



2009-2010 Grant Program: Frequently Asked Questions

Komen's new grant focus

What is new this year?

While we continue our focus on programs designed to have a substantial impact on breast cancer mortality and morbidity, particularly among medically underserved individuals, our funding priorities are now the result of our complete 2009 Komen Mid-Michigan Community Profile, available at www.komenmidmichigan.org. In addition, the Komen Mid-Michigan Board of Directors has directed the Grant Review process to award at least 75% of available funds to screening programs. "Screening" is defined for these purposes as "clinical breast exam (CBE), mammogram, breast ultrasound, breast MRI, and other diagnostic tests to detect breast cancer". These services will be funded at FY 2010 BCCCP rates.

We also continue our emphasis on collaboration between organizations to increase the efficient delivery of services. Please refer to "Grant Categories" on p. 3 of the RFA. Komen staff are available to discuss ideas for collaborations prior to the grant application submission deadline.

Finally, we are pleased to announce that our Affiliate's service area has been expanded. Nonprofit organizations in seven counties across Mid-Michigan – Clinton, Eaton, Ingham, Jackson, Livingston, Shiawassee, and Washtenaw - are now eligible to apply for grant funding from Komen Mid-Michigan.

In addition to these changes, please refer carefully to the RFA and the remainder of this FAQ document for changes in the required program narrative, funding rates, evaluation requirements, and program budget.

Program Ideas and Evidence-Based Strategies

Why focus on Evidence-Based Strategies?

Komen affiliates across the country are being encouraged to work in partnership with the National Cancer Institute to assist our grantees to implement evidence-based strategies for cancer control. An evidence-based program has been implemented, evaluated, and found to be effective. In order to achieve a greater mission impact, Komen Mid-Michigan's grant program

will emphasize evidence-based strategies and give funding preference for those projects modeled on or adapted from demonstrated evidence-based strategies.

Do we have to use the NCI Cancer Control Planet?

No, but it is an excellent tool for identifying evidence-based strategies. There are other sources, including the Evidence-Based Practice for Public Health Website (<http://library.umassmed.edu/ebpph/>).

Is it okay to propose a comprehensive health program (more than just breast cancer)?

Yes. It is understood that some cases, breast cancer related programs may be only one component of a larger idea/strategy. *However*, Komen dollars may only support the breast cancer related component.

Can we address more than one funding priority?

Yes. However, the application may only be submitted under one category. Organizations should submit their application under the priority that is most addressed by their proposed program.

Selection criteria

Who decides if we get funded?

An anonymous and trained Review Committee made up of volunteers from the Mid-Michigan area will review all applications. Funding decisions will be made based upon their review.

Will Komen for the Cure fund the same program over and over again?

Organizations are encouraged to develop long-term sustainability plans for all programs so they will not become dependent on Komen grant dollars. It is important to note that applications must go through the competitive grant process each year and funding can never be guaranteed.

If another organization submits a similar application will this affect our chances of being funded?

Maybe. Each application will be reviewed on its own merit. Then the review committee will look at all the proposals as a group and check for duplication and gaps. If the program you propose duplicates services of another proposed program, the review committee may choose between the two. Organizations in the same service areas are encouraged to collaborate, collaborate, collaborate. Collaborative initiatives often result in more comprehensive action plans that effectively reach and meet the needs of disparate populations.

Eligibility

Will Komen for the Cure fund organizations that are not health organizations?

Yes. Applicants and institutions must be nonprofit organizations located in or providing services to one or more of the following locations:

- Clinton County, MI
- Eaton County, MI
- Ingham County, MI
- Jackson County, MI
- Livingston County, MI
- Shiawassee County, MI
- Washtenaw County, MI

Can churches, synagogues, mosques, or other faith-based organizations apply?

Yes.

Do we have to be a nonprofit organization to apply? What if we have applied for nonprofit status, but have not yet received our IRS determination letter?

Institutions must be nonprofit organizations. If an organization's nonprofit status is pending, that information should be provided in the application. Your project will still be considered for funding; *however*, grant funding will not be paid until documentation of nonprofit status has been provided.

My organization does not have nonprofit status. Are we eligible for grant funding?

