COMMUNITY GRANTS REQUEST FOR APPLICATIONS

APPLICATION DEADLINE: January 10th, 2020
GRANT WRITING WEBINAR: November 8th, 2019, 11am MST
PERFORMANCE PERIOD: April 1st, 2020 – March 31st, 2021
AWARD NOTIFICATION: March 10th, 2020

OUR MISSION: SAVE LIVES BY MEETING THE MOST CRITICAL NEEDS IN OUR COMMUNITIES AND INVESTING IN BREAKTHROUGH RESEARCH TO PREVENT AND CURE BREAST CANCER

OUR BOLD GOAL: REDUCE THE CURRENT NUMBER OF BREAST CANCER DEATHS BY 50% IN THE U.S. BY 2026.

Susan G. Komen® Idaho Montana
1409 W Main St. #120
Boise, ID 83702
Komenidahomontana.org

Questions:
Contact Name: Emily Richards
Phone: 208-384-0013
Email: erichards@komenidahomontana.org
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ABOUT SUSAN G KOMEN® AND KOMEN IDAHO MONTANA

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. Komen has set a Bold Goal to reduce the current number of breast cancer deaths by 50 percent in the U.S. by 2026. Since its founding in 1982, Komen has funded more than $956 million in research and provided more than $2.1 billion in funding to screening, education, treatment and psychosocial support programs. Komen has worked in more than 60 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. Komen Idaho Montana has invested $7.4 million in community breast health programs in Idaho and Montana and has helped contribute to the more than $988 million invested globally in research.

ELIGIBILITY REQUIREMENTS

- Individuals are not eligible to apply.

- Applications will only be accepted from governmental organizations under Section 170(c)(1) or nonprofit organizations under Section 501(c)(3) of the Internal Revenue Service (IRS) code. Applicants must prove tax-exempt status by providing a letter of determination from the IRS.

- Proposed projects must be specific to breast health and/or breast cancer and address the priorities identified within this RFA. If a project includes other health issues along with breast cancer, such as a breast and cervical cancer project, funding may only be requested for the breast cancer portion.

- All past and current Komen-funded projects must be in compliance with Komen requirements.

- 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 will not recur.

- All applicants must be in Good Standing with Komen Idaho Montana. See Appendix A for the Good Standing definition.

- Applicants must agree to use current Medicare Rates for patient care costs.

ELIGIBLE SERVICE AREA

Applicants must provide services to residents of one or more of the following locations:
- Idaho
- Montana
FUNDING PRIORITIES

Komen Idaho Montana supports breast cancer projects that address the funding priorities below, which were selected based on data from our current Community Profile Report, found on our website at www.komenidahomontana.org.

Komen Idaho Montana will only fund the following:

**Breast Cancer Screenings and Diagnostics**

Evidence-based projects that reduce barriers to quality breast cancer care experienced by uninsured and underinsured individuals residing in Idaho or Montana. Underinsured is defined as having some insurance coverage but not enough, or when one is insured yet unable to afford the out-of-pocket responsibilities not covered by his or her insurer.

Komen seeks to fund projects that provide no cost or low-cost screening/diagnostic services such as mammography, ultrasound or biopsy, mobile mammography, diagnostic/treatment co-pay or deductible assistance.

Priority will be given to areas designated as high risk in the Montana and Idaho Community Profile Reports:

In Idaho, priority focus is on the following high-risk counties: Cassia, Gem, Idaho, Minidoka, Payette, Shoshone, and Twin Falls

In Montana, priority focus is on high risk American Indian Alaska Native (AIAN) populations in Roosevelt County (Fort Peck Indian Reservation), Big Horn County/Rosebud County (Crow Indian Reservation/Northern Cheyenne Indian Reservation), Glacier County (Blackfeet Indian Reservation, Lake County/Sanders County (Flathead Indian Reservation) and Hill County (Rocky’s Boy Indian Reservation).

