

Request for Proposals



Shreveport-Bossier Affiliate of Susan G. Komen for the Cure

Grant Applications Now Being Accepted

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen for the Cure and launched the global breast cancer movement. Today, Komen for the Cure 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 nearly \$1 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world.

The Shreveport-Bossier Affiliate of Susan G. Komen for the Cure—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 Komen Shreveport-Bossier Race for the Cure, we have invested thousands of dollars in local breast health and breast cancer awareness projects in Northwest Louisiana. Up to 75 percent of all funds generated by the Komen Shreveport-Bossier Affiliate stay in the Northwest Louisiana while the remaining income goes to the Susan G. Komen for the Cure Award and Research Grant Programs supporting research, awards and educational and scientific programs around the world.

The Shreveport-Bossier Affiliate of Susan G. Komen for the Cure, Inc. is currently offering grant opportunities for innovative projects in the areas of breast health and breast cancer education, outreach, screening, and treatment support targeting services not otherwise available to the medically underserved populations of Northwest Louisiana. Grants are available for up to one (1) year.

Important Note

Applications will be accepted for breast health or breast cancer screening, treatment, education, or support project in Northwest Louisiana. However, projects that specifically address the objectives outlined in the “Statement of Need” below will be given priority. All requests for science research funding should be directed to the Susan G. Komen for the Cure’s Award and Research Grant Program. More information on research funding is available at www.komen.org/grants.

Statement of Need: Through a community needs assessment, the Shreveport-Bossier Affiliate of Susan G. Komen for the Cure has identified the following needs:

- Projects focusing on breast health education among medically underserved and minority women in Northwest Louisiana.
- Projects focusing on breast screening services among medically underserved and minority women in Northwest Louisiana.
- Projects focusing on providing culturally-appropriate support services to medically underserved and minority women in Northwest Louisiana.

Application deadline is November 16, 2007. Applications must be postmarked by this date to be accepted.

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 Northwest Louisiana area.

Qualifications: Applications are accepted from US nonprofit institutions; US citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be providing services in Northwest Louisiana.

Restrictions:

- Project must be specific to breast health and/or breast cancer; e.g. if a project is a combined breast and **cervical cancer project, funding may only be requested for the breast cancer portion.**
- Applicants must be a US nonprofit (federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies and Indian tribes are eligible.
- Services must be provided in Northwest Louisiana.
- Indirect costs, if applicable, should be no more than 10%
- Equipment costs, if applicable, may not exceed 30% of direct costs and should be used exclusively on this project.
- Salaries, if requested, are for personnel related to this project only and not the general work of employee.

- Funding for screening services must be restricted to those women meeting the following guidelines:
 1. Women must not have alternative resources (insurance, Medicaid, Medicare) available to them.
 2. Women must be at or below 200% of the Federal Poverty Level.

Review: Applications received complete, and meeting compliance with these guidelines, will be submitted for grant review by a panel established through the local grants committee.

Education Materials: A variety of education materials are available from Komen for the Cure. Some items are targeted to special populations. Before requesting funds to purchase items from other sources or create new materials, please contact the Shreveport-Bossier Affiliate of Susan G. Komen for the Cure. We recommend that Komen materials be used in the project whenever possible. All materials created for and paid for through this project must recognize (in print) the Shreveport-Bossier Affiliate of Susan G. Komen for the Cure.

Contracts: A grant contract will be the legal mechanism for funding.

Grant period: Grant period begins April 1, 2008 and will conclude on March 31, 2009.

Payment and Reporting: The first payment will be made no later than thirty (30) days after receipt of the fully executed contract. The first progress report is due at the end of the first six (6) months of the contract. A final report is due within forty-five (45) days of completion of the grant period.

Letters of support and additional materials: DO NOT send additional materials (i.e. reprints, complete curriculum vitae or letters of support). These will not be reviewed.

Confirmation of receipt of application: If confirmation of receipt is requested, please include a self-addressed, stamped postcard that will be returned to you immediately upon receipt of the application. Please do not contact the Shreveport-Bossier Affiliate of Komen for the Cure regarding the status of the application during the review period.

Announcement: Announcement of grants awarded will be made by March 1, 2008. Project directors will be notified of the outcome of the review in writing. Upon notification of award, programs funded are required to announce the funding, via press release, newspaper, etc. within 30 days. A copy of announcement must be forwarded to the Shreveport-Bossier of Susan G. Komen for the Cure.

Number of grants to be awarded: A minimum of \$100,000 is to be granted in this program. The actual number of awards will depend on the amount of funding granted per project.

Applications should include and be ordered as follows:

1. Cover Page (Form attached)
Note: Signature of approving institutional personnel, other than project director, required.