No. Only nonprofit organizations are eligible. You may consider partnering with a nonprofit organization that has the capacity and interest to apply for the grant.

Grant Writing Workshops

Are applicants required to attend one of the Grant Writing Workshops?

Applicants are *strongly encouraged* to attend. Even if you are an experienced proposal writer, and even if you have received Komen funding in the past, please be aware that our grant program is different this year than in previous years. The Grant Writing Workshops are an opportunity to learn about these changes and maximize your opportunity to design a project that Komen Mid-Michigan will fund.

Grantwriting workshops will be held as follows:

- March 12, 2010 – East Lansing Public Library, 9:30 a.m. - 12:30 p.m.
- March 24, 2010 – Malletts Creek Branch Library, 3090 E Eisenhower Pkwy., Ann Arbor, 1:00 p.m. to 4:00 p.m.
- March 29, 2010 – Carnegie Branch Library, 244 W. Michigan Ave., Jackson, 1:00 p.m. to 4:00 p.m.

Application Process

Can we apply for more than one grant?

Yes, an organization may apply for two grants. However, the following stipulations apply:

- An organization may not submit an application for more than one Community-Based Program.
- An organization may not serve as the lead agency for more than one Collaborative Partnership.

Note: If an organization elects to submit both a Community-Based Program application and a Collaborative Partnership Program application, the distinction between the proposed programs should be clear.

Will Komen for the Cure read my proposal and provide feedback before I submit it?

Komen staff will provide optional pre-screening for those applicants who wish to submit their proposals early and receive feedback. The deadline for pre-screening is May 14, 2010.

Is it necessary to count the number of characters in the abstract?

Yes, this is necessary so that the abstract can be entered into Komen's online grant database. However, it is easy to do this using the Microsoft Word feature that counts characters. Click on "Tools", then "Word Count." This will provide the number of characters in your document.

Can we have an extension?

No. The final deadline for submission is June 14, 2009. Applications will not be accepted after this time. We strongly encourage applicants to submit their materials well in advance of the deadline.

Is the signature page also due by the application deadline?

Yes.

Can I choose whether to submit the application by U.S. mail or by email?

No. *All applications must be submitted both by U.S. mail and electronically to info@komenmidmichigan.org.*

How will be funds be distributed?

After grant recipients have been selected and the grant agreement is signed, a check for one-half of the grant will be provided. Two mid-year progress reports will be required. After the satisfactory submission of the first mid-year progress reports, a final check will be issued for the remaining grant award balance at the six-month mark of the funding period. A final report will also be required at the end of the grant period. Any unused funds must be returned.

Program description narrative

Do we need to define terms in our proposal, like “patient navigation”?

It is a good idea to define terms that may not be commonly understood. The reviewers come from a variety of backgrounds, and while patient navigation has recently become very popular, it may not be a familiar term to all reviewers. When deciding if you need to define terms, think about how you would explain the project to a friend or family member who works in another field.

How can we best articulate our sustainability plan?

Susan G. Komen for the Cure requests that each applicant include a sustainability plan as a component of their proposal. The goal of the sustainability plan is to demonstrate that the proposed program will not require perpetual funding from the Komen Mid-Michigan Affiliate. Sustainability may also include the long-term impact of the program, even once the program activities have ended.

Do trainings have to be outlined in detail in our proposal?

If you are proposing to train others about breast cancer, for example peer health educators, it is a good idea of provide information about the content of the training, the number of hours required, the qualifications of the instructors, etc. If these details are not yet known, it is advisable to describe how the training will be developed.

Do you recommend that we describe potential challenges in the program description?

Yes. It is expected that all proposed programs will have both unexpected/expected challenges. Describe (in general) what challenges are anticipated and address how you are going to deal with them.

Supporting Documentation

Do we need to provide CVs or job descriptions for volunteers?

If volunteers are essential to the implementation of the project and will be directly involved in the activities described in the application, they would be considered key personnel. As key personnel, you should provide a curriculum vitae (CV) or resume for existing volunteers and job descriptions for new or vacant volunteer positions.

What format should we use for the references?

Komen will accept any standard reference format that includes information about the source (author, title, date, etc.) that would allow Komen to verify it if necessary.

