



**Susan G. Komen®
North Carolina Triangle to the Coast**

**Community Health Grants
2016-2017
Request for Applications**

Providing breast health and breast cancer education, screening, diagnostics, treatment, post-diagnostic services and support programs for uninsured, underinsured, and underserved women and men in the Susan G. Komen® North Carolina Triangle to the Coast Affiliate service area.



Request for Applications Community Health Grants 2016-2017

Susan G. Komen® North Carolina Triangle to the Coast (NCTC), 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 hundreds of thousands of 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 NC Triangle and the Wilmington Race for the Cure®, we have invested \$14 million in local breast health and breast cancer programs and services in 29 counties throughout central and eastern North Carolina. Up to 75 percent of net proceeds generated by Komen NCTC stay in our service area. The remaining income goes to the Susan G. Komen Research Program, which supports grants and scientific partnerships to find the cures.

About Susan G. Komen

Susan G. Komen® is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$847 million in research and provided more than \$1.8 billion in funding to screening, education, treatment and psychosocial support programs serving millions of people in more than 30 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life.

Notice of Funding Opportunity and Statement of Need

Komen North Carolina to the Coast Affiliate will award community grants to local non-profit organizations that will provide breast health and breast cancer programs and services between April 1, 2016 through March 31, 2017.

The application deadline is 5:00pm on December 3, 2015.

Applications received after this date and time will not be accepted.

ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT:

<https://affiliategrants.komen.org>

Inquiries can be directed to Julie McQueen, CHES, Director of Community Health.

Please call 919-493-2873 or email jmcqueen@komennctc.org.

Funding Limits

Applicants may request funding from \$10,000 up to \$50,000 in funds for one year. This should be a combined amount for both direct and indirect costs.

- Programs that provide education and/or social support including survivorship programs and services and angel funds may be funded up to \$25,000.
- Programs that provide direct patient care costs and services such as screening, diagnostics and treatment may be funded up to \$50,000.

Komen NCTC has identified three funding priority areas. These priorities were selected based on data collected from work on the 2015 Komen North Carolina Triangle to the Coast Community Profile Report. Currently, the completed and approved sections of the 2015 Profile can be found on our website at www.komennctc.org. These sections include the Quantitative Data Report, the Health Systems and Public Policy Analysis, the Qualitative Data Report and the Mission Action Plan. As part of the Community Profile process, our Affiliate has chosen three target communities within the service area: Edgecombe, Halifax and Wilson Counties. Target communities were prioritized based on the time needed to reach Healthy People 2020 objectives for breast cancer deaths and late-stage incidence. Additional key indicators the Affiliate reviewed when selecting target counties included incidence rates, county tier designations and homeless point-in-time counts, Komen NCTC will concentrate strategic efforts on these target communities for the next four years:

Funding Priority Areas

Based on current community needs assessments and the 2015 Quantitative Data Report, the Health Systems and Public Policy Analysis and the Qualitative Data Report Komen NCTC has identified the following priority areas:

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- **Increase and improve access to screening, diagnostic, and treatment services offered to women particularly those living in socioeconomically distressed areas based on the NC Department of Commerce 2015 County Tier Designations.**
 - We encourage clinics, hospitals, oncology facilities and health departments to document in your application that you offer low-cost or subsidized services for high-need patients. These costs should reflect the current Medicaid rate wherever possible.
 - Programs should aim to detect breast cancer in its earliest stages. We are interested in programs that decrease barriers while promoting screening and diagnostic methods that complete the breast health screening cycle, including clinical breast exams and/or mammograms.
 - In order to remove barriers to care for the uninsured and under-insured, we encourage programs to creatively address issues that may include: transportation, language, financial burdens, family responsibilities, disabilities, scheduling issues and/or availability of services.