PLEASE NOTE: Komen Idaho Montana no longer funds community grants for treatment assistance programs providing transportation, childcare, living expenses, etc. Those in breast cancer treatment needing such services are welcome to apply directly for assistance through the Susan G. Komen Treatment Assistance Program. Learn more at www.komenidahomontana.org

ALLOWABLE COSTS

Applicants may request funding up to a maximum of $10,000 for one year. If the applicant is a large health system (multiple hospital locations), the maximum request is $30,000 for one year. All requested costs must be directly attributable to the project, provide an estimated cost calculation and include a brief justification explaining why the costs are necessary to achieve project objectives: *Komen Idaho Montana will only fund patient care costs*, i.e. costs for providing direct services for a patient to achieve project objectives.
NON-ALLOWABLE COSTS

- Research, defined as any project activity with the primary goal of gathering and analyzing data or information.
  - Specific examples include, but are not limited to, projects or programs 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 or tools
- Education regarding breast self-exams/use of breast models. According to studies, teaching breast self-exam (BSE) has not been shown to be effective at reducing mortality from breast cancer
- Development of educational materials or resources that either duplicate existing Komen materials or for which there is not a demonstrated need. Applicants can view, download and print all of Komen’s educational materials by visiting [http://ww5.komen.org/BreastCancer/KomenEducationalMaterials.html](http://ww5.komen.org/BreastCancer/KomenEducationalMaterials.html). If an applicant intends to use supplemental materials, they should be consistent with Komen messages.
- Education via mass media (e.g., television, radio, newspapers, billboards), health fairs and material distribution. Evidence-based methods such as one on one and group sessions should be used to educate the community and providers.
- Construction or renovation of facilities/land acquisition
- Political campaigns or lobbying
- General operating funds
- Debt reduction
- Fundraising (e.g., endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Event sponsorships
- Projects completed before the date of grant approval
- Project-related investments/loans
- Scholarships
- Thermography
- Equipment over $5,000 total
- Projects or portions of projects not specifically addressing breast cancer
- Salaries and fringe benefits
- Indirect Costs
- Travel to Susan G. Komen sponsored fundraising events

BREAST CANCER EDUCATION

To reduce confusion and reinforce learning, Komen will only fund projects that use approved educational messages and materials that are consistent with Komen messages. Please be sure that your organization can agree to promote the messages listed here: [http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html](http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html).

If an applicant wants to develop educational resources, they must discuss with Komen prior to application submission and provide evidence of need for the resource.
Komen has developed breast cancer education toolkits for Black and African-American communities and Hispanic/Latino communities. They are designed for health educators and organizations to meet the needs of their communities. The Hispanic/Latino toolkit is available in both English and Spanish. To access these toolkits, please visit [http://komentoolkits.org/](http://komentoolkits.org/).

**PROJECT OBJECTIVES**

All applicants are required to develop project objective(s) to:

**Reduce breast cancer mortality by addressing disparities, increasing access to quality and timely care, and/or improving outcomes through patient navigation.**

All projects must have at least one **Specific Measurable Attainable Realistic Time-bound (SMART)** objective that will be accomplished with Komen funding and can be evaluated including an estimated timeline and the anticipated number of individuals to be served. Guidance on crafting SMART objectives is located here: [https://ww5.komen.org/WritingSMARTObjectives.html](https://ww5.komen.org/WritingSMARTObjectives.html).

**PROJECT NARRATIVE**

**Statement of Need**

- Describe the need for the project and explain the target population (including age, race, ethnicity, geographic location) to be served using demographic and breast cancer mortality statistics.
- Explain how project objectives will address the stated funding priorities.
- Describe how this project serves Komen Idaho Montana target communities.

**Project Design**

- Describe what will be accomplished with project funding and the strategy to reduce breast cancer mortality and increase the percentage of people who enter, stay in or progress through the continuum of care.
- Explain how the project incorporates evidence-based practices providing citations for all references.
- Explain how the requested budget and budget justification support the project objectives.
- Explain how project staff are best suited to accomplish project objectives.
- Describe the process by which grant recipients will qualify for services, including the process for determining NBCCEDP (Women’s Health Check, Montana Cancer Control) qualification.

