

2016-2017 Community Grant Request for Applications



The Affiliate is seeking proposals that address the breast health and breast cancer screening, treatment, and education needs of the Komen Chicago Affiliate service area.

CG
Application
2016

Application deadline is 5:00 p.m. CST, TUESDAY, November 17, 2015
Applications will not be accepted after this date and time

ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT:
<https://affiliategrants.komen.org>

Paper submissions will not be accepted.
Submissions made using e-mail or fax will not be accepted.

Inquiries can be directed to :
Jordan Clum, Grants Administrator, at 309.453.7084 or
jclum@komenmemorial.org

-OR-

Aminah Abdullah, Senior Manager of Community Programs, at
773.444.0061 ext 110
or aabdullah@komenchicago.org.

Due to the high level of interest in this funding opportunity,
please allow 24 to 48 hours for Komen staff to respond to your inquiry

ABOUT US

The Chicagoland Area Affiliate of Susan G. Komen® was established in 1997 to carry out our promise – **to save lives, empower people, ensure quality care for all and to energize science to find the cures.** Komen Chicago Affiliate continually strives to meet this mission through education, grant making, advocacy and fundraising.

The Affiliate – 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 support of our signature events, the Komen Chicagoland Race for the Cure®, the Affiliate has awarded over \$16 million in local breast health and breast cancer awareness projects in our 5-county service area which includes Cook, DuPage, Kane, Lake and McHenry Counties. Up to seventy-five (75) percent of the net proceeds raised by the Komen Chicago Affiliate are dedicated to fighting breast cancer locally in the Chicagoland metropolitan area. The remaining income goes to the Susan G. Komen Research Program, which supports grants and scientific partnerships to find the cures. The Affiliate is currently funding 14 projects, totaling more than \$1 million.

The Affiliate’s Education Program focuses on empowering people to take charge of their breast health. The Affiliate educates on breast self-awareness, breast cancer facts, and resources available to help. The education outreach targets medically underserved individuals in our 5-county service area.

The goal of the Affiliate’s non-partisan Public Policy Program is to increase access to breast health and breast cancer care for low-income and uninsured individuals and to increase breast cancer screening and treatment options for insured individuals in Illinois. This will help expand eligibility for the Treatment Act in Illinois allowing more low-income women access lifesaving breast cancer treatment. In 2010, our legislative efforts resulted in increased access to oral chemotherapy and ensured that health insurance companies cover mammography for women 40 and over.

OUR PROMISE

Nancy Goodman Brinker promised her dying sister, Susan Goodman Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world’s largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Thanks to events like the Komen Race for the Cure®, we have invested more than \$1.9 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world. For more information about Susan G. Komen, breast health or breast cancer, visit www.komen.org or call 1-877 GO KOMEN.

Our Promise: to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.

Our Vision: A world without breast cancer.

Our Values:

- Inclusion: to embrace the uniqueness of every individual
- Stewardship: to be accountable for our performance, individually and collectively
- Honesty: to foster a community of trust and integrity
- Openness: to seek our new ideas and new ways of thinking
- Passion: to demonstrate personal commitment to our promise
- Empowerment: to entrust others and hold yourself accountable.

Our Inclusion Statement: To create a caring environment that demonstrates respect for all people through our words and actions.

GRANTMAKING GUIDE

Komen for the Cure seeks to ensure that all people, regardless of race, income, geographic location, sexual orientation, or insurance status, have access to screening, and if diagnosed, to quality, effective treatment and treatment support services. Komen Chicago Affiliate supports this by funding an array of breast health and breast cancer services that together create seamless systems of care for the medically underserved in our 5-county service area of Cook, DuPage, Kane, Lake and McHenry Counties.

STATEMENT OF NEED AND FUNDING PRIORITIES

The Affiliate establishes its funding and strategic planning priorities by periodically conducting a community needs assessment and publishing a Community Profile Report. Applicants are encouraged to review the 2015 Community Profile Report to learn more about the challenges successes specific to their service areas. County level data on breast cancer incidence and mortality, screening rates, insurance status are available in the Community Profile, which can be found on our website at: <http://www.komenchicago.org/grants/funding-priorities/>

The findings from the most recent Komen Chicagoland Community Profile revealed there are many areas and populations in Cook and DuPage Counties are disproportionately affected by breast cancer. Based upon breast cancer mortality rate, late stage diagnoses projections, the percentage of uninsured female aged 18-64, and the socioeconomic challenges experiences in these areas, Komen Chicagoland has identified the following geographic priorities:

- Cook County
- Mchenry County

For the April 1, 2016 – March 31, 2017 grant cycle, Komen Chicago has identified the following funding priority areas:

- Priority 1:** To increase access to breast cancer screening, diagnostics and treatment by reducing financial barriers for uninsured and under-insured populations.
- Priority populations include (in no particular order): Hispanic/Latina; African American/Black; Asian/Asian American; Low-income

Priority 2: Increase culturally relevant breast health education and awareness in uninsured and under-insured populations through the usage and/or in partnerships with community-based navigation programs.

- Note: Programs that only address awareness/education only programs will not be considered. Direct services must be provided and tracked.

Priority 3: Build capacity for the Breast Cancer Continuum of Care (COC) with the goal of creating continuity between education, navigation, screening, diagnostic, treatment and treatment support programs.

Breast Cancer Continuum of Care (COC)



Submitted grant application must address at least one of the priorities above and fall into one of the following funding categories:

1. Navigation programs.
2. Screening/Diagnostic services programs.
3. Treatment programs.
4. Treatment support/Survivorship programs.

Funding for awareness/education only programs will NOT be considered. Direct service must be provided AND tracked.

Komen Chicago accepts application for programs outside of the define priority areas. While these priority areas are of interest to Komen Chicagoland, funding will be allocated to all counties in our service area so not to lose the progress made in the fight against breast cancer. However, we strongly encourage applicants that provide new or expanding projects in the identified areas of need.

PATIENT PROTECTION AND AFFORDABLE CARE ACT

The Patient Protection and Affordable Care Act was passed by Congress in March 2010. This law was intended to help increase Americans access to health care through a variety of mandates that required most U.S. citizens to have health insurance by April 2014 or face a tax penalty. Under this new policy, most Americans will have coverage that will pay for breast cancer screening and treatment. Please consider emerging policy changes when planning your grant project and submitting your proposal. Grant projects may be subject to revision based on implementation of the law.

IMPORTANT DATES AND SUBMISSION REQUIREMENTS

ALL APPLICATIONS MUST BE RECEIVED ELECTRONICALLY THROUGH GeMS BY 5:00 pm ON Tuesday, November 17, 2015.

GRANT APPLICATION WORKSHOPS – RSVP REQUIRED

Komen Chicago holds grant writing workshops to help potential applicants better respond to our RFA. These workshops will occur in September 2015.

New applicants who are not yet registered on Komen’s Web-based Grants eManagement System (GeMS) should attend a workshop before applying for a Komen Chicago grant. If you are a current Affiliate grantee, you are not required to attend the Workshop; although it is advised to learn about changes to the Affiliate’s funding priorities and application components from prior grant cycles.

GRANT APPLICATION WORKSHOP DATES	
Lake County Thursday, September 24th 11:00am to 1:00pm Woodstock Public Library, 414 W. Judd Street Woodstock, IL 60098	Cook County Friday, September 25th 10:30am to 12:30pm West Chicago Avenue Library Branch (Chicago Public Library) 4856 W. Chicago Avenue Chicago, IL 60651

Please RSVP for a workshop at <http://komenchicago.org/grants/2015komenrfaworkshop/>.

Application Deadline	Tuesday, November 17, 2015 by 5:00pm
Deadline to Initiate Application	Tuesday, November 10, 2015 by 5:00pm
Award Notification	March 2016
Award Period	April 1, 2016 – March 31, 2017
Grantee Orientation	April/May 2016

GUIDELINES AND INSTRUCTIONS FOR APPLICANTS

The purpose of this program is to address the breast health and breast cancer screening, treatment, and education needs of the Komen Chicagoland Area Affiliate service area.

ELIGIBILITY/QUALIFICATIONS

Project must be specific to breast health and/or breast cancer for medically underserved.

If a project is a combined breast and cervical cancer project, funding may only be requested for the breast cancer portion. If your organization is an Illinois Breast & Cervical Cancer Program participant the funds for the proposed project may only supplement the program.

The Komen Chicago Affiliate will only fund projects that focus on exclusively on breast health and/or breast cancer for uninsured, underinsured and low-income individuals. Please refer to Attachment A: Income Levels for information on federal poverty level guidelines.