Do the Curriculum Vitae need to be in a certain format?

No. They may be in any format that presents the information in a clear, concise manner. Resume format is acceptable.

Collaborative Partnerships

Does Komen for the Cure provide a template for the Memorandum of Agreement?

Susan G. Komen for the Cure does not provide a template Memorandum of Agreement. No specific format for the Memorandum of Agreement is required. However, templates can be found by utilizing online search engines such as Google and Yahoo. Use the following terms during the search: "Memorandum of Agreement" AND "Template."

Can an institution be a lead on one Collaborative Partnership grant and the partner on another Collaborative Partnership grant?

Yes

Budget

What changes have been made in allowable budgeted expenses?

- Komen Mid-Michigan will no longer fund staff fringe benefits, purchase of equipment, or costs for publishing in a professional journal or presenting the results of a program at a professional conference.
- Salaries will be limited to personnel directly related to the success of the project. Salaries must be reasonable, and applicant must detail how the personnel will directly benefit the project.
- Indirect costs will be limited to 5% of direct costs.
- Travel will be limited to: a) mileage for delivery of project services and b) costs for key project personnel to travel to conferences for development of skills integral to delivery of project, limited to \$1,000 per project.
- Supplies must be limited to those necessary for delivery and implementation of the program.
- Consultant fees must be directly related to the success of the project and must be explained in detail.
- Komen Mid-Michigan will no longer fund participant incentives such as gift cards, parties, dinners, etc. Nominal meeting costs, to include meeting space external to the applicant's own organization, equipment rental, and nominal food costs, will be considered. We will also consider funding requests that include reasonable reimbursement to program participants for actual and necessary costs of transportation and child care (e.g., child care while a parent attends an appointment for a mammogram), subject to the limits specified in the Request for Applications.

Should we include educational materials in our budget?

Yes. Any materials that will be required to implement the proposed program should also be included in the budget.

Will Komen for Cure provide educational materials for our grant?

Susan G. Komen for the Cure does have educational materials available for purchase through the www.ShopKomen.com. Grantees are eligible for preferred pricing. Contact Komen Mid-Michigan for more information about preferred pricing. Applicants should factor the cost of any materials into their budget request.

Does Komen offer educational materials in French (or Arabic, Spanish, etc.)?

Yes. To find out what languages each material is offered in, visit the [Promise Shop](#).

What is the difference between equipment and supplies?

Equipment is usually a one-time purchase, often a larger purchase, and can be used repeatedly (e.g., computers, phones, copiers). Supplies generally have a finite use and are repurchased as they are depleted, (e.g. paper, pens, and office supplies).

Does Komen provide a salary range for employees that will be paid under this grant? Does Komen have salary guidelines for personnel?

Susan G. Komen for the Cure does not provide salary guidelines for personnel. To be funded by a Komen grant, a position must be directly related to the success of the project. Salaries must be reasonable, and the applicant must detail how the personnel will directly benefit the project.

What do indirect costs cover? What can be included in the indirect costs?

“Indirect costs” are the expenses of doing business that are not readily identified with a particular grant, but are necessary for the general operation of the organization. For example, your organization may incur expenses for rent, utilities, accounting services, and salaries for certain personnel like receptionists or janitors that cannot be attributed to a particular project or grant. In order to help cover those costs, you may request up to 5% of the direct program costs for indirect costs. Indirect costs do not need to be itemized or justified.

Poster requirement

What is the poster requirement?

Komen Mid-Michigan requires funded projects to provide us with a rigid, foam core, laminated poster, 24” x 36”, describing your grant-funded program. We will display grantees’ posters at our Race for the Cure and other affiliate events. Be sure to budget approximately \$125 to cover the cost of providing this poster.

Will Grantees have space to display their programs at the Race for the Cure?

Yes! We want to share with the community what you are doing with the funds raised.

The Komen Mid-Michigan Race for the Cure is our signature fundraising event, and it generates most of the funding we use to fund breast health projects. *Grantees will be expected to have a representative to staff a display (poster, brochures, etc.) at the Komen Mid-Michigan Race for the Cure Grantee display area.* The Race is held in late April each year in downtown Lansing.