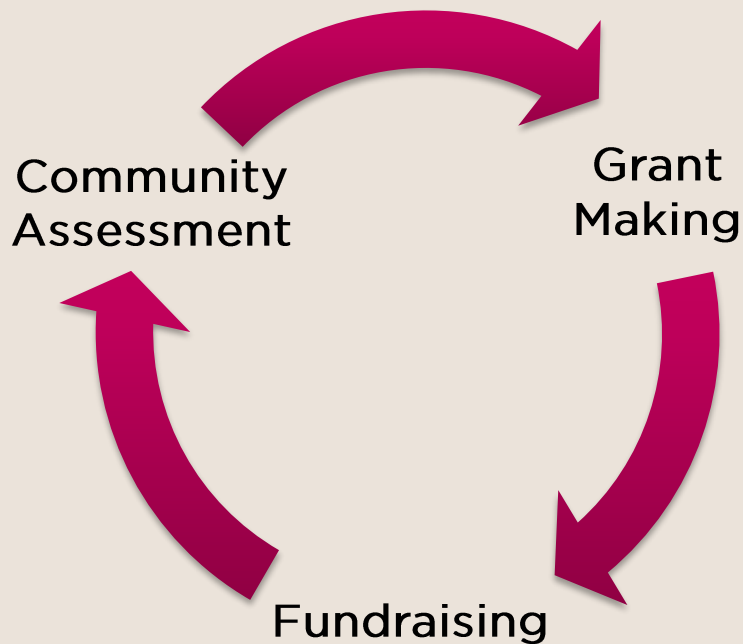




2019-2020
Request for Application



Komen Missouri's Grant Making Cycle



Grant Making Cycle

It is important to understand our grant making cycle. Everything we do at Komen Missouri is driven by our Community Profile, which is an assessment we perform every 4 years that tells us about the breast cancer need in our 38-county Missouri/Illinois Service area. You can find our 2015 Community Profile on our website. There is an Executive Summary that summarizes our findings, and you can also read the more detailed qualitative and quantitative data reports, along with the health systems and policy report.

The Community Profile is detailed, informative, and unique, and we are proud to share it with you. Our grant funding priorities are based specifically on the Community Profile, so I highly suggest you familiarize yourself with it in order to ensure your programs are aligned with the priorities.





Introduction

To the Grant Application Process



> Outline

- The Review Process
- Key Dates
- Funding Priorities
- Grant Categories
- Eligibility
- Budget Restrictions
- Writing Your Proposal
- Submission & Review



> The Grant Review Process

- Independent
- Peer-Review System

All complete applications that are received will be scored and ranked by members of our grant review panel. These are independent reviewers, non of whom are Komen staff or board members.



> The Grant Review Process

Step 1: Compliance Review

- Pre-screening to ensure that all required components have been submitted.

Step 2: Review Panel

- An independent group of community members are invited by the Missouri Affiliate to review and score all incoming grant applications.
- Each Community Review Panel member is required to sign a confidentiality agreement and disclose all potential conflicts of interest. During the review process, the review panelists evaluate applications based on established criteria. For those organizations that have a funding history with Komen Missouri, the reviewers may also take into account past and current grantee performance. There are collaborative discussions, and each application is read in-depth by multiple reviewers.

Step 3: Board of Directors approval

- After receiving the recommendation from the Community Review Panel, the Komen Missouri Board of Directors approves or rejects the entire slate of grants.



> The Grant Review Process (cont.)

- There is no guarantee that any organization will receive funding from one year to the next.
- Total funding amount for 2019-2020 is unknown. It will depend on how much money we raise this year to support our mission. As a result, we cannot guarantee funding from year to year.





2019-2020 Grant Cycle

Important Dates:

- Friday, December 14, 2018 5 pm CST - Applications due via <https://affiliategrants.komen.org>

All applications must be submitted through GeMS on affiliategrants.komen.org. Applications submitted after the time listed above will not be accepted *under any circumstances*. That includes technical difficulties. For that reason, we encourage applicants to familiarize themselves with the online system well before the due date. This is especially the case because submission is a two-step process that involves coordination between more than one person from your organization – the project director and the authorized signer.

For this reason, it is recommended that all applications be initiated in GeMS by 5:00 pm on Friday, December 7th.



> Funding Priorities (cont.)

