



Small Grants Request for Applications

Susan G. Komen Iowa – along with those who generously support us with their talent, time and resources – works 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. Up to 75 percent of net proceeds generated by Komen Iowa stays in our affiliate area. In the last 5 years, through events like the Komen Iowa Race for the Cure, **we have invested more than \$4 million in local breast health and breast cancer awareness projects in our 91-county service area.** The remaining proceeds are combined with funds from affiliates across the country to fund the Susan G. Komen Research Program in support of national grants and scientific partnerships to find the cure.

Funding Opportunities

Komen Iowa is currently offering grants up to \$5000 for projects within our 91-county service area to meet the following specific goals: breast health education, improving access to the continuum of care, and improving the quality of life for breast cancer patients and survivors. This program compliments our Community Grants program which solicits applications each fall.

Should I apply for a Small Grant or Community Grant?

- The Small Grants Program has a maximum award of \$5000; Community Grants have a maximum of \$150,000
- Small Grants are accepted throughout the year; Community Grants have an annual deadline (generally late fall/early winter)
- Small Grants require only a final report; Community Grants require both an interim and final report
- Small Grants undergo review by staff and board members; Community Grants undergo a review by a panel of community members
- Community Grants have a project period of April 1-March 31; Small Grants have a project period of one year from the date of award
- All grants- regardless of type (Small Grant or Community Grant):
 - Must benefit individuals in our 91-county service area in the areas of breast health education and outreach; breast cancer diagnosis; prevention or treatment; and/or survivorship
 - Must be submitted through the Grants e-Management System (GeMS): <https://affiliategrants.komen.org>
 - Require approval by the Susan G. Komen Iowa Board of Directors

Deadlines

Small Grants applications are accepted throughout the year beginning April 1, 2016. Applications may be submitted at any time throughout the year and will be reviewed upon receipt. Applicants will be

notified of the affiliate's funding decision generally within 60 days of submitted application on GeMS. Applicants should consider this timeline when submitting a proposal and/or planning a program.

Restrictions

Organizations may submit multiple Small Grants applications throughout the year; however, once funded, a specific program may not resubmit for additional funding within the same fiscal year. If an organization receives an award for a Community Grant, it may submit an application for a Small Grant but not for the same program. Rejected proposals may be resubmitted for a second consideration within the same fiscal year, but will not be considered a third time.

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 91 counties in our affiliate area.
- Project must be specific to breast health and/or breast cancer
- 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, then the applicant is not eligible to apply for a grant during this current cycle and will not be eligible to apply for a new grant until the later of 12 months after the conviction or until applicant can demonstrate that appropriate remedial measures have been take to ensure that any criminal misconduct does not recur

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
- Reasonable travel costs related to program execution
- Equipment, essential to the breast health-related project to be conducted
- Other direct program expenses

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

- Medical or scientific research
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- General operating funds
- Debt reduction
- Annual fundraising campaigns
- Event sponsorships
- Projects completed before the date of grant approval
- Indirect Costs

- Building/Renovation
- Reimbursement for specific individuals direct service
- Payments made directly to individuals (except travel award)
- Capital campaigns
- Employee matching gifts
- Land acquisition
- Program-related investments/loans
- Scholarships
- Education regarding breast self-exams and/or use of breast models
- Thermography

Educational Materials and Messages

Susan G. Komen 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 consistent with those promoted by Komen, including promoting the messages of breast self-awareness: e.g., 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 adoption of actions we think are important. Because Susan G. Komen does not recommend monthly breast self-exams, we will not fund education programs that teach monthly breast self-exams or breast models. Komen does, however, support programs that educate about breast self-awareness. Please visit the following webpage before completing your application to ensure that your organization can agree to promote these messages: <http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>

Komen grantees can receive preferred pricing for Komen educational materials which should be used and displayed whenever possible. Visit www.shopkomen.com/iowa to view materials.

Submission Requirements

All applications must be submitted online through the Komen Grants e-Management System (GeMS): <https://affiliategrants.komen.org>

The Grants e-Management System (GeMS) is a web-based grant management system for Affiliates of Susan G. Komen to use to receive, review and manage community and small grant applications. Applicants should refer to the GeMS Applicant User Guide for more information on how to access GeMS and complete an application: <http://www.komeniowa.org/grants/how-to-apply-for-funding/>

Application Instructions

GeMS contains information specific to each section to guide you as you complete each section. In addition to that information, please also refer to the following when completing your application.

*NOTE: When initiating an application on GeMS, please make sure you complete a Small Grants application and not a Community Grants application.

Project Narrative (limit 5,000 characters)

In the Project Narrative page of the application on GeMS, please give a project description including:

- A description of the program, project or activity
- How this grant will further Komen's mission

- If you plan a conference, please also describe the anticipated number of participants, describe your target participants, and planned conference format

Within your narrative, be sure to address the review criteria outlined below.

Budget

Provide a detailed total program budget. All funding for this program, including other grants and general funds should be included in the budget. 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.

Required Attachments

Please attach the following with your application:

1. **Information Regarding Key Personnel** – for key personnel that are currently employed by the applicant, provide a resume or curriculum vitae in the ‘Key Personnel’ section in GeMS. For new or vacant positions, provide job descriptions.
2. **Proof of Non-Profit Status** – to document your federal tax-exempt status, attach your determination letter from the Internal Revenue Service to the ‘Project Budget Summary’ section in GeMS. Evidence of state or local exemption will not be accepted. Please do not attach your Federal tax return.
3. **Letters of Support, Collaboration, etc.** – demonstrating your partnerships.
4. **Evaluation Forms, Surveys, Tools or Logic Models, etc.** – related to demonstrating the effectiveness of your program as defined in your work plan.

Review Process

A panel consisting of at least three reviewers will review each grant application. They will consider each of the following selection criteria:

Impact (7 points): 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? Is the impact likely to be long-term?

Feasibility (7 points): 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 detail the reasoning and need for the costs associated with the project?

Capacity (7 points): Does the applicant 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 (7 points): Does this project enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate and relevant?

Sustainability (7 points): Is the project likely to be sustained? Will collaborations (if proposed) likely to continue beyond the project period? Does the applicant organization have other sources of funding sufficient to continue the project once Komen funds expire?

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 and depends upon the quality of this application, the quality of the applicant pool, and the funds available for distribution. Grant approval for funding is based on an average percentage of the calculated points above and an overall vote in favor of funding. The small grant will receive funding with a majority of reviewers in favor of funding plus an average score of 75% or higher. Any small grant with lower approval outcomes will not be considered for funding.

Post-Award Information: Payment Schedule and Reporting Requirements

If awarded funding, all grant recipients will receive their grant payment in full after submission of a fully executed grant contract. A report of program effectiveness is required one month after the end of the contract period which must fall no later than 12 months from the date of the award. The report will be submitted online through GeMS and should include the following elements:

- A summary of the activities that took place under the grant
- The outcomes of the project and how the results of the project will be used to enhance the organization's ability to provide breast health/breast cancer services to the community
- A line-item budget of the expenditures

A program is not eligible to receive any subsequent small grant awards until the final report is submitted and accepted.

Site Visits

Komen Iowa may request a site visit with our small grant recipients. Site visits include an opportunity to host Komen staff, board and volunteers.

Questions about Small Grants should be directed to:

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