- Programs should promote proactive and ongoing behaviors related to breast health, including consecutive annual screening procedures and appropriate follow-up and/or treatment.
- We do fund programs that address the needs of persons who are undocumented.
- **Engage communities by providing culturally appropriate education/outreach breast health activities to women in our service area, with emphasis on uninsured and under-insured minorities and individuals living in socioeconomically distressed areas of our service area based on the NC Department of Commerce 2015 County Tier Designations.**
 - Programs should increase breast self awareness and screening mammography knowledge.
 - For successful outcomes we look for measurable objectives that will not only educate the target community but connect them with some type of screening *services* (clinical breast exam, mammogram, etc.)
 - In addition to increasing education/awareness about breast health, applications may include education pertaining to regular screening, receiving a timely diagnosis and follow-up care, as it relates to early detection.
 - We highly encourage a partnership with your local BCCCP provider and recommend providing education about the NC BCCCP program to individuals in the community in addition to appropriate health care providers.
 - Where appropriate, programs should provide cultural, economic and privacy sensitivity training to breast health providers who serve target populations.
- **Reduce and remove barriers to provide timely follow-up care for individuals needing diagnosis after screening and/or individuals undergoing treatment.**
 - In order to remove barriers to care for the uninsured and under-insured, we encourage programs to creatively address issues that will allow breast cancer patients to effectively participate in all parts of their treatment plan. This may include: transportation, language, financial burdens, family responsibilities, disabilities, scheduling issues and/or availability of services. We also encourage programs that provide increased access to patient navigation services. Patient navigation is a process by which an individual, a patient navigator, guides patients through and around barriers in the continuum of care, to help ensure access to timely screening, diagnosis treatment and survivorship services.
 - We are looking for applications dealing with any aspect of breast cancer treatment, including but not limited to diagnostics and staging, chemotherapy, radiation therapy, hormone therapy, complementary therapies and other follow-up care in a medical setting.
 - Increase post-diagnosis support and assistance to survivors/co-survivors.

- We are interested in applications that address quality of life issues and/or support after a breast cancer diagnosis for breast cancer patients and/or their families. Some examples include, support groups, counseling, complementary therapies, and side-effects management (i.e. wigs, prostheses, lymphedema sleeves), angel care funds, and continued screening after treatment ends.

Required Elements

1. Address at least one of the following: education, screening, diagnosis, treatment, post-diagnosis services and support programs, AND include appropriate referral plans to ensure a seamless continuum of care.

- Our top priority is to fund programs that identify and serve people who are not getting access to education, screening, diagnosis, treatment, and post-diagnosis services.
- In cases where the application focuses on one element of the continuum of care, we expect programs to articulate a clear and measurable continuum-of-care referral and follow-up process (example: patient education must lead to appropriate screening).
- Recognizing that breast health is an ongoing process, preference is given to programs that demonstrate a long-term impact on any given individual or community.

2. Fill gaps and address disparities in your community.

- We encourage and give priority to programs that address demographic, social or geographic disparities that impact the breast cancer incidence and mortality rates in a given community.
- Programs should address gaps in the continuum of care within a particular community. Programs must offer innovative approaches that supplement or support existing education, screening, diagnosis, treatment and post-diagnosis services in a community.
- We encourage programs that address informational gaps in regards to knowledge of resources available in the continuum of care and implement culturally-appropriate health communication mechanisms as a component of the program.

3. Utilize evidence based strategies and contain a strong evaluation component.

- Your program must include at least one evidence-based strategy. The use of emerging best practices in your program plan will also be accepted.
- All applications must include a well-developed evaluation plan with clearly defined and SMART objectives (see Project Work Plan).

4. Include uninsured and under-insured populations in your program’s target audience.

- Our service area is demographically and geographically diverse. Higher disparities in breast cancer mortality, access and quality of care are especially evident in rural communities, among minorities, people living at or below federal poverty guidelines and those without health insurance. As such, these are our highest priorities and your program should include one or more of these populations.