Service area: All grant applications must be located in and/or providing services in the following counties: Cook, DuPage, Kane, Lake and McHenry.

QUALIFYING ORGANIZATIONS

- All past and current Komen-funded grants or awards applicant are up-to-date and in compliance (“In Good Standing”) with Komen requirements.
 - ✿ For definition of good standing, please see Attachment B: Definition of Good Standing.
- 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 following counties: Cook, DuPage, Kane, Lake and McHenry.
- A representative **must have attended** a Komen Chicago Affiliate Grant Application Workshop offered in the fall of 2013 or 2014.
- 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 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 taken to ensure that any criminal misconduct does not recur.
- Applications must be submitted in English.

FUNDING AMOUNT AND ALLOWABLE EXPENSES

The 1-Year Community Grant offers funding up to \$75,000 (combined direct and indirect costs) for one year. Budgets must be reasonable and in line with industry standards.

Funds may be used for the following types of program expenses:

- Salaries and fringe benefits for program staff
 - ✿ *If requested, must be for personnel related to this project only and not general work of applicant, and must be in line with nonprofit salaries in the Affiliate’s service area.*
- Consultant fees
- Clinical services or patient care costs
- Meeting costs
- Supplies
- Reasonable travel costs related to the execution of the program
- Other direct program expenses
- Equipment, not to exceed \$5,000
- Indirect costs, not to exceed 10% of direct costs
 - ✿ *An Indirect cost is defined as expenses that are not direct expenses related to the program; for example, rent, telephone, or internet.*

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

- Medical or scientific research
- Development of educational materials or resources
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments
- General operating funds (except indirect cost)

- Debt reduction
- Annual fund-raising campaigns
- Event sponsorships
- Projects completed before the date of grant approval
- Building/renovation
- Individuals
- Reimbursement for specific individuals' direct services
- Capital campaigns
- Employee matching gifts
- Land acquisition
- Program-related investments/loans
- Scholarships
- Thermography

IMPORTANT GRANTING POLICIES

Please note these policies before submitting a proposal. These policies are non-negotiable.

- No expenses may be accrued against the grant until the agreement is fully executed.
- Any unspent funds over \$1.00 must be returned to Komen.
- Grantee will be required to submit a minimum of two quarterly progress reports and one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
- Funds may not be used for medical or scientific research (cost of program evaluation are allowed). **Affiliates cannot fund research grants**; all research grants are funded through Komen Headquarters. For more information, call 1-866-921-9678.
- Applications proposing outreach activities must link clients with medical care providers to offer mammograms and clinical breast exams. This link must be clearly stated and outlined in a letter of support/collaboration. Provisions must be made for recall and follow-up case management for patients who are screened and have abnormal findings.
- Funds for mammograms and clinical breast exams will be allocated only if alternative sources are not available. All direct services must be calculated at the current Medicare rate. For a list of current Medicare rates, please see Attachment C: Medicare Rates.
- If proposed project included genetic risk assessment or testing, you must define "high risk" for patients.
- If a proposed project offers mammograms or sonograms to women younger than 40, define the criteria that will be used to determine which women will receive services.
- We do not recommend monthly breast self-exams and therefore will not fund education programs that teach monthly breast self-exams or use breast models.

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 that are consistent with those promoted by Komen, including promoting the messages of breast self-awareness-- 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 the adoption of the actions we think are important.

Please visit the following webpage before completing your application and be sure that your organization can agree to promote these messages:

<http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>.

Susan G. Komen® grantees are eligible to receive preferred pricing for Komen educational materials. Komen materials should be used and displayed whenever possible. To view our educational materials, visit www.shopkomen.com. **Note: These prices are subject to change without notice.**

CONTRACTS AND CONTRACT PERIOD

The grant contract will be the legal mechanism for funding and all recipients will be required to sign a contract in order to receive any funding. The grant period will begin April 1, 2016 and will conclude on March 31, 2017.

PAYMENTS AND REPORTING

Grants will be paid in two equal installments. The first installment is generally paid within 30 days of receiving the fully executed grant contract. The second payment will be paid after timely submission of the second quarter progress report in GeMS and subsequent Affiliate approval of the report. In addition to submitting Data Outcomes and all requirements within GeMS on quarterly bases, the Affiliate also requires quarterly reporting in a web-based Data Acquisition Tool.

