



Small Grants Program 2010-2011 Request for Proposals

The purpose of the small grant program is to allow funding requests for small amounts throughout the year that promote the mission of Susan G. Komen for the Cure and increase the capacity of effective breast health programs. Small grant applications may be submitted online on a year-round basis.

In response to the economic climate, the small grants program for 2010-2011 will give preference to applications for mammography screening programs and direct emergency assistance programs. Other small grant applications will be considered and preference will be given to those that target the 2009 Community Profile Priorities:

Priority 1: Strengthen and build the capacity of existing breast health providers and grantees, targeting areas with the most critical provider shortages.

Priority 2: Promote breast health awareness and importance of screening among Black women across the state and particularly in Baltimore City, Charles County and the Lower Eastern Shore Counties.

Priority 3: Increase Komen Maryland presence outside of Central Maryland through educational programming, collaborative relationships with community-based organizations and granting efforts.

Priority 4: Increase screening resources available to women at high risk of breast cancer under the age of 40.

Priority 5: Increase awareness and availability of financial assistance for women in treatment for breast cancer.

Types of small grants:

- 1. Travel grants** are awarded up to \$2,000 for travel to breast cancer related conference in the United States. Individuals applying for the grant must demonstrate how they will share their experience with the community. Receipts for travel expenses are required with the final report.
- 2. Small grants** are awarded up to \$5,000 for small or pilot programs, educational events, and to defray costs for current large grant programs.
- 3. Screening and Emergency Assistance grants** are awarded up to \$10,000. Komen will pay Medicare rates for mammograms as well as diagnostic procedures. Applicant must state the eligibility criteria they will use to determine program participation.

Application criteria for all programs:

- Applicant must be a nonprofit organization, educational institution, and/or government agency. For-profit organizations or individuals are not eligible.
- Applicant must provide letters of support for all collaborating organizations
- Applicant must acknowledge support of Komen Maryland (for example, in print of materials, signage during event, etc.).
- Applicant must sign and submit a letter of agreement that will serve as the grant contract.
- Proposed program must allow participation of Komen Maryland representatives where appropriate.
- Proposed program must be relevant to the mission of Komen Maryland and the 2009 Community Profile priorities (to find out more go to www.komenmd.org).
- These grants are **not** intended to support existing personnel salary, development of materials for breast health that are already in existence or to support a fund raising activity.
- Institutions are not allowed to receive funding for more than one small grant during any one fiscal year (our fiscal year runs from April-March.)

Application criteria for screening programs:

- ❑ Proposed program must show a need for screening services for a specific population.
- ❑ Applicant must provide letters of support:
 - a. If applicant is a local health department a letter of support is required from the Department of Mental Health and Hygiene Breast and Cervical Cancer Screening Program.
 - b. If applicant is referring women to the local health department's Breast and Cervical Cancer Screening Program a letter of support is required from the health department.
 - c. If applicant is contracting with a facility to provide screening mammograms, a letter of support is required from that facility.

Reporting:

- ❑ Programs awarded grant funding are required to submit a final report 30 days after the end of the grant. The report will be submitted using the same online system.
- ❑ The final report documents financial and project outcomes.

To apply:

- ❑ Please contact Rebecca McCoy, Grants and Education Program Manager, at 410-938-8990 or rmccoy@komenmd.org to discuss your idea.
- ❑ The application process is completed online. Applicants must register to use the online system at: <https://www.grantinterface.com/komenmd/Common/LogOn.aspx>
- ❑ Applications are reviewed by the grants advisory council at the beginning of each month.
- ❑ If an application is submitted any time after the first business day of the month, it will be reviewed the next month.

Application Instructions:

Your completed application should include:

- ❑ **Completed cover signature page** (Download from online system, complete and upload)
- ❑ **One paragraph abstract** (Limited to 1000 characters including spaces, this will be entered directly online)
- ❑ **Program Description and Objectives** (Upload as one document to the online system. Should contain no less than one-inch margins and use 12 pt. font.)
Please include the following sections:
 - ❑ Project description
 - ❑ Objectives of the project
 - ❑ Description of organization's mission and track record
 - ❑ Time line of planning and activities and who is responsible
 - ❑ Benefit to the breast health community
- ❑ **Financial Forms** (Download from online system, complete and upload)
 - ❑ Budget form
 - ❑ Budget narrative
- ❑ **Supporting Documentation**
 - ❑ **Proof-of-nonprofit Status** (Upload the non-profit determination letter from the IRS. This is required.)
 - ❑ **Letters of Support** (If applicable, upload letters of support from any collaborating organizations in one document.)
 - ❑ **Program Staff Resumes** (If applicable, upload resumes for staff paid by the small grant)