Agenda

• Background
• Overview of the Community Grants Process
• Community Profile and Funding Priorities
• Request for Applications
• Grant Writing Tutorial
• Questions
Workshop Goals

**IMPROVE** applicants ability to submit a **quality**, responsive application

**CREATE** relationships with other community organizations

**ENCOURAGE** collaboration between organizations
About Susan G. Komen®

- World’s leading nonprofit breast cancer organization

- Komen has an unmatched, comprehensive 360-degree approach to fighting this disease

- We advocate for patients, drive research breakthroughs, improve access to high-quality care, offer direct patient support and empower people with trustworthy information
Reduce the current number of breast cancer deaths in the U.S. by 50% by 2026
Reduce breast cancer mortality by addressing disparities, increasing access to quality and timely care, and/or improve outcomes through patient navigation.
About Susan G. Komen® Minnesota

• Susan G. Komen Minnesota, 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 Susan G. Komen Twin Cities Race for the Cure and the Susan G. Komen Brainerd Lakes Race for the Cure we have raised more than $46 million and awarded grants to Minnesota (non-profit) institutions for breast cancer awareness, education, outreach, screening, treatment support and research. Up to 75% of net proceeds stay right here in Minnesota. A minimum of 25% of net funds support the national Susan G. Komen® Grants Program to fund research.

• Komen Minnesota is helping fuel research, advocate for patients and support people facing breast cancer locally through a variety of direct patient-centered services and by collaborating with area providers to remove barriers and connect people to needed care across Minnesota. For more information, call 952-746-1760 or visit www.komenminnesota.org.

• Susan G. Komen® Minnesota is a Minnesota 501(c)3 non-profit corporation; Internal Revenue Service #41-1924790; Minnesota Tax #4336115. Donations and gifts are tax deductible to the extent allowed by law.
Breast Cancer Continuum of Care (CoC)
Community Grants Process Overview

1. Learn from the Community Profile & Mission Action Plan
2. Develop and Issue the RFA
3. Hold Grant Writing Workshop
4. Review Applications
5. Conduct Compliance Review
6. Award Grants and Execute Contracts
7. Obtain Board Approval and Follow Allocation Process
8. Manage and Monitor the Grants
9. Evaluate the Impact

Evaluate the Impact

Develop and Issue the RFA

Hold Grant Writing Workshop

Conduct Compliance Review

Award Grants and Execute Contracts

Obtain Board Approval and Follow Allocation Process

Manage and Monitor the Grants
Community Profile

• WHAT?
  An assessment of breast cancer and breast health services

• WHY?
  To ensure effective and targeted efforts

• HOW?
  Rigorous collection and analysis of data
RFA Funding Priorities

- Patient Navigation
- Reducing Barriers to Care
- Breast Cancer Education with Follow-up
Evidence-based Practices

- Evidence-based practices (EBP) have been shown through scientific research to consistently improve measurable outcomes.
Where to Find Evidence-Based Practices

• The Community Guide
  o TheCommunityGuide.org

• National Cancer Institute’s Research-Tested Intervention Programs (RTIPs)
  o rtips.cancer.gov

• Cochrane Reviews
  o CochraneLibrary.com
Eligibility Requirements

- Individuals are not eligible to apply.
- Non-profit organization with 501(c)3 status or a governmental organization with 170(c)(1) status serving residents of Minnesota.

Eligibility Requirements must be met at time of application submission.
Allowable Expenses

- Key Personnel / Salaries
- Consultants/ Sub-contracts
- Supplies
- Travel
- Patient care
- Other direct project expenses
- Equipment, including software, not to exceed $5,000 total, essential to the breast health-related project to be conducted
- Indirect costs, not to exceed 10 percent of direct costs
Funding Restrictions

• Research

• Education regarding breast self-exams/use of breast models

• Development of educational materials or resources that either duplicate existing Komen materials or for which there is not a demonstrated need

• Education via mass media, health fairs and material distribution
Important Grant Policies

- The project must occur between April 1, 2020 to March 31, 2021

- No expenses may be accrued against the grant until the contractual agreement is fully executed
  - The contracting process can take up to six weeks

- Grant payments will be made in installments pending acceptance of and compliance with terms and conditions of a fully executed grant agreement.

- Grantee may request one no cost extension of no more than six months per grant
Insurance Requirements

- If awarded, a Certificate of Insurance (COI) is required
- Grantee is required at minimum to hold:

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Minimum Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000 per occurrence $2,000,000 in the aggregate</td>
</tr>
<tr>
<td>Workers’ compensation</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Excess/Umbrella</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Automobile Liability *</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Medical Malpractice Coverage**</td>
<td>$1,000,000 per occurrence $3,000,000 in the aggregate</td>
</tr>
</tbody>
</table>

* If providing transportation services
** If providing direct medical services
Educational Materials

• We only fund projects that use educational messages and materials that are consistent with Komen messages

• Be sure that your organization can agree to promote these messages:

• Komen will not fund education projects that teach or endorse the use of monthly breast self-exams or use breast models
Submission Requirements

• All proposals must be submitted online through the Komen Grants Portal: [https://komen.smartsimple.com](https://komen.smartsimple.com)

• Applications must be received on or before December 11, 2019 by 11:59PM.
Login

Email

Password

Login

Forgot Password?

New to the System?

Register Here

Komen Grants Portal

Welcome to the Susan G. Komen® grants portal. Please login if you are a returning user. If you are new to the system, please select "Register Here" to get started.

Susan G. Komen is the world’s largest breast cancer organization, funding more breast cancer research than any other nonprofit outside of the U.S. government while providing real-time help to those facing the disease.

