



## 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 – are working to better the lives of those facing breast cancer in our community. We join more than 100,000 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 Komen Tulsa Race for the Cure, we have invested over \$4,000,000 in local breast health and breast cancer awareness programs in our community. Up to 75 percent of the 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.

### **About Susan G. Komen for the Cure**

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 became Susan G. Komen for the Cure and launched the global breast cancer movement. Komen's commitment to energizing science to find the cures started in the very first year, with just one grant for \$28,000. Through the years Komen has sustained a strong commitment to supporting research that will identify and deliver cures for breast cancer. Today, Komen has invested nearly \$450 million in 1,736 research projects, 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](http://www.komen.org) or call 1-877 GO KOMEN.

### **Community Needs Assessment**

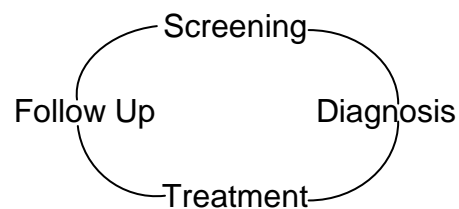
To better maximize the ability to fulfill the promise, the Komen Tulsa Affiliate conducts a community needs assessment, known as the Community Profile, every two years in order to understand the state of breast cancer in Tulsa County. The results of this profile direct Komen's work and identifies where efforts and resources will have the most impact within the service area (Tulsa County). Through the Community Profile (available at [www.komentulsa.org](http://www.komentulsa.org)) the following priorities were identified.

1. Partner with grantees, community leaders and safety-net health care organizations in Tulsa County to fill the gaps in the Continuum of Care.
2. Develop partnerships that encourage and activate African American women in Tulsa County to take a proactive role in their breast health.

### **Funding Opportunities**

The Komen Tulsa Affiliate is currently offering grants for innovative programs that reduce breast cancer mortality, especially among those who are disproportionately affected by this disease. Komen Tulsa will seek grants 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 Tulsa County to meet the needs identified in the Community Profile will be given priority.

In addition, programs focusing on breast cancer awareness through outreach and marketing of existing and/or new breast health services in support of the priority action plan will be considered. Komen Tulsa's funding is focused on reaching all four areas of the Continuum of Care the tool used to gauge how a woman typically moves through the health care system as shown below.



### **Important Dates**

Grant Writing Workshop 10/18/2011

Application Deadline 11/31/2011

Award Notification 3/22/2012

Award Period 4/1/2012 – 3/31/2013

### **Grant-Writing Workshop**

A free grant-writing workshop will be held October 18, 2011. The workshop will provide potential grant applicants with instruction, resources and tools to submit a high quality application. Attendance is strongly encouraged.

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### **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 service 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.

### **Important Features for 2012-2013**

- Grants limited to no more than \$180,000
- Grant agreement will require insurance coverage, which names the Komen Tulsa Affiliate as additional insured.

### **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 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

### **Education 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 follow the Application Instructions and be type-written on plain, white, single-sided 8 ½ x 11 paper using 12-point font. Two copies (one original and one duplicate) 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, 2011. No late submissions will be accepted.

Susan G. Komen for the Cure Tulsa Affiliate  
Attn: Jennifer Barrington  
5110 S. Yale Ave., Suite 415  
Tulsa, OK 74135

In addition, please email the proposal and all attachments to the following email address: [Jennifer@komentulsa.org](mailto:Jennifer@komentulsa.org)

## **Review Process**

Each grant application will be reviewed by at least three independent reviewers. 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 the 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.

**Applicant Support:** Questions should be directed to:

Jennifer Barrington

918-392-2745 ext. 202

[Jennifer@komentulsa.org](mailto:Jennifer@komentulsa.org)

## Application Instructions

Submit application in the order listed below, using forms included in the grant application. All applications must be type-written on 8 ½ by 11 inch pages using a 12-point font. Two copies (one original and one duplicate) 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: [Jennifer@komentulsa.org](mailto:Jennifer@komentulsa.org).

### Cover Page

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

### Abstract

Provide an abstract limited 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 – 8 pages):

1. **Background:** Describe the organization's history, mission, goals and how this project fits into the scope of the organization. Describe current programs 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.
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, if any, 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 the gaps exist 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.