5. Reduce/Remove cultural and linguistic barriers to breast health services.

- In being culturally responsive, programs should demonstrate as appropriate, protocols for providing effective communication and services to diverse populations. Strategies might include offering multi-lingual, low-literacy and/or culturally appropriate outreach and services.

6. Serve individuals within our 29 County Service area.

- Komen North Carolina Triangle to the Coast Affiliate serves the counties of Bladen, Brunswick, Caswell, Chatham, Columbus, Duplin, Durham, Edgecombe, Franklin, Granville, Halifax, Harnett, Johnston, Lee, Moore, Nash, New Hanover, Northampton, Onslow, Orange, Pender, Person, Pitt, Sampson, Scotland, Vance, Wake, Warren and Wilson. Grant funds can **only** be used in these counties.

Suggested Elements

Addressing these elements may increase the likelihood of grant funding.

1. Forge meaningful organizational partnerships to maximize resources and impact.

- To support our goal of catalyzing creativity and ingenuity, we give priority to programs that are collaborative, integrative and coordinated with other service providers, not necessarily limited to health care providers.
- Examples of innovative partnerships include, but are not limited to: transportation services, NC BCCCP providers, public housing developments, faith-based organizations, local worksites, multi-cultural and community organizations, senior centers, local hospitals/clinics and university-based health care systems.

2. Extend targeted outreach activities beyond your existing institutional community.

- We strongly encourage programs that innovatively and strategically bring services (including education) to where the target population resides or works. This may include reaching out to neighboring counties, regions and/or communities.
- Some programs limit outreach and marketing to “easy-to-reach” individuals, specifically those in the institution’s database/ mailing list or

who live or work nearby. We encourage programs to reach deeper into the community by developing innovative communication and outreach strategies to engage harder-to-reach populations.

Important Dates

Grant Writing Workshop*	Tuesday, October 6, 2015 9:00 AM – 12:30 PM Research Triangle Park Headquarters, RTP, NC
Grant Writing Workshop*	Thursday, October 8, 2015 9:00 AM – 12:30 PM Columbus Regional Healthcare System, Whiteville, NC
Grant Writing Webinar*	Monday, October 12, 2015 1:00 PM
Grant Writing Webinar*	Tuesday, October 13, 2015 5:30 PM
Application Deadline	December 3, 2015 by 5:00 PM
Award Notification	March 2016
Award Period	April 1, 2016 - March 31, 2017

*If this is your first time applying for funding from Susan G. Komen NCTC using the Komen Grants e-Management System (GeMS), you are required to attend a grant writing workshop. If you have previously applied using GeMS, you must attend either a workshop or a webinar.

Eligibility

Individuals are not eligible for funding. Grants will be awarded only to eligible organizations. Applicants must meet the following eligibility criteria to be considered for funding:

- Program must be specific to breast health and/or breast cancer. If a program includes other health issues along with breast cancer, such as a breast and cervical cancer program, funding may only be requested for the breast cancer portion.
- All past and current Komen-funded grants or awards to Applicant are up-to-date and in compliance with Komen requirements.
- Applicant has documentation of current 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:
Bladen, Brunswick, Caswell, Chatham, Columbus, Duplin, Durham, Edgecombe, Franklin, Granville, Halifax, Harnett, Johnston, Lee, Moore, Nash, New Hanover, Northampton, Onslow, Orange, Pender, Person, Pitt, Sampson, Scotland, Vance, Wake, Warren and Wilson. Grant funds can **only** be used in these counties.
- 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 in

the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After such 12 month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.