**Partners and Sustaining the Project**

- Explain how collaboration strengthens the project.
- Describe past accomplishments with breast cancer projects that address our funding priorities. If the proposed project is new, describe success with other breast cancer projects.
- Describe the resources to be used to implement the project.
• Describe how Komen Idaho Montana and the grant award will be publicly acknowledged and how patients will be notified that services provided were covered by a Komen Idaho Montana grant.

Impact and Evaluation

• Describe how the project objectives will reduce breast cancer mortality by addressing disparities, increasing access to quality and timely care, and/or improving outcomes through patient navigation.
• Describe how specific project outcomes will be evaluated.
• Describe the resources and expertise that will be used for monitoring and evaluation during the performance period.
• Describe the process for collecting recipient stories to share with Komen Idaho Montana.

REVIEW PROCESS

Each grant application will be reviewed by at least three reviewers from the community, who will consider each of the following criteria:

Statement of Need 25%:
• How well has the applicant identified the need for the project and explained the target population to be served?
• To what extent do project objectives address the stated funding priorities?
• Does this project serve one or more of the Komen Idaho Montana target communities?

Project Design 25%:
• How successful was the applicant at describing the strategy to reduce breast cancer mortality?
• How well has the applicant described what will be accomplished with project funding?
• To what extent does the project include evidence-based practices?
• How well does the budget and budget justification support project objectives?
• To what extent does project staff have the expertise to effectively implement and provide fiscal oversight of the project?
• How well has the applicant described the process by which grant recipients will qualify for services, including the process for determining NBCCEDP (Women’s Health Check, Montana Cancer Control) qualification?

Partners and Sustaining the Project 25%:
• How well does the applicant explain the roles, responsibilities and qualifications of project partners?
• How well has the applicant demonstrated evidence of success in delivering services consistent with the stated funding priorities?
• How well has the applicant described the resources to implement the project?
• Does the applicant have the capacity to manage the project?
• Does the applicant describe how Komen Idaho Montana and the grant award will be publicly acknowledged and how patients will be notified that services provided were covered by a Komen Idaho Montana grant?

Impact and Evaluation 25%:

• To what extent do project objectives reduce breast cancer mortality by addressing disparities, increasing access to quality and timely care, and/or improving outcomes through patient navigation?
• To what extent does the evaluation plan aim to collect the relevant required metrics?
• To what extent are the applicant’s monitoring and evaluation resources likely to adequately evaluate project success?
• Does the applicant describe the process for collecting recipient stories to share with Komen Idaho Montana?

REQUIRED REPORTING METRICS
If awarded project funding, grantees will be required to report on the Demographics in addition to the metrics related to approved objectives listed below. For example, if the project has screening and diagnostic services objectives, the grantee will report on the Demographics, Screening Services and Diagnostic Services metrics.

Demographics
State of residence; County of residence; Age; Gender; Race; Ethnicity; Special Populations.

Education & Training
Type of session; Number of individuals reached by topic area; Follow-up completed; Action taken; If health care provider training, total number of providers trained in each session and number by provider type.

Screening Services
First time to facility; Number of years since last screening; Screening facility accreditation; Count of screening services provided; Screening result; Referred to diagnostics; Staging of breast cancer diagnosed resulting from screening services.

Diagnostic Services
Time from screening to diagnosis; Diagnostic facility accreditation; Count of diagnostic services provided; Staging of breast cancer diagnosed resulting from diagnostic services; Referred to treatment.

Treatment Services
Time from diagnosis to beginning treatment; Treatment facility accreditation; Count of treatment services provided; Count of patients enrolled in a clinical trial.

Treatment Support
Count of treatment support services provided: system management, individual or group psychosocial support, complementary and integrative therapies, palliative care, durable medical equipment.
Barrier Reduction
Count of barrier reduction assistance services provided: transportation, interpretation/translation services, co-pay/deductible assistance, daily living expenses, childcare.

