



2011 SMALL GRANT GUIDELINES AND APPLICATION

The Susan G. Komen for the Cure, Virginia Blue Ridge Small Grants program allows the affiliate to fund short-duration programs, conferences and travel scholarships that meet our priorities.

Komen Virginia Blue Ridge Affiliate is seeking to fund the following types of programs:

- Innovative programs that address **changing behavior and increasing the yearly mammography rate in all women over 40.**
- Initiatives that will **fill gaps and address disparities among communities and population groups**

Special consideration will be given to applications proposing to serve the highest priority communities and population groups, as indicated by the recently completed **Community Profile Report**. (Please refer to the Community Profile Report power point presentation, found on the komenroanoke.org website)

- This includes the **City of Roanoke, Henry County, and Pittsylvania County**. These three locales have lower screening rates, and correspondingly higher percentages of Stage III and IV cancers.
- The Virginia Blue Ridge Affiliate also seeks to support screening programs that target **African American women** in the entire service area.
- The Affiliate also seeks to support programs that provide breast cancer education to **women between the ages of 19-45**.

Restrictions: Current grantees are not eligible to apply. Organizations may submit multiple small grant applications throughout the year; however, once funded, a program may not resubmit for additional funding within the same fiscal year. Rejected proposals may be resubmitted for a second consideration within the same fiscal year, but will not be considered a third time. Program activities must occur within the Virginia Blue Ridge Affiliate Service Area. Funding awards require a signed agreement and grantees must meet contractual obligations.

The Affiliate will consider Small Grants applications on a rolling basis throughout the year. Funding decisions will be made based on Affiliate priorities, quality of the application, and budget allowances. Once all available funds have been distributed for a given calendar year, we are unable to award more funds during that year. Should unexpected additional funding become available, new grant awards will be considered in special circumstances.

Award notifications are generally made within 6-8 weeks after receipt of the application, so plan your submission accordingly.

Please note that applications must be submitted electronically to be considered. Award notifications are generally made within six weeks after receipt of the application.

Please submit all applications to:

Attn: Grants Chair
grants@komenvablueridge.org

SMALL GRANT PROGRAMS:

Small grants are intended to support pilot projects and programs that do not necessarily require a full-year of funding. Small Grants are NOT intended to support proposals that are simply smaller versions of an annual grant proposal.

Funding requests must meet the following criteria to be considered for a small grant program:

- Specific to breast health/breast cancer and meets one of the Komen Virginia Blue Ridge priorities stated above
- Total request is limited to \$3,000
- Acknowledge support of the Komen Virginia Blue Ridge Affiliate
- Report financial and program progress to Affiliate
- Willingness to allow participation of Affiliate representative where appropriate
- Request does not support a fund-raising activity, food, giveaways/gifts or equipment costs
- Salaries, if requested, are for personnel related to this project only and not the general work of employee. Preference will be given to programs willing to provide matching/in-kind support of salary and personnel requests
- Applicants must be a U.S. nonprofit (federally tax-exempt with 501 (c) (3) status) organization, e.g., nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible
- Services must be provided to women/men in *Virginia Blue Ridge Affiliate* service area

SMALL GRANT PROGRAM applications must include all items listed below and should be presented in the same order:

1. Completed cover page
2. Narrative including the following (2 page maximum):
 - a) Purpose of funding request
 - b) Project goals and objectives, including number of participants to be served by program
 - c) Timeline
 - d) Other participating sponsors/organization
3. Detailed budget and budget justification
4. Proof of non-profit status

CONFERENCE GRANTS:

Conference grants support local scientific or educational conferences, symposia, and meetings, with an emphasis on events that enhance the interaction among the advocate, healthcare, and scientific communities.

Funding requests must meet the following criteria to be considered for conference sponsorship:

- Specific to breast health or to helping further the body of knowledge related to research, diagnosis, treatment, education, and/or other issues related to breast cancer
- Total request is limited to \$3,000
- Acknowledge support from Komen Virginia Blue Ridge Affiliate in all printed materials
- Willingness to allow participation of Affiliate representatives where appropriate
- Complimentary registration for at least two (2) Affiliate representatives
- Display area, where appropriate
- Provide a conference report following attendance, including the number of participants, evaluation of program, and impact of Affiliate sponsorship and participation.

CONFERENCE GRANT applications must include all items listed below and should be presented in the same order:

1. Completed cover page
2. Narrative including the following (2 page maximum):
 - a) Conference program outline
 - b) Target audience and number expected to attend
 - c) Specific sponsorship opportunities (i.e., represent the Affiliate at events, on panels, or as speakers, where appropriate; complimentary registration

provided for at least two Affiliate representatives; exhibit space in visible, conspicuous location)

3. Detailed budget and budget justification
4. Proof of non-profit status

TRAVEL SCHOLARSHIP:

Travel scholarships support travel for grantees, health care professionals, and advocates to attend, participate in and/or present at meetings, conferences, or symposia that would increase the community knowledge of breast health and breast cancer and facilitate the exchange of ideas and communication between the scientific and lay public.