Reducing Barriers to Care

- Evidence-based projects that reduce barriers to quality breast cancer care experienced by uninsured and underinsured individuals residing in Audrain County, Camden County, Chariton County, Morgan County, Perry County, St. Louis City/St. Louis County, St. Charles County in Missouri and St. Clair County, IL.
“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” (Patient Advocate Foundation, <http://www.patientadvocate.org/resources.php?p=781>).
- Komen Missouri seeks to fund projects that provide no cost or low-cost screening/diagnostic/treatment services, mobile mammography, diagnostic/treatment copay and deductible assistance, transportation and interpreter services.

*Please refer to the RFA for the full description of our funding priorities.



> Eligibility

- Individuals are not eligible to apply
- Applicant is a nonprofit with tax exempt status under Section 501(c)(3) of the Internal Revenue Code
- Applicant organizations must provide services to residents to one or more of the locations within our 38 Missouri/Illinois service area.
- Project is specific to breast health and/or breast cancer and address the priorities identified within the RFA
- All past and current Komen-funded projects must be in compliance with Komen requirements.

*Most of these points are clearly written in the RFA



> Budget Restrictions

We will not provide funding for:

- Indirect Costs
- Equipment Costs that aren't exclusively used for the project and/or that are over \$5,000
- Fringe Benefits for key personnel

*These are budget restrictions that are in place for all applicants.

**Please see RFA for all ineligible expenses.



> Educational Materials

- Reducing confusion and reinforcing learning
- Promoting breast-self awareness
 - Materials can be found at <http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>
- Purchase of Materials:
 - Materials available at discounted price at www.shopkomen.org
 - Use shopkomen.org to guide your budget estimates



Education Materials (cont.)

To reduce confusion and reinforce learning, we require that grantees provide educational messages and materials that are consistent with those promoted by Susan G. Komen[®], including promoting the message of breast self-awareness and knowing your risks for breast cancer. According to studies, teaching self breast exam has not been shown to be effective at reducing breast cancer mortality. Therefore, as an evidence-based organization, Susan G. Komen[®] does not recommend monthly breast self-exams and we will not fund education programs that teach monthly breast self-exams or use breast models.

You can find a variety of education materials at the links on the previous slide – many of which can be downloaded for use in addition to being purchased. Please visit the websites here before completing your application and be sure that your organization can agree to promote these messages.





Getting Started

GeMS Application Process





Important Websites

- <https://affiliategrants.komen.org>

This is where you will submit your application. Before you can begin an application, you will need to establish your organization in the system and then register the two users from your organization – the Project Director and the Authorized Signer. The project director will be approved by the Affiliate Grant Administrator and the authorized signer will be approved by the Project Director.

This is the website used by all Komen Affiliates through the country to accept and manage grant applications and grant data.

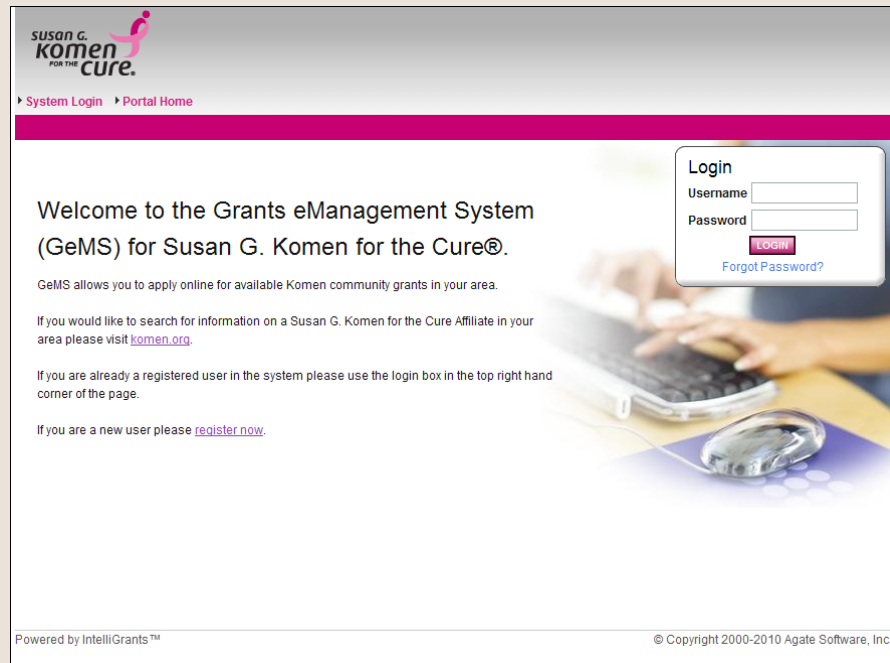
- www.komenmissouri.org/grants

This is where we will post resources and information related to successful application preparation and submission for grant seekers. If you need clarification on a certain point or are looking for training materials, go to this website.