Allowable Expenses

Funds may be used for the following types of expenses provided they are directly attributable to the program:

- Salaries and fringe benefits for program staff
- 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, essential to the breast health-related program to be conducted, not to exceed \$5,000
- Indirect costs, not to exceed 10 percent of direct costs

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

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
 - Specific examples include, but are not limited to, projects designed to:
 - Understand the biology and/or causes of breast cancer
 - Improve existing or develop new screening or diagnostic methods
 - Identify approaches to breast cancer prevention or risk reduction
 - Improve existing or develop new treatments for breast cancer or to overcome treatment resistance, or to understand post-treatment effects
 - Investigate or validate methods
- Education regarding breast self-exams/use of breast models
- Development of educational materials or resources
- Construction or renovation of facilities
- Political campaigns or lobbying
- General operating funds (in excess of allowable indirect costs)
- Debt reduction
- Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Education via mass media (e.g. television, radio, newspapers, billboards)
- Event sponsorships
- Projects completed before the date of grant approval
- Payments/reimbursement made directly to individuals
- Land acquisition
- Program-related investments/loans

- Scholarships
- Thermography

Important Granting Policies

Please note these policies before submitting a application. 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 [Affiliate Name].
- Grantee will be required to submit a minimum of one semi-annual progress report and one final report that will include, among other things, an accounting of expenditures. Additional reports may be requested.
- At the discretion of Komen [Affiliate Name], the grantee may request one no cost extension of no more than six months for each grant.
- Certain insurance coverage must be demonstrated through a certificate of insurance at the execution of the grant agreement, if awarded. Grantee is required at minimum to hold:
 - 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; and
 - Excess/umbrella insurance with a limit of not less than \$5,000,000.
 - In the event any transportation services are provided in connection with program, \$1,000,000 combined single limit of automobile liability coverage will be required.
 - If any medical services (other than referrals) are provided or facilitated, medical malpractice coverage with combined limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate will be required.
 - Grantees are also required to name Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen North Carolina Triangle to the Coast, its officers, employees and agents as Additional Insured on the above policies. See Appendix A.

Submission Requirements

All applications must be submitted online through the Komen Grants e-Management System (GeMS): <https://affiliategrants.komen.org>.

Applications must be received on or before Thursday, **December 3, 2015 by 5:00 PM**. No late submissions will be accepted.

Educational Materials and Messages

Susan G. Komen is a source of information about breast health and breast cancer for people all over the world. To reduce confusion and reinforce learning, we only fund

programs that involve 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>.

Breast Self-Exam

According to studies, teaching breast self-exam (BSE) has not been shown to be effective at reducing mortality from breast cancer and therefore **Komen will not fund education programs that teach or endorse the use of monthly breast self-exams or use breast models**. As an evidence-based organization, engaging in activities that are not supported by scientific evidence pose a threat to Komen's credibility as a reliable source of information on the topic of breast cancer.

Creation and Distribution of Educational Materials and Resources

Komen Affiliate Grantees must use/distribute only Komen-developed or Komen-approved educational resources, including messages, materials, toolkits or online content during their grant period. This is to ensure that all breast cancer messaging associated with the Komen name or brand are safe, accurate, based on evidence and consistent and to avoid expense associated with the duplication of effort to develop educational resources. If applicants/grantees intend to develop educational materials that are otherwise not provided by Komen, they must be approved by the Affiliate and Komen Headquarters prior to development.

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.

Use of Komen's Breast Cancer Education Toolkit for Hispanic/Latina Communities and Other Resources

Susan G. Komen has developed a Breast Cancer Education Toolkit for Hispanic/Latina communities. It is designed for educators and organizations to use in order to meet the needs of these communities. Applications to this mechanism may seek funding for such implementation. Demonstrated need for educational outreach for Hispanic populations in the Affiliate service area may be key to a successful application, but is not necessary for access to the toolkit which is free online. This tool is available in both English and Spanish versions. To access the Toolkit, please visit <http://komentoolkits.org/>. Komen has additional educational toolkits and resources, including komen.org, that may be used in community outreach and education programs. Check with your local Komen Affiliate for resources that may be used in programming.