Patient Navigation, Care Coordination & Case Management
Time from referral to screening; Accreditation of screening facility navigated to; Time from abnormal screening to diagnostic resolution; Accreditation of diagnostic facility navigated to; Staging of breast cancer diagnosed resulting from community or patient navigation; Time from diagnostic resolution to beginning treatment; Accreditation of treatment facility navigated to; Patient enrolled in a clinical trial; Individual completed physician recommended treatment; Survivorship care plan provided.

SUBMISSION REQUIREMENTS
All applications must be submitted online through the Komen Grants Portal at komen.smartsimple.com before the application deadline to be considered.

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

CHECKLIST FOR APPLICATION COMPLETION

- **Eligibility Requirements** – Applicant meets all eligibility requirements as stated in the Komen Grants Portal and in this Request for Applications.

- **Allowable Costs** – All proposed costs are directly attributable to the project, provide an estimated cost calculation and include a brief justification explaining why the costs are necessary to achieve project objectives.

- **Non-Allowable Costs** – non-allowable costs are not included in the application.

- **Breast Cancer Education** – Applicant can agree to promote Komen’s education messages listed here: http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html

- **Project Narrative** – Applicant has addressed each question in the Statement of Need, Project Design, Partners and Sustaining the Project, and Impact and Evaluation sections.

- **Project Objectives** – Proposed objectives are SMART, will be accomplished with Komen funding, and aim to reduce breast cancer mortality by addressing disparities, increasing access to quality and timely care, and/or improving outcomes through patient navigation.

- **Proof of Tax-Exempt Status** – To document the applicant’s federal tax-exempt status, provide a letter of determination from the Internal Revenue Service. Evidence of state or local exemption will not be accepted. Please do not provide a Federal tax return.
• **Resume/Job Description** – For key personnel that are currently employed by the applicant organization, provide a resume or *curriculum vitae* that includes education level achieved and licenses/certifications obtained. For new or vacant positions, provide a job description *(Two-page limit per individual).*

• **Letters of Support / Memoranda of Understanding** – From project partners identified in the Project Narrative / Partners and Sustaining the Project section.

• **Assurances** – Applicant assures compliance with the following policies if awarded project funding:
  ▪ Recipients of services must reside in the Affiliate Service Area.
  ▪ The effective date of the grant agreement is the date on which Komen fully executes the grant agreement and shall serve as the start date of the project. No expenses may be accrued against the project until the grant agreement is fully executed. The contracting process can take up to six weeks from the date of the award notification letter.
  ▪ Any unspent funds over $1.00 must be returned to Komen.
  ▪ Grant payments will be made in installments pending acceptance of and compliance with terms and conditions of a fully executed grant agreement.
  ▪ 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 and a description of project achievements. Additional reports may be requested.
  ▪ At the discretion of Komen, the grantee may request one no-cost extension of no more than six months per project. Requests must be made by grantee no later than 30 days prior to the end date of the project.
  ▪ 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:
    o 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, property damage and advertising injury;
    o 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 $1,000,000; and
    o Excess/umbrella insurance with a limit of not less than $5,000,000.
    o To the extent any transportation services are provided, $1,000,000 combined single limit of automobile liability coverage will be required.
    o To the extent medical services are provided, 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.
    o Grantees are also required to provide Komen with a certificate of insurance with Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen Idaho Montana, its officers, employees and agents named as Additional Insured on the above policies solely with respect to the project and any additional policies and riders entered into by grantee in connection with the project.
  ▪ Individuals who are eligible for services through the National Breast and Cervical Cancer Early Detection Program (Women’s Health Check in Idaho and Montana Cancer Control in Montana) must be served with these funds rather than Komen.
Idaho Montana funds. Komen Idaho Montana funds may be used for NBCCEDP eligible individuals to supplement costs for services unavailable or not covered under NBCCEDP.