INSURANCE

During the contract period, grantee must agree to:

1. Maintain and provide evidence of commercial general liability insurance with combined limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, including death and property damage; workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$500,000.
2. Name the Chicagoland Area Affiliate of Susan G. Komen for the Cure as an additional insured under its general liability insurance policy solely with respect to funded project.
3. In some cases, provide evidence of insurance specific to the type of service you are providing, i.e., automobile insurance for those providing transportation or medical malpractice for clinical care.

SUBMISSION REQUIREMENTS

All proposals must be submitted online through the Komen Grants e-Management System (GeMS): <https://affiliategrants.komen.org>. *Access to the system will not be granted until a representative(s) from the Applicant's organization attends one of the Application Workshops.*

The submission is a two-step process in GeMS requiring action from both the Project Director and the Authorized Signer; see the Attachment D for a description of User Roles in the GeMS system. Applications must be submitted by the organization's Authorized Signer on or before **5:00 pm on November 17, 2015**. No late submissions will be accepted. Complete submissions include all documentation required in this RFA, in addition to all applicable fields in the GeMS system.

REVIEW PROCESS

7	Komen Chicago Affiliate	8765 W. Higgins Rd., Ste. 401, Chicago, IL 60631	773-444-0061	www.komenchicago.org	2016/2017 RFA
---	-------------------------	--	--------------	--	---------------

The Affiliate's grantmaking process is competitive, whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed. Each submitted application will be reviewed by Affiliate staff for compliance and adherence to the Request for Application. Compliant application will be reviewed and scored by at least three independent reviewers on our Community Review Panel.

The Affiliate makes every effort to have representation on the Panel from each of the counties within our service area. Each Community Review Panel member is required to sign a confidentiality agreement and is required to disclose all potential conflicts of interest. Any Community Review Panel member that reports a conflict will not be involved in reviewing, discussing, or voting on approval of the application(s) from the organization(s) with whom the conflict exists. The Community Review Panel's will use standard scoring rubrics when scoring the applications. The Community Review Panel's funding recommendations are presented to the Board of Directors. The Board then approves or rejects the entire slate of grants.

The Community Grants Review Panel will consider each of the following selection criteria:

1. **Statement of Need** – Does the program provide services to one or more of the target communities described in the Affiliate's Community Profile? How closely does the program align with the funding priorities stated in the RFA?
2. **Program Design** – Is the program culturally competent? Is the program evidence-based? How likely is it that the objectives and activities will be achieved within the scope of the funded program? Is the program well planned? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the program? If the proposed program includes collaboration with other organizations, are the roles of the partners appropriate, relevant and clearly defined?
3. **Impact** - will the project have a substantial positive impact on increasing the percentage of people who enter, stay in, or process through the continuum of care? Will the program have a substantial impact on the need described in the funding priority selected? Is the impact likely to be long-term?
4. **Organization Capacity** – Does the applicant organization, Project Director and his/her team has the expertise to effectively implement all aspects of the program? Is there evidence of success in delivering services to the target population? Is the organization fiscally capable of managing the grant program, including having appropriate financial controls in place? Does the applicant organization have the equipment, resources, tools, space, etc., to implement all aspects of the program? Does the organization or staff have appropriate licenses, certifications, accreditations, etc. to deliver the proposed services? Does the organization have a plan to obtain the resources (financial, personnel, partnerships, etc.) needed to sustain the program beyond the grant term (if awarded)? Are collaborations (if proposed) likely to be sustained beyond the grant term? Does the applicant organization have long-term support form organizational leadership?
5. **Monitoring and Evaluation** – Is there a documented plan to measure progress against the stated program goal and objectives, and the resulting outputs and outcomes? Is there sufficient

monitoring and evaluation (M&E) expertise for the program? Are there sufficient resources in place for M&E efforts?

APPLICANT SUPPORT

Questions should be directed to:

Jordan Clum
Grants Administrator
jclum@komenmemorial.org
309-453-7084

-OR-

Aminah Abdullah
Senior Manager of Community Programs
AAbdullah@komenchicago.org
773-444-0061 ext. 110

Please note and plan accordingly: The Affiliate reserves the right to take up to 72 hours (three business days) to respond to questions. Please allow adequate time before deadline for a response.