Review Process

Susan G. Komen is committed to a transparent and unbiased grant review process. It is essential for applicants and Komen supporters to understand that the process of disseminating funds to support our mission complies with the highest ethical and fiscal standards. The following summarizes the process which is managed by the Affiliate Grants Committee and the Director of Community Health under the oversight of the Affiliate Board of Directors.

Compliance Review

All applications submitted by the deadline are assigned a grant number. The **Komen NCTC** Grants Committee **reviews all** applications for general compliance and appropriate response to the RFA. **Upon review, if application modifications are required, applicants will be notified and given an opportunity to modify the application to pass compliance.**

Independent External Review Panel

Applications that have met the general compliance criteria are approved for full review by an independent review panel comprised of a diverse group of researchers, medical providers, public health professionals, breast cancer survivors and community leaders who are committed to addressing breast health in our service area.

Current grantees and applicants are prohibited from serving as reviewers. All reviewers sign conflict of interest statements and must disclose any potential connection to prospective applicants. During the process, these reviewers are excused from discussing applications for which they have any real or potential conflicts of interest.

Each grant application will be reviewed by at least three independent reviewers. They will consider each of the following selection criteria:

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?

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? Does the program enhance collaboration among organizations with similar or complementary goals? Are the roles of the partners appropriate, relevant and clearly defined? Does the collaboration strengthen the program and are these organizations best suited to implement the program and accomplish the goals and objectives of the project?

Impact: Will the program have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress 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?

Organization Capacity: Does the applicant organization, Project Director and his/her team have 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 from organizational leadership?

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?

County Tier Designation: What tier designation has been assigned to the county in 2015 by the North Carolina Department of Commerce? Tier rankings take into consideration four factors: *adjusted property tax base per capita* for the most recent taxable year, *percentage growth in population* for the most recent 36 months for which data are available, *median household income* for the most recent 12 months for which data are available, and *average unemployment rate* for the most recent 12 months for which data are available. Counties designated as Tier 1 or Tier 2 will be given extra points in the review process. For more information on how tier designations are determined see <http://www.nccommerce.com/research-publications/incentive-reports/county-tier-designations>.

The grant application process is competitive, whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed.

Applicant Support: Questions and all correspondence should be directed to:

Julie McQueen, CHES, Director of Community Health
Susan G. Komen North Carolina Triangle to the Coast
600 Airport Blvd., Suite 100
Morrisville, NC 27560
Phone: 919-493-CURE Fax: 919-378-9565
jmcqueen@komentc.org
www.komentc.org

Application Instructions

The application will be completed and submitted via the Komen Grants e-Management System (GeMS), <https://affiliategrants.komen.org>. The required sections/pages in GeMS are listed in ALL CAPS and described below. For an application instruction manual, please visit the Affiliate's Grants webpage, www.komennctc.org, or contact Julie McQueen at jmcqueen@komennctc.org or 919-493-2873. When initiating an application in GeMS, please make sure it is a **Community Grants** application, designated "CG", and not a Small Grants ("SG") application to apply to this RFA.

PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

Attachments for the Project Profile page (if applicable):

- **Letters of support or memoranda of understanding from proposed collaborators** – To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.

ORGANIZATION SUMMARY

This section collects detailed information regarding your organization's history, mission, programs, staff/volunteers, budget, and social media.

PROJECT PRIORITIES AND ABSTRACT (limit 1,000 characters)

This section collects important information to classify the focus of the project, the priorities to be addressed and a summary of the project (abstract). This abstract should include the target communities to be served, the need to be addressed, a description of activities, the expected number of individuals served and the expected change your program will likely bring in your community. The abstract is typically used by the Affiliate in public communications about funded projects.

PROJECT NARRATIVE

This section is the core piece of the application. 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)

- Describe the population to be served.
- Describe evidence of the risk/need within that population, using the RFA funding priorities and the 2015 Quantitative Data Report, the Health Systems and Public Policy Analysis and the Qualitative Data Report as a guide.
- Provide population characteristics (race, ethnicity, economic status, and breast cancer statistics) specific to the target population.
- Describe how this program aligns with Komen NCTC target communities and/or RFA funding priorities.

