



2009 REQUEST FOR APPLICATION  
GRANT PERIOD: APRIL 1, 2010 - MARCH 31, 2011  
GUIDELINES AND INSTRUCTIONS FOR APPLICANTS

**FUNDING PRIORITIES:** The Greater Cincinnati Affiliate of Susan G. Komen for the Cure is currently offering grants for innovative programs that reduce breast cancer incidence and mortality rates, especially among those who are disproportionately affected by this disease. Programs must address breast health and/or breast cancer screening, treatment, and education needs of low income and underserved women in one or more of our 21 Ohio, Kentucky and Indiana Counties. Ohio: Adams, Brown, Butler, Clermont, Clinton, Darke, Greene, Hamilton, Highland, Miami, Montgomery, Preble and Warren; Kentucky: Boone, Campbell, Gallatin, Grant and Kenton; Indiana: Dearborn, Ohio and Switzerland.

**Statement of Need:** Through a community needs assessment, the Greater Cincinnati Affiliate of Susan G. Komen for the Cure has identified the following priorities:

1. **Screening** of high-risk underserved populations, especially focusing on women and minority populations over the age of 40, with resource and access barriers.
  - Mammograms and clinical breast exams for under and uninsured women and men.
2. Projects that focus on providing culturally appropriate breast cancer **patient navigation**, education, transportation and advocacy with an emphasis on the medically underserved.
  - Breast cancer patient navigator programs must be committed to reaching out to the medically underserved and guiding them through the process necessary to access needed screenings and treatment. The navigator(s) will need to have knowledge of breast cancer and related services provided from all available sources including transportation and financial assistance.
  - The patient navigators will focus efforts on building collaborative relationships that support education and advocacy.
  - Assistance for programs that address access barriers by providing transportation to medical appointments and clinical trials; mobile mammography programs; expanded service hours to accommodate low-income workers and single head of household families who cannot afford to lose pay.
3. **Outreach** and **education** projects directed to support breast cancer patients at the early or newly diagnosed stage and ongoing through treatment.
  - Education programs that provide innovative prevention programming and outreach through community projects, collaborations, media and lay health workers.

## GUIDELINES AND INSTRUCTIONS FOR APPLICANTS - PAGE 2

- Breast cancer support programs as well as survivorship and prevention of reoccurrence.
  - Patient assistance with costs of medication, treatment services and associated needs.
4. Programs that encourage collaborative relationships to effectively address community needs in the area of breast health including screenings, treatment and education.
- Breast health programs that are developed and managed in partnership with health care professionals such as doctors, nurses, hospitals, public health professionals, and patient navigators.
  - Breast health programs that are developed in partnership with school systems (high schools and colleges), community leaders, minority populations and organizations.

### Conditions of acceptance:

- Project must be specific to breast health and/or breast cancer; e.g. if a project is a combined breast and cervical cancer project, funding may only be requested for the breast cancer portion.
- Applicants must be a US nonprofit (federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible.
- No breast cancer research projects will be funded by the Affiliate.
- Indirect costs will not be funded; all items must be itemized in budget request.
- Equipment costs, if applicable, may not exceed 30% of direct costs and should be used exclusively on this project.
- Salaries, if requested, are for personnel related to this project only and not general work of applicant - no more than a .5 FTE or 20 hours per week maximum will be funded for project specific personnel.
- Treatment reimbursement, if provided, should be based on the 2009 Ohio Reimbursement Rates for the ODH Breast and Cervical Cancer Project. Reimbursement rate form is attached. (Attachment A).
- Project must include information notifying recipients that the program is funded in full or part by the Greater Cincinnati Affiliate of Susan G. Komen for the Cure.

Failure to adhere to these guidelines will result in delayed processing or refusal of the application.

**REVIEW:** Applications received complete and postmarked **by 5:00 p.m. Friday, January 22, 2010**, and meeting compliance with these guidelines, will be submitted for review by a panel established through the local Komen Affiliate.

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

**GRANT PERIOD:** Grant period begins April 1, 2010 and will conclude on March 31, 2011.

## GUIDELINES AND INSTRUCTIONS FOR APPLICANTS - PAGE 3

**PAYMENT AND REPORTING:** Payment schedule and a six-month progress report dates will be detailed in the contract. A final report is due within forty-five (45) days of completion of the grant period (May 15, 2011).

**LETTERS OF SUPPORT AND ADDITIONAL MATERIALS:** Please do NOT send additional materials (i.e. reprints, complete curriculum vitae or letters of support) unless this is a coalition project, and then letters of support from each participating agency should be included. If the project is being implemented by collaboration, then a support letter from each of those agencies detailing their involvement should be included.

**CONFIRMATION OF RECEIPT OF APPLICATION:** An e-mail confirmation of receipt of application will be sent out following review for compliance to guidelines. Please feel free to contact the Greater Cincinnati Affiliate of Komen for the Cure regarding the status of the application during the review period.

**ANNOUNCEMENT:** Announcement of grants awarded will be made by March 1, 2010. Project directors will be notified of the outcome of the review in writing. Two representatives from each funded project will be invited to an award luncheon in April 2010, at which time the first check will be presented.