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

APPLICATION INSTRUCTIONS

If you have not used Komen’s online application system before, please note at least two people from your organization will need to register as authorized users by clicking on the “register here” link in the middle of the page at <https://affiliategrants.komen.org>.

Access to Komen’s online system will not be granted until a representative(s) from the Applicant’s organization attends one of the Applicant Workshops (see p. 4). If you are a current Affiliate grantee, you are not required to attend the Workshop, although it is advised.

To start a new application, click on the —View Available Proposals tab. When initiating an application on GeMS, please make sure it is a **Community Grants** application, designated “CG”, and not a Small Grants (“SG”) application to apply to this RFA.

To continue or edit an application that is already in progress, click on —My CG Applications, then in the Status field, and select CG Application: Application in Progress to execute to the screen, and then click on the Application Name (e.g., CGA-2015-IL101-SKGD28-00001).

You will be prompted to provide information for all required components of the application:

- Project Profile
- Organization Summary
- Project Abstract and Project Narrative – see below for specific information requested
- Project Target Demographics
- Key Personnel
- Project Work Plan detailing goals and specific, measurable objectives
- Project budget detailing how Komen grant funds will be applied toward salaries, consultants, supplies, travel, patient care, sub-contracts, indirect and other expenses, as well as indication of additional non-Komen funding or in-kind donations to support the overall project.

Note: Patient-related travel expenses should be itemized in the “other” fields in the Travel form

For an application instruction manual, please visit the Affiliate’s Grants webpage, <http://www.komenchicago.org/grants/how-to-apply-for-funding/>, or contact the [Mission](#) inbox.

Note: Online application submission requires two people to take action:

- First, the Project Director for your organization must submit the application to your organization’s Authorized Signer for approval.
- Next, the Authorized Signer must sign in to the online application system and submit the application. **Your application has not been submitted until your organization’s Authorized Signer takes this action.**

See Attachment D for a description of the User Roles available in the Grants eManagement System (GeMS).

Organization Summary

This section collects detailed information regarding your organization, including in-depth information regarding your organization background and structure. Provide a brief description of:

1. the organization's history. If your program is part of a larger organization, briefly explain the mission of the larger entity and your relationship to it;
2. the mission of the organization;
3. current programs and accomplishments;
4. how your organization seeks to be diverse and inclusive; and
5. the number of paid full time staff, volunteers and total annual organization budget.

Project Abstract and Narrative

The Project Abstract should provide a brief description of the proposal including the purpose of the program, a description of key activities, a summary of evaluation methods and the expected or resulting change(s) your program will likely bring in your community.

On the Project Narrative page of the application on GeMS, please address the requests below for each section.

Statement of Need (limit- 5,000 characters)

1. Describe the population to be served.
2. Describe evidence of the risk/need within that population, using the RFA funding priorities and the 2015 Community profile as a guide.
3. Provide population characteristics (race, ethnicity, economic status, and breast cancer statistics) specific to the target population.
4. Describe how this program aligns with Komen Chicagoland Area's target communities and/or RFA funding priorities.

Program Design (limit- 5,000 characters)

1. Explain the program's goal and objectives, as outlined in your Project Work Plan.
2. Explain how the program will increase the percentage of people who enter, stay in, or progress through the continuum of care.
3. Explain how the program is culturally competent.
4. Explain if and how the program is evidence-based and/or uses promising practices (please cite references).
5. Describe program collaboration and the roles and responsibilities of all organizations or entities participating in the program.
6. Explain how the collaboration strengthens the program and why partnering organizations are best suited to assist in carrying out the program and accomplishing the goal and objectives set forth in this application.

Organization Capacity (limit- 5,000 characters)

1. Explain why the applicant organization, Project director, and staff are best suited to lead the program and accomplish the goals and objectives set forth in this application. Please include appropriate organization or staff licenses, certifications and/or accreditations.

2. Describe evidence of success in delivering breast health/cancer services to the proposed population. If the breast health/cancer program is newly proposed, describe relevant success with other programs.
3. Describe the equipment, resources, tools, space, etc., that the applicant organization possesses or will utilize to implement all aspects of the program.
4. Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.
5. Describe the organization's current financials state. How has your organizational budget changed over the last three years? Please explain increase or decrease.
6. Describe the plan to secure and allocate resources (financial, personnel, partnerships, etc.) to sustain the program at the conclusion of the grant period.
7. Describe efforts you will take to communicate this program to you organizational leadership to ensure long-term support/buy-in.