GeMS Access

- GeMS Registration
 - May take up to 24 hours to be validated so we recommend that you initiate your application by December 7, 2018.
- Late applications will not be accepted.



SUSAN G. Komen FOR THE cure.

System Login Portal Home

Login

Username

Password

LOGIN

[Forgot Password?](#)

Welcome to the Grants eManagement System (GeMS) for Susan G. Komen for the Cure®.

GeMS allows you to apply online for available Komen community grants in your area.

If you would like to search for information on a Susan G. Komen for the Cure Affiliate in your area please visit komen.org.

If you are already a registered user in the system please use the login box in the top right hand corner of the page.

If you are a new user please [register now](#).

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The Application

- **Project Director**

- Someone who can field phone calls from the public
- Someone who will be available to answer question related to the application
- Primary point of contact with Komen
- Will have the highest level of access in the online GeMS system and will be responsible for overseeing all of the administrative functions available such as application creation and completion. If funded, this person will have the primary responsibility of preparing and submitting all of the required progress reports online.

- **Application Contents**

- The RFA provides the specific questions and attachments you will need to address.





Project Budget & Budget Justification

- The program costs described in the budget forms should be appropriate for the program design described in the narrative.
- ALL reviewers look at the Abstract and Budget.
- Please provide detailed budget justifications.
- ONLY report services that are paid for by your potential Komen award. For example, do not report on the number of services funded by other sources.

In general, our reviewers will be looking at your budget to determine if the program costs in the budget seem appropriate for the program design as it's described in the narrative. They'll be looking to see if the personnel budget allocations “match” the project activities described in the narrative.



Narrative



- **Impact**
 - To what extent has the applicant demonstrated that the project will have a substantial impact on the selected funding priority?
- **Statement of Need**
 - Use the Community Profile. How closely does the project align with the funding priorities and the target communities stated in the RFA.
- **Project Design**
 - Clearly define your project activities. The reviewers should be able to tell how a patient will be supported throughout the continuum.
 - Be specific about how your project is unique compared to other applicants of the same grant type.
 - Your project design should connect with the objectives you have defined in your Work Plan.



> Narrative (cont.)

- **Organizational Capacity**
 - Share how your navigation/outreach team is uniquely qualified to do the work you propose. How well has the applicant demonstrated evidence of success in delivering services to the target population described.
- **Monitoring and Evaluation**
 - To what extent will the documented evaluation plan be able to measure progress toward the stated project goal and objectives, and the resulting outputs and outcomes?
- **NBCCEDP Alignment**
 - Describe your present relationship with the state's version of the National Breast and Cervical Cancer Early Detection Program (Show Me Healthy Women in Missouri or IBCCCP in Illinois).



> Grant Writing Tips

- Read the RFA carefully — follow ALL directions
- Start the application early, it takes time for all the required approval signatures
- Be innovative, realistic, specific
- Write the application as a stand-alone; Reviewers may not know your history with Komen or the community
- All amounts entered in the budget pages must be whole numbers



> Grant Writing Tips

- Check calculations, grammar, spelling and typos (GeMS does NOT have spellcheck)
- Print versions of the blank application and completed application are available within the Access Management Tools section of the application menu.
- Make a note of all deadlines (Applications will NOT be accepted after 5:00pm on December 14, 2018)



You've completed your application...

Now submit it!

> Application Submission



> Submission

- **DUE: December 14, 2018 5:00pm**
 - Online submission at affiliategrants.komen.org
 - Give yourself and your colleagues time to familiarize yourselves with the online system
 - Submission requires coordination between *multiple individuals in your organization*
- No late applications, NO EXCEPTIONS



Grant Application Calendar

KEY DATES

- Application Deadline December 14, 2018 by 5 pm
- **In order to ensure there is appropriate time for applicants to complete the application process in the Komen GeMS system, it is recommended that applications be initiated by December 7, 2018 by 5 pm*
- Award Notification March 2019
- Award Period April 1, 2019 – March 31, 2020

For Awarded Grants:

- Progress Report Due – All Grantees
October 15, 2019
- Final Reports Due – All Grantees
May 15, 2020
- There will be one site visit during the funding period.



Good Luck!

Contact:

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Finance Coordinator
kmcmillan@komenmissouri.org
314-644-5400

1002 Hi-Pointe Place, Suite 100
St. Louis, MO 63117

Feel free to contact me if you have any questions regarding the application process. I will do my best to answer your questions and to help you through the process.