Program Design (limit 5,000 characters)

- Explain the program's goal and objectives, as outlined in your Project Work Plan.
- Explain how the program will increase the percentage of people who enter, stay in, or progress through the continuum of care.
- Explain how the program is culturally competent.
- Explain if and how the program is evidence-based and/or uses promising practices (please cite references).

Organization Capacity (limit 5,000 characters)

- 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.
- 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.
- Describe the equipment, resources, tools, space, etc., that the applicant organization possesses or will utilize to implement all aspects of the program.
- Describe fiscal capability to manage the delivery of the proposed goals and objectives and ensure adequate measures for internal control of grant dollars.
- Describe the organization's current financial state. How has your organizational budget changed over the last three years? Please explain increase or decrease.
- Describe the plan to secure and allocate resources (financial, personnel, partnerships, etc.) to sustain the program at the conclusion of the grant period.
- Describe the efforts you will take to communicate this program to your 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).

- Describe in detail how the organization(s) 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.
- Describe how the organization(s) 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.
- Describe how the organization(s) will assess program delivery. Please include any templates, logic models, or surveys as attachments in the Project Work Plan – Objectives page.
- Describe the monitoring and evaluation (M&E) expertise that will be available for this purpose.

- 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.

Collaboration (Limit: 5,000 characters)

- Describe program collaboration and the roles and responsibilities of all organizations or entities participating in the program.
- 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.

PROJECT TARGET DEMOGRAPHICS

This section collects information regarding the various groups you intend to target with your program. This does not include every demographic group your program will serve but should be based on the groups on which you plan to focus your program's attention.

PROJECT WORK PLAN

In the Project Work Plan component of the application on GeMS, you will be required to submit the goal and objectives:

- **Goals** are high level statements that provide overall context for what the program is trying to achieve.
- **Objectives** are specific statements that describe what the program is trying to achieve to meet the Goal. An objective should be evaluated at the end of the program to establish if it was met or not met.

The project goal should have at least one objective; there is no limit to the number of objectives. Please ensure that all objectives are SMART objectives:

Specific
 Measurable
 Attainable
 Realistic
 Time-bound

You will also be required to submit the timelines, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Work Plan with the understanding that each item must be accounted for during progress reporting. The Project Work Plan should **only** include a goal that will be accomplished with funds requested from Komen NCTC. Objectives that will be funded by other means should **not** be reported here, but instead, can be included in your overall program description.

Example Work Plan

GOAL: Provide patient navigation to women with screening abnormalities in order to reduce delays in and barriers to diagnostic care.

OBJECTIVE 1: During grant period, patient navigator will contact all women with an abnormal screening within three business days to schedule follow-up appointment.

OBJECTIVE 2: By end of grant period, provide 30 uninsured/underinsured women free/reduced cost diagnostic procedures.

Attachments for the Project Work Plan page:

- **Monitoring and Evaluation forms, surveys, logic model, etc.** – To monitor progress and determine the effectiveness of the proposed program.

BUDGET

Provide a detailed total program budget for the entire requested grant term. Budget sections include Key Personnel/Salaries, Consultants, Supplies, Travel, Patient Care, Indirect and Other. 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 Needed for Key Personnel/Salaries Section:

- **Resume/Job Description** – For key personnel that are currently employed by the applicant organization, provide a resume or *curriculum vitae*. For new or vacant positions, provide a job description (*Two page limit per individual*).

Attachments Needed for the Project Budget Summary Section:

- **Proof of Tax Exempt Status** – To document your 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 Federal tax return. To request verification of your organization's tax-determination status, visit the following page on the IRS Web site:

<http://www.irs.gov/Charities-&-Non-Profits/EO-Operational-Requirements:-Obtaining-Copies-of-Exemption-Determination-Letter-from-IRS>