Funding requests must meet the following criteria to be considered for a travel scholarship:

- Relevant to breast health/cancer
- Total request is no more than \$1,000 (to include registration, coach airfare/train/mileage, moderate hotel [room and taxes only], meals, cab fare, and tips)
- Ability to quantify participation and benefit to community
- Applicant must attend full day schedules of conference sessions or apply for and successfully complete the continuing education credits offered
- Submit a written report or presentation to the Affiliate after the conference
- Present itemized receipts to accompany the expense report

TRAVEL SCHOLARSHIP applications must include the items listed below and should be presented in the same order:

1. Completed cover page
2. Narrative including the following (2 page maximum):
 - a) Conference goals and/or program outline
 - b) Statement of how program is relevant to breast health
 - c) Specifics of participation and benefit to traveler describing ability and intention of traveler to spread information to Komen Affiliate service area
3. Letters of recommendation from partnering organization(s), if applicable
4. Detailed budget and justification



Small Grant Application Cover Page

Project Title: _____

Organization: _____

Amount Requested: _____

Please indicate the type of small grant:

Travel Scholarship _____ Conference _____ Educational program _____

Project Director Information

First Name: _____ Last Name: _____ Degree(s): _____

Email: _____

Phone: _____ Fax: _____

Address: _____

City _____

: _____ State: _____ Zip (include +4): _____

Project Abstract (Summary Description):
Please limit your abstract to 1200 characters.

Geographical Area Served: _____

Does your agency receive funds from Breast and Cervical Cancer Early Detection Program (BCCEDP) in your state? [*Every Woman's Life* in Virginia]

- Yes
- No

Target Populations (select up to three primary populations):

Ethnic/Racial Groups

- African American
- American Indian/Alaskan Native
- Asian
- Hispanic/Latina(o)
- Middle Eastern
- Pacific Islander
- White/Caucasian

Patients

- Breast Cancer Patients
- Breast Cancer Survivors
- Lymphedema Patients
- Recently Diagnosed Patients

Medically Underserved

- Homeless
- Immigrants
- In a Shelter
- Migrant Workers
- Refugees
- Rural

Health Professionals

- Health Educators
- Healthcare Providers
- Scientists

Other Groups

- Co-Survivors
- College Students
- Elderly (>65)
- High School Students
- Incarcerated
- Lesbian/Gay/Bisexual/Transgender
- Low-Literacy
- Men
- Persons With Disabilities

Required Signatures

I understand that funding decisions are made at the sole discretion of Susan G. Komen for the Cure, Virginia Blue Ridge Affiliate.

Program Director

Signature: _____ Date: _____

Name: _____ Title: _____

Approving Institution Official Signature

Signature: _____ Date: _____

Name: _____ Title: _____



2011 SMALL GRANT PROGRAM APPLICATION

Project Director & Title _____

Organization _____

Address _____

Phone () _____

Fax () _____

Email _____

Title of Project/Conference _____

Total Amount Requested _____

Signature & Title of
Approving Personnel
(other than Program Director) _____

Name & Title of Approving Institutional Personnel <i>(typed)</i>	Date
_____	_____

Small Grant Program **Conference Grant** **Travel Scholarship**

Small Grant Type: __ Education __ Screening __ Treatment

Date(s) of program activities:

Expected date of completion:

(Final report is due within 30 days of this date)

DETAILED BUDGET FOR ENTIRE BUDGET PERIOD						
PERSONNEL <i>(MUST BE SPECIFIC TO PROJECT)</i>		TYPE APPT. (MONTHS)	% EFFORT ON PROJECT	BASE SALARY	DOLLAR AMOUNT REQUESTED	
NAME	ROLE ON PROJECT				SALARY REQUESTED	TOTALS
SUBTOTALS						
SUPPLIES (ITEMIZE BY CATEGORY & PROVIDE PRICE PER ITEM WHEN POSSIBLE)						
EQUIPMENT (NOT TO EXCEED 30% OF DIRECT COST)						
TRAVEL						
PATIENT CARE COSTS		INPATIENT				
		OUTPATIENT				
OTHER EXPENSES (ITEMIZE BY CATEGORY)						
<i>Total Funding Request</i>						

PROGRAM DESCRIPTION/NARRATIVE

(2 PAGES MAXIMUM)

- a. Purpose of funding request
- b. Project goals and objectives
- c. Benefit to Komen Virginia Blue Ridge Affiliate
- d. Timeline
- e. Other participating sponsors/organization

*Attach proof of non-profit status to your application [IRS 501 (c) (3) documentation]