomes.
 - Impact Evaluation** – assesses the changes that can be attributed to a particular intervention, such as a project, program or policy. Impact Evaluation helps us to answer key questions such as what works, what doesn't, where, why and for how much.
 - Process Evaluation** – assesses the delivery of programs. Process Evaluation verifies what the program is and whether it is being implemented as designed. It answers the questions of what is delivered in reality and where are the gaps between program design and delivery.
8. **Organizational Capacity:** Describe the organization's experience serving the target population. Describe the other organizations, if any, participating in the program. Explain why your organization is best-suited to carry out the program. If this is a repeat program, describe challenges and successes; describe what you might do differently.
9. **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? Could the organization sustain the project 3-5 years from now without funds from Komen? Applicants should demonstrate that other sources of funding will be sought and used to support this project.

Financial Information

1. **Budget for requested funds** (form attached): 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 15% of direct costs and equipment costs may not exceed \$5,000.
2. **Budget Justification:** For each line item in the budget, provide a brief description of how the funds will be used and why they are programmatically necessary. List all other committed and pending sources of support for the program.

3. **Other Financial Sources:** List of other sources of current funding for the project. If the request is more than 20% of the organization's entire budget, please provide a copy of the entire organization's budget.

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.
3. **Letters of Collaboration:** if applicable, provide letters of collaboration from all organizations as described above. Letters of collaboration may not be more than six months old.
4. **Insurance:** Attach the organization's certificate of insurance coverage. Note – an updated certificate may be required with the award of funding.