**NUMBER OF GRANTS TO BE AWARDED:** The actual number of awards will depend on the amount of funding granted per project.

### **APPLICATIONS SHOULD INCLUDE AND BE ORDERED AS FOLLOWS:**

- A. Cover Page (Form included, 2 pages)
  - a. *Note:* Signature of approving institutional personnel, not the project director, is required.
- B. Abstract (form included)
- C. Project Narrative The Project Narrative presents the program plan and how the plan addresses the intent of the grant program. (This section should not exceed **four typewritten pages, one inch margins**. Each page should also contain a page number and organization's name. Font size should be a twelve-point typeface in a Word document.
  1. Description of your organization: (brief)
  2. Need: Statement of need/problem to be addressed.
  3. Description of constituency to be served: and how they will benefit (please indicate number of women to be served), and in which counties the clients reside.

## GUIDELINES AND INSTRUCTIONS FOR APPLICANTS - PAGE 4

4. Goals and objectives: Description of program goals<sup>1</sup> and measurable objectives<sup>2</sup>. Explain how the goals and objectives address the targeted population.
  5. Activities: Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your hospital or organization?
  6. Timetable or Timeline: A laid out time table or graphed timeline for accomplishing goals (Please note: six month reports are required).
  7. Partners: Description of other organizations or entities, if any, participating in this specific program. If applicable, letters of collaboration should be included from each organization delineating what each agency will do.
  8. Future Funding: Plan for future funding of the Program after initial funding from Komen.
  9. Comparable Programs: A review of comparable programs offered in your county or service area and an explanation of how this program is unique.
  10. Evaluation: Describe how you will measure that you are achieving the objectives and how you will assess the impact of the program in your service area. Give a definition of success for the Program and how it will be measured – possibly using a time process evaluation<sup>3</sup> component or an impact evaluation<sup>4</sup> component. Also, note that if your program is awarded a grant, you will be required to meet with a representative of the Komen Greater Cincinnati Affiliate to discuss project evaluation tools that will be incorporated into the mid-year and end-of-year report.
  11. Program's Results Dissemination: Use of the program's results and how results will be announced/disseminated.
- D. Financial Information (Not to exceed three typewritten pages).
1. Budget for requested funds. (Form included on page 5 of Application)
  2. Budget narrative. (See Application page 6 – detail of each line item)
  3. List of other sources of current funding for the project. (See Application page 6)
- E. Biosketch form (Form included on page 7 of Application) for project director and attendant personnel listed in budget request (no more than two pages per person).
- F. Attachments:

---

<sup>1</sup> A goal is a broad-based statement of the ultimate result of the program being undertaken.

<sup>2</sup> An objective is a measurable, time-specific result that the organization expects to accomplish as part of the grant. Objectives are specific approaches to achieve the goal.

<sup>3</sup> Process evaluation measures what happened, how it happened, how much, where, and to whom. Common process evaluation methods include patient satisfaction surveys, interviews with program participants, and activity logs.

<sup>4</sup> Impact evaluation measures changes in behavior, knowledge, attitudes, or beliefs. Change may be assessed among individuals, providers, organizations, or communities. Common impact evaluation methods include pre/post tests, surveys, and key-informant interviews.

## GUIDELINES AND INSTRUCTIONS FOR APPLICANTS - PAGE 5

One copy of the following attachments should be submitted with the original signed grant application.

1. Proof of Nonprofit Status for applicant institution - 1 copy
2. Collaboration Letters - only submit for true collaboration projects. No support letters needed for other projects.

15 (Fifteen) additional copies of the complete grant application are to be submitted with original.

### G. Submission Guidelines:

Submit one original, signed grant application with all requested forms and attachments. Submit 15 (Fifteen) copies with original. Applications should be bound by clips only, no spiral bound materials or staples. Fax or e-mail copies will not be accepted. **All materials must be postmarked by 5:00 p.m. on Friday, January 22, 2010.**

**CONSIDERATIONS:** This Request for Application (RFA) does not constitute an offer. Acceptance of proposals for review does not commit the Greater Cincinnati Affiliate of Susan G. Komen for the Cure to award a contract, nor is it liable for any costs incurred in the preparation of proposals. The Komen Greater Cincinnati Affiliate reserves the right to award contracts to a single applicant, multiple applicants, or to reject any and all proposals or parts of proposals received. Proposals submitted in response to this RFA must comply with all specifications stated herein these instructions. Failure to do so may result in the applicant being eliminated from consideration.

**APPLICATIONS MUST BE POSTMARKED BY 5:00 P.M. ON FRIDAY, JANUARY 22, 2010**

Komen Greater Cincinnati Affiliate  
Attn: Peggy Isenogle, Grant Application  
522 Cincinnati Mills Drive, Suite B248  
Cincinnati, OH 45240

**All inquiries about the application should be made to  
Peggy Isenogle, Executive Director at:**

**513-671-9100 Ext. 202**

**[peggy@komencincinnati.org](mailto:peggy@komencincinnati.org)**