



## Request for Applications

The Miami/Ft. Lauderdale 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. 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 Miami/Ft. Lauderdale Race for the Cure, we have invested \$1,098,917.00 in local breast health and breast cancer awareness projects in Miami-Dade, Broward and Monroe counties. Up to 75 percent of net proceeds generated by the Komen Miami/Ft. Lauderdale Affiliate stay in Miami-Dade, Broward and Monroe counties. The remaining income goes to the national Susan G. Komen for the Cure Grants Program for energizing science to find the cures.

### **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. 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 \$1.9 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](http://www.komen.org) or call 1-877 GO KOMEN.

### **Statement of Need**

The findings from the 2011 Miami/Ft. Lauderdale Affiliate Community Profile revealed special and consistent attention must be paid to detection, follow-up, treatment, and post-care services among underserved, uninsured or underinsured women and minority populations. The 2011 Community Profile can be found on our website at [www.komenmiaftl.org](http://www.komenmiaftl.org).

Drawing from the profile Miami/Ft. Lauderdale Affiliate has identified the following funding priority areas:

1. Projects focusing on breast health education among underserved, uninsured or underinsured women and minority populations, specifically Hispanic, Black and Haitian, as well as women who partner with women in Miami-Dade, Broward and Monroe counties.

2. Projects focusing on breast screening, treatment, and post-care services among underserved, uninsured or underinsured women and minority populations, specifically Hispanic, Black and Haitian, as well as women who partner with women in Miami-Dade, Broward and Monroe counties.
3. Projects focusing on providing culturally-appropriate services to underserved, uninsured or underinsured women and minority populations, specifically Hispanic, Black and Haitian, as well as women who partner with women in Miami-Dade, Broward and Monroe counties.

### **Important Dates**

Application Deadline	January 31, 2012
Award Notification	April 1, 2012
Award Period	April 1, 2012 through March 31, 2013

### **Eligibility**

Applicants must meet the following eligibility criteria to be considered for funding:

- All past and current Komen-funded grants or awards to applicant are up-to-date and in compliance with Komen requirements.
- Applicant has tax exempt status under the Internal Revenue Service code.
- Applicant must be a non-profit organization located in or providing services to one or more of the following locations:
  - Miami-Dade
  - Broward
  - Monroe
- Project must be specific to breast health and/or breast cancer
- Applicant is not currently debarred from the receipt of federal or state funding
- No key personnel of applicant or any of its affiliates has been convicted of fraud or a crime involving any other financial or administrative impropriety within the last year
- Applicant or any of its affiliates is not currently under a local, state or federal formal investigation for financial or administrative impropriety or fraud. (“Affiliate” means any entities that control, are controlled by or are under the same control as applicant or independent entities operating under the same name or brand as applicant.)

### **Allowable Expenses**

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

- Salaries and fringe benefits for program staff
- Consultant fees
- Clinical services or patient care costs
- Meeting Costs
- Supplies
- Travel
- Other direct program expenses

- Equipment, not to exceed \$5,000.

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

### **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, including promoting the message of breast self-awareness and knowing your risks for breast cancer. Please visit the following website before completing your application and be sure that your organization can agree to promote these messages:

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

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. 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 proposal and all attachments (unless the form is attached e.g. budget template, project work plan) in a Microsoft Word document to the following email address: [Odalys.smith@weil.com](mailto:Odalys.smith@weil.com)

Applications must be received on or before January 31, 2012 by 5:00 pm at Odalys Smith, Grant Chair, Susan G. Komen For The Cure, Miami/Ft. Lauderdale Affiliate, 1395 Brickell Avenue, Suite 1200, Miami, Florida 33131. No late submissions will be accepted.

### **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 project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the project have a substantial impact on the priority selected? How closely does

the project align with the funding priorities stated in the RFA? Does the project have a sufficient and documented plan to evaluate its impact?

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

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

**Collaboration:** Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

**Sustainability:** Is the project likely to be sustained? Are partnerships likely to be sustained past project period? 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.

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

Odalys Smith  
Grant Chair  
Susan G. Komen For The Cure  
Miami/Ft. Lauderdale Affiliate  
1395 Brickell Avenue  
Suite 1200  
Miami, Florida 33131  
Phone No.: (305) 577-3147  
[Odalys.smith@weil.com](mailto:Odalys.smith@weil.com)

## Application Instructions

### **Cover Page (form attached)**

Complete the attached cover page including an abstract (project summary). The abstract should be limited to 1,500 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. The signature of approving institutional personnel, other than the project director, is required.

### **Organization Summary (form attached)**

Complete the attached organization summary page. It should include a brief description of the following: 1) organization's history and if your program is part of a larger organization, an explanation of the mission of the larger entity and your relationship to it; 3) the mission of the organization; 4) the current programs and accomplishments; 5) explanation of how your organization seeks to be diverse and inclusive; 6) number of paid full time staff, volunteers and total annual organization budget.

### **Project Work Plan (form attached)**

Complete the attached project work plan. Directions for completion appear at the top of the page.

### **Program Description**

#### **Organization Capacity (limit- 3,500 characters)**

- Explain why the applicant organization is best-suited to lead the project and accomplish the goals and objectives set forth in this application
- Describe evidence of success in delivering breast health/cancer services to the proposed population
- Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.

#### **Statement of Need (limit- 3,500 characters)**

- Describe the population to be served
- Describe evidence of the risk/need within that population
- Provide statistics specific to the target population

#### **Project Description (limit- 3,500 characters)**

- Explain how the project's goals and objectives, as outlined in your Project Work Plan addresses one or more of the priorities outlined in the Affiliate's Community Profile/Statement of Need.

#### **Collaboration (limit- 3,500 characters)**

- Describe the roles and responsibilities of all organizations or entities participating in the project.

- Explain how the collaboration strengthens the project and why these organizations are best suited to carry out the project and accomplish the goals and objectives set forth in this application.

### **Sustainability (limit- 3,500 characters)**

- What resources (financial, personnel, partnerships, etc.) will be needed to sustain the effort over time? How will those resources be secured by the end of the funded project period?
- What are your organization's plans to support the project lead to implement, manage and oversee all aspects of the proposed project?
- What efforts will you take to communicate this project to leadership to ensure buy-in?
- Describe the organization's current financial state. Has your organizational budget increased or decreased from last year? Please explain why.

### **Evaluation**

- Describe in detail how the organization (s) will measure achieving project goals and objectives and how will the impact of the project on the priority selected will be assessed.
- Describe the evaluation expertise that will be available for this purpose.
- What resources are allocated for evaluation in the project budget?
  - A strong evaluation plan measures both the quantity and quality of strategy implementation 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?

### **Budget (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. 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.

## **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 support, collaboration, MOUs, etc.** demonstrating your partnerships.
- 4. Evaluation forms, surveys, logic model, etc.** related to demonstrating the effectiveness of your program as defined in your work plan.
- 5. Proof of Insurance**