**APPENDIX A: GOOD STANDING DEFINITION**

<table>
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<th>Komen Idaho Montana Good Standing Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
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</table>
| Reporting     | Progress and final reports. | Grantee’s progress and final reports were approved and submitted by the deadline, or grantee received an approved extension prior to the deadline. Reports are generally approved when a grantees:  
- Submits all documents required for the progress or final report.  
- Meets objectives outlined in the application, unless adequately justified.  
- Uses funds in accordance with the approved budget and provides adequate budget justification.  
- All unspent funds, if applicable, were returned to the Affiliate by the deadline stated in the grant contract. | Grantee’s progress and/or final reports were not approved.  
Examples of reasons reports might not be approved include:  
- Grantee returned an excessive amount of funding.  
- Grantee did not perform the program/services described within their application and refuses to do so.  
- Grantee charged inappropriate or unapproved expenses to the budget, or there are concerns with the management of funds.  
- Grantee does not provide requested financial documentation.  
- Grantee does not comply with the Affiliate’s request for information or a site visit.  
- Reports are consistently turned in past the deadline without prior approval for an extension.  
Other possible reasons for a grant being considered not in good standing:  
- Documented evidence of poor program management and poor patient care by the grantee.  
- Grantee or any of its key employees, directors, officers or agents is convicted of fraud or a crime involving any other financial or administrative impropriety during the grant term.  
- Grantee loses certification to provide key services related to their grant due to quality of care issues. |
| Rescinding funding | Grant programs identified as no longer viable for which the grant contract is terminated early and grant funds may or may not be requested for return. | No history of rescinded funds due to poor performance.  
Grantee and the Affiliate have worked together in good faith to resolve any issues, and it is determined the best course of action is to rescind grant funds. | Funds were rescinded from the last grant cycle because the program was no longer viable and contract was terminated. Organization has not satisfactorily documented how they will improve the viability of the program.  
Audit findings which demonstrate misappropriation of funds. |
| Corrective Action* | Action taken to address performance and insufficiencies that are negatively affecting grantee’s ability to meet the obligations of their grant contract. | Applicant is not currently under a written warning.  
Applicant is currently under a written warning and is adequately addressing issues of concern. | Applicant is currently under a written warning and is not adequately addressing issues of concern.  
Applicant is currently under a written warning and has outstanding reports that have not been approved. |
# APPENDIX B: SAMPLE CERTIFICATE OF INSURANCE

![Certificate Image]

## Certificate of Liability Insurance

**Issuer:** 
ACORD

**Date:** 
3/30/2015

**Producer:** 
Commercial Lines - (800)-332-9256
Wells Fargo Insurance Services USA, Inc.
90 S. Cascade Ave, 2nd Floor
Colorado Springs, CO 80903

**Contact Name:** 
Julie Gutierrez

**Phone:** (303)-863-6572

**Fax:** (877)-495-9032

**E-mail:** julie.gutierrez@wellsfargo.com

**Insured:** 

- **Name:** 
- **Address:**

**Insurers:**

- **Name:** Chubb Group of Ins Co
- **Address:**
- **Policy No.:**

**Coverages:**

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<th>Policy Exp</th>
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<td>7/1/2015</td>
<td>EACH OCCURRENCE</td>
</tr>
</tbody>
</table>

**Description of Operations/LOCATIONS/VEHICLES:**

Re: Nature of the grant provided

The Susan G. Komen Breast Cancer Foundation, Inc. and (insert affiliate name here) its officers and employees are included as Additional Insureds on the General Liability, Auto Liability (if applicable) and Umbrella Liability policies.

**Certificate Holder:**
The Susan G. Komen Breast Cancer Foundation, Inc
Komen Idaho Montana Affiliate
1409 W Main St, Ste 120
Boise, ID 83702

**Cancellation:**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**Authorized Representative:**

[Signature]

ACORD 25 (2014/01)

(*The certificate replaces certificate 356138 issued on 3/30/2015*)