Monitoring and Evaluation (limit- 5,000 characters)

Grantees will be required to report on the following outputs and outcomes in the progress and final reports: successes and accomplishments, challenges, lessons learned, best practice example, story from an individual that was served with the funding and number of individuals served for each objective (county, race and ethnicity, age and population group).

1. Describe in detail how the organization will measure progress against the stated program goal and objectives. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
2. Describe how the organization will assess how the program had an effect on the selected priority. Please include any templates, logic models, or surveys as attachments in the project Work Plan – Objectives page.
3. Describe how the organization will assess program delivery. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
4. Describe monitoring and evaluation (M&E) expertise that will be available for this purpose.
5. Describe the resources available for M&E during the course of the program. Specify if these resources are requested as part of this grant, or if they are existing organizational resources.

Affordable Care Act Strategies (limit – 3,500 characters)

1. How has your organization been affected by the newly insured patient population through (a) the Health Insurance Marketplace, the state's new health insurance exchange; (b) Medicaid expansion; or (c) Medicare expansion? What is your organization doing to meet this increased/decreased patient demand?
2. Describe how your organization educates patients about their health insurance options, assist them with the enrollment process, and ensure that qualifying patients access those health-care payment options first before using Komen grant funds.
3. If your organization does not offer this support internally, explain linkage strategies for guiding patients to external partners prepared to serve in this role.

Project Workplan

In the Project Workplan component of the application on GeMS, you will be required to submit goals and objectives. Goals are high level statements that provide overall context for what the program is trying to achieve. Objectives are low level concrete statements that describe what the program is trying to achieve per each Goal. An objective can be evaluated at the end of the program to establish if the objective was met or not met.

Each project goal should have at least one objective but can have an unlimited number of objectives. Please ensure that your objectives are SMART objectives:

Specific

Measurable

Attainable

Realistic

Timely

You will also be required to submit the timelines, intended interventions to be utilized (choose from the list), the individual responsible for completion of each objective, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Workplan with the understanding that each item must be accounted for during progress reporting. The Project Workplan should only include items goals that will be accomplished with funds requested from Komen {Affiliate name}. Goals that will be funded by other means should not be reported here, but instead, can be included in your overall program description.

Budget

Provide a detailed total program budget. For each line item in the budget, provide a brief justification for how the funds will be used and why they are programmatically necessary.

ATTACHMENTS YOU MUST SUBMIT

Required Attachment	Where to Attach in GeMS
Information regarding Key Personnel – For key personnel that are currently employed by the applicant, provide résumés or curricula vitae. For new or vacant positions, provide job descriptions (Two page limit per individual)	Key Personnel
Proof of Non-Profit Status – To document you federal tax-exempt status, attach your determination letter from the Internal Revenue Service. Evidence of state or local exemption will not be accepted. Please do not attach your entire federal tax return.	My Organization > Organization Details> Organization Details

Signed Form 990 from most recent federal tax return.	Project Budget Summary under —"Upload Required Financial/Insurance Documentation as outlined in the RFA"
Completed W9.	Project Budget Summary under —"Upload Required Financial/Insurance Documentation as outlined in the RFA"
Audited fiscal year-end financial statement from 2013 or 2014.	Project Budget Summary under —"Upload Required Financial/Insurance Documentation as outlined in the RFA"
Proof of all required insurance (see page 8).	Project Budget Summary under —"Upload Required Financial/Insurance Documentation as outlined in the RFA"
Board of Directors list, including occupations and/or community affiliations.	Project Budget Summary under —"Upload Required Financial/Insurance Documentation as outlined in the RFA"
Letters of support, collaboration, MOUs, etc. demonstrating your partnership Attachment D is a sample MOU that can be used as a guide.	Project Profile > Partners
Evaluation forms, surveys, logic model, etc. – to demonstrate the effectiveness of your program as defined in your Project Work Plan.	Project Work Plan – Objectives
For organizations using a fiscal sponsor, you must include a copy of the memorandum of agreement (MOU) or (sub) contract between your organizations and the fiscal sponsor, along with a statement about the nature of the relationship with the fiscal sponsor. Reminder: Organizations using a fiscal sponsor must be approved to submit an application in advance (such decisions are made on a case-by-case basis).	Project Budget Summary under —"Upload Required Financial/Insurance Documentation as outlined in the RFA"