2. Project Description (This section should not exceed five typewritten pages. Font size should be no smaller than a ten-point typeface.)
 - a. Brief explanation of project.
 - b. Statement of need/problem to be addressed.
 - c. Description of constituency to be served and how they will be benefited (please indicate number of women to be served).
 - d. Description of program goals and measurable objectives.
 - e. Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your hospital or organization?
 - f. Timetable for accomplishing goals (Please note: six months reports are required).
 - g. Description of other organizations or entities, if any, participating in the Program. If applicable, letters of collaboration should be included from each organization.
 - h. Long term strategies for funding of the Program after initial funding.
 - i. A review of comparable programs offered in this service area and an explanation of how this program is unique.
 - j. Definition of success for the Program and how it will be measured.
 - k. Use of the Program's results and how they are to be disseminated.
3. Financial Information (Not to exceed three typewritten pages).
 - a. Budget for requested funds (Form attached).
 - b. Budget justification.
 - c. List of other sources of current funding for the project.
4. Biosketch form for project director and attendant personnel listed in budget request (no more than two pages per person).
5. Proof of non-profit status for applicant institution.
6. Most Recent Progress Report: Previous grantees of the Shreveport-Bossier Affiliate of Susan G. Komen for the Cure must attach their six-month or final report for their most recent grant.

Applications must be submitted by the director of the project. Keep grant requests to the page limits, as stated above. Excess pages will be removed prior to review. Submit 6 copies of each application. Applications should be bound by staples or clips only. Please no spiral bound materials. Fax copies will not be accepted. Failure to adhere to these guidelines will result in delayed processing or refusal of the application.

Applications must be postmarked by November 16, 2007

Shreveport-Bossier of Susan G. Komen for the Cuire
Attn: Janet Mentesane
10002 Village Green Drive
Shreveport, LA 71115

Inquiries should be addressed as above or directed to (318) 572-4932 or jmcoon56@hotmail.com.
(Please allow adequate time before deadline for response to any inquiry)

SAMPLE COVER PAGE



Shreveport-Bossier Affiliate

Request for Funding

PROJECT DIRECTOR & TITLE _____

INSTITUTE _____

ADDRESS _____

PHONE () _____

FAX () _____

EMAIL _____

TITLE OF PROJECT _____

TOTAL AMOUNT REQUESTED _____

GRANT PERIOD 04/01/2008 through 03/31/2009

SIGNATURE & TITLE OF APPROVING PERSONNEL (OTHER THAN PROGRAM DIRECTOR) _____ DATE _____

NAME & TITLE OF APPROVING INSTITUTIONAL PERSONNEL (TYPED) _____

PLEASE CHECK TYPE OF APPLICATION: EDUCATION SCREENING TREATMENT CRAFT

Applications Must Be Postmarked By November 16, 2007
(Photocopies of this form are acceptable)

SAMPLE ABSTRACT PAGE

PROJECT DIRECTOR _____

ORGANIZATION/INSTITUTION _____

BCCCP PROVIDER? YES NO

TARGET POPULATION _____

Abstract

In the space below, please provide a short abstract, not to exceed 200 words, written in lay terms for release to the general public should this application be chosen for funding.

Permission to publish:

Permission is hereby granted to Susan G. Komen for the Cure, Inc. to publish the above abstract should this application be selected for funding.

SIGNATURE _____

DATE _____

NAME (TYPED) _____

PHONE NUMBER _____

SAMPLE BIOSKETCH FORM

PROJECT DIRECTOR *(Last Name, First, Middle)*

Biographical Information

Information should be submitted for the project director and other personnel included in budget request. Please use a separate form for each person.

NAME	TITLE
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EDUCATION
(Begin with baccalaureate or initial professional education, such as nursing, include postdoctoral training)

INSTITUTION <i>(Indicate Location)</i>	DEGREE	YEAR CONFERRED	FIELD OF STUDY

PROFESSIONAL EXPERIENCE: Please list, in chronological order, concluding with present position, previous employment, experience and honors. List, in chronological order, the titles, authors and complete references to all publications during the past three years and to representative earlier publications pertinent to this application.

Do Not Exceed Two Pages

SAMPLE BUDGET FORM

Detailed Budget for Entire Grant Period from _____ through _____		Total Requested Amount
Personnel (detail in Budget Justification form on next page)		
Supplies (itemize by category)		
Equipment (not to exceed 30% of direct costs)		
Travel		
Patient Care Costs	Inpatient	
	Outpatient	
Other Expenses (itemize by category)		
Subtotal - Direct Costs		
Indirect cost allocation (not to exceed 10%)		
Total Funding Request from Komen for the Cure		

SAMPLE BUDGET JUSTIFICATION FORM

PERSONNEL

Name	Role on Project	Type of appt. (months)	% Effort on Project	Base Salary	Salary Requested	Fringe Benefit	TOTAL

(List additional personnel, if necessary.)