Susan G. Komen’s mission is to save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.
Project Narrative

• Statement of Need
• Project Design
• Partners and Sustaining the Project
• Impact and Evaluation
## Project Objectives

<table>
<thead>
<tr>
<th>SMART Objective</th>
<th>Anticipated Completion Date</th>
<th>Anticipated Number Served</th>
<th>Service Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide access to diagnostic testing for 100% patients</td>
<td>03/31/2020</td>
<td>100</td>
<td>Diagnostic Services</td>
</tr>
<tr>
<td>Provide follow-up calls to 100% of patients</td>
<td>03/31/2020</td>
<td>100</td>
<td>Diagnostic Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>--- Select One ---</td>
</tr>
</tbody>
</table>
SMART Objective Examples

- **OBJECTIVE 1**: By September 30, 20XX, Pink Organization will conduct 10 group breast cancer education sessions reaching at least 200 Black/African American women in [Green County.]

- **OBJECTIVE 2**: By March 31, 20XX, Northern Region Hospital breast cancer patient navigators will reduce the average time from abnormal screening mammogram to diagnostic conclusion from 65 days to 30 days for women in the counties of [Jackson, Morse and Smith.]
Reporting Metrics

• Take time to review the Reporting Metrics listed in the RFA
  - All grantees will report on demographics of those served
  - Each option in the service list on the Project Workplan page of the application will have a corresponding, customized page in the progress and final report.
    - Grantees will only report back on those services they select
Budget

- Key Personnel/Salaries
- Patient Care Budget
- Consultants/Subcontractors
- Supplies
- Travel
- Other
- Indirect
- Project Budget Summary
- Maximum Allowable Request $50,000.00

Icon from Flaticon
Supporting Documents

- The following attachments are required at the time of submission per the RFA:

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Upload Location in Komen Grants Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Tax-Exempt Status</td>
<td>Organization Information</td>
</tr>
<tr>
<td>Letters of Support or Memoranda of Understanding</td>
<td>Project information – Project Partners</td>
</tr>
<tr>
<td>Resumes/ Job Descriptions</td>
<td>Budget - Key Personnel</td>
</tr>
</tbody>
</table>
Submission Process

• The Project Director can submit the application after uploading a signed submission authorization form
• This form automatically populates with information from the application
Review Criteria

- Statement of Need 25%
- Project Design 25%
- Partners and Sustaining the Project 25%
- Impact and Evaluation 25%
<table>
<thead>
<tr>
<th>Score</th>
<th>Descriptor</th>
<th>Score Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Exceptional</td>
<td>Very strong with no weaknesses identified</td>
</tr>
<tr>
<td>6</td>
<td>Excellent</td>
<td>Very strong with a few minor weaknesses identified</td>
</tr>
<tr>
<td>5</td>
<td>Good</td>
<td>Strong with at least one moderate weakness identified</td>
</tr>
<tr>
<td>4</td>
<td>Satisfactory</td>
<td>Some strengths and several moderate weaknesses identified</td>
</tr>
<tr>
<td>3</td>
<td>Fair</td>
<td>A few strengths and at least one major weakness identified</td>
</tr>
<tr>
<td>2</td>
<td>Marginal</td>
<td>Very few strengths and a few major weaknesses identified</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>No strengths and several major weaknesses identified</td>
</tr>
</tbody>
</table>
Review Process

• **Compliance review** by Affiliate staff and/or Grants Committee
  - Ensures applications adhere to RFA requirements

• **Review Panel**
  - Is diverse, representing different cultures, racial/ethnic groups, geographic areas, professions and life experiences.
  - Includes expert and community reviewers
Review Process (cont.)

• A minimum of three review panel members score each application

• Review Panel meets to discuss the grant applications and determine the slate of projects to present to the Affiliate Board of Directors

• Board of Directors votes to approve the grants slate
Grant Writing Tutorial

- Developing a Proposal
- Writing an Abstract
- Developing Objectives
- Program Evaluation
- Budgeting
- Helpful Hints
Planning the Proposal

• **Read everything!**
  - RFA
  - Community Profile
    - [http://www.komenminnesota.org/Assets/PDFs/2015+Final+SGK+Minnesota+Community+Profile.pdf](http://www.komenminnesota.org/Assets/PDFs/2015+Final+SGK+Minnesota+Community+Profile.pdf)

• Consider the funding priorities carefully

• Discuss ideas with decision-makers in your organization
Planning the Proposal (Cont.)

- Explore opportunities for collaboration

- Work across departments to develop your proposal—do not work in a silo

- **START EARLY**
  - Allow time to craft an *innovative* application that is *truly responsive* to the identified needs in the community
Proposal Abstract

• First impressions are important

• Brief statement of your “case” for how your project will decrease breast cancer mortality in your community

• Be compelling & concise!
  o Do not exceed 750 characters (about 200 words)
Process Evaluation

- What happened
- How it happened
- How much
- Where
- To whom
Impact Evaluation

• Changes in:
  - Behavior
  - Knowledge
  - Attitudes
  - Beliefs

• Change among:
  - Individuals
  - Providers
  - Organizations
  - Communities

Icon from Flaticon
Budget & Expenses

- Projects become reality because the central idea is sold, not because the proposal is cheap!

- Be realistic! Ask for what you need.

- Justify expenses.
  - Do the costs follow with narrative project description?
  - Is an estimated expense calculation and an explanation about how the funds will be used and why they are necessary to achieve proposed objectives included?
Helpful Hints

- Read the RFA carefully — follow ALL directions
- Be innovative, realistic, specific
- Write clearly, use active rather than passive voice
- Avoid jargon or acronyms
- Allow plenty of time
Applicant Support

• Contact with questions:
  o 952-746-1760
  o info@komenminnesota.org

• Use the Komen Grants Portal User Guide to guide you through all steps of the application process, from user registration to application submission

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THANK YOU!!!