



2018-2019 Grant Guidelines:
Susan G. Komen
Northeast Ohio Affiliate

Thank you for your interest in applying for a grant from the Northeast Ohio Affiliate of Susan G. Komen®. We value our grant recipients and the work they do in our community. Working together, we can become one community that is closer to envisioning our promise: a world without breast cancer.

Susan G. Komen Goal

Reduce the current number of breast cancer deaths by 50% by the year 2026.

Affiliate History

The Komen Northeast Ohio Affiliate is one of more than 100 Affiliates in the U.S. comprising the Domestic Affiliate Network of Susan G. Komen Headquarters. The Northeast Ohio Affiliate is a primary breast health resource in Northeast Ohio. The funds raised by the Affiliate each year are used to make grants to local organizations that provide breast health/cancer education, screening, diagnostic, treatment, and survivor support programs. Since 1994, the Affiliate has raised over \$15 million to provide funding and support to Northeast Ohio agencies working to end breast cancer forever. The Komen Northeast Ohio Affiliate is a volunteer driven organization. With only seven staff members, the Affiliate relies on over 500 volunteers each year to carry out its fundraising and mission initiatives.

Types of Grants Offered by the Komen Northeast Ohio Affiliate

Community Grants – Community Grants seek to fund innovative projects up to \$75,000 that provide breast health/breast cancer screening, diagnostic, treatment, patient navigation, and survivor support services not otherwise available to the uninsured, underinsured, low-income, and/or medically underserved in the following counties: Ashland, Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas, and Wayne.

These guidelines apply to Community Grants only.

Small Grants – The Small Grants Program includes Small Grants, Conference Grants, and Travel Scholarships that promote the mission of the Northeast Ohio Affiliate of Susan G. Komen for the Cure.

- Small Grants fund requests up to \$2,500 and increase the capacity of effective breast health programs.

- Provider Conference Grants support local scientific or educational conferences, symposia, and meetings for those working in the medical profession and/or health systems.
- Education Grants provide funding for group education sessions, conferences, or symposia that motivate women who have never been diagnosed with breast cancer to action (e.g., enrollment in insurance, receive mammogram, etc.).
- Survivor Support Grants support programs aimed at keeping women diagnosed with breast cancer in the continuum of care.

What could be a Community Grant?

- Education programs that provide information about breast self awareness, early detection through regular mammography that link women to services.
- Payment for clinical breast exams, mammograms, and diagnostic services for medically underserved patients.
- Navigation services for patients undergoing breast cancer treatment.

What may not be appropriate?

- Providing educational services already available in the community.
- Treatment support services that do not target the medically underserved.

What could be a Small Grant?

- Hosting a conference on cultural competency for providers.
- Holding a breast health/cancer conference for survivors.
- Providing long-term cohort education sessions for women in need of breast cancer screenings.

What may not be appropriate?

- Funding for a fundraising project.
- Funding to conduct a conference outside of the Affiliate service area.

APPLICATION DEADLINE AND SUBMISSION INFORMATION

<p>Electronic copies Community Grant Applications MUST be received by 5:00pm on November 1st, 2017.</p>	<p>Electronic copies Small Grant Applications are accepted on a rolling basis until March 31st, 2018.</p>
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Funding Requirements

- Projects must specifically address one or all of the four (4) priority areas outlined in the 2015 Komen Northeast Ohio Community Profile. The identified gaps and needs for each county are included in the complete Community Profile document, available [online](#) and upon request.

- The Komen Northeast Ohio Affiliate will only fund projects that focus EXCLUSIVELY on breast health and/or breast cancer. For example, if a project focuses on both breast and cervical cancer, Komen funding can only support the breast cancer initiatives of the project.
- All grant applicants must be located in and/or provide services in the following counties: Ashland, Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas and Wayne.
- Any United States non-profit, federally tax-exempt organization may apply for a grant from the Komen Northeast Ohio Affiliate, assuming that the applicant meets all other requirements stated in these guidelines. Eligible organizations include non-profit organizations, non-profit hospitals and hospital systems, governmental entities, Indian Tribes, non-profit religious groups and non-profit educational institutions.
- We recommend that each Community Grants applicant attend the in-person training during the month of September before applying for a grant. For specific information on Grant Writing Workshop, please visit [Komen Northeast Ohio's website](#).
- All new grant applicants (those who have not applied to Komen Northeast Ohio in the past five (5) years) are strongly encouraged to schedule an in-person meeting with Komen Northeast Ohio staff to discuss the application process and the potential program.
- Grant Award notifications will be sent to all applicants on March 9th, 2018.
- A grant contract will be the legal mechanism for funding.
- The grant period begins April 1st, 2018 and will end March 31st, 2019.

Application Checklist for Community Grant Applications

The Grant Application Checklist is a tool applicants can utilize to ensure their application will not be denied or returned for modifications during the initial grant compliance review.

For All Applicants

- Application is submitted in English.
- The program is located and/or provides services that benefit people residing within the 22 counties of the Northeast Ohio service area.
- Proof of non-profit status is uploaded in the Organization Details section of GeMS. Proof of non-profit status includes a copy of an IRS determination letter indicating nonprofit or 501(c)(3) tax-exempt status. Organization must have U.S. Nonprofit – Federally Tax Exempt status. Eligible organizations include nonprofit organizations, nonprofit hospitals and hospital systems, governmental entities, Indian tribes, and nonprofit educational institutions.

- All letters of collaboration are uploaded in the Project Profile section of the application.
- The Federal Tax ID information entered in the Organization Summary section of GeMS is correct and up-to-date.
- The Project Abstract provides a clear overview of the proposed project (1,000 character limit), anticipated number of individuals served, and is written at least at an eighth grade reading level.
- The evidence-based model used to guide the program is explicitly stated in the Project Narrative section of the application.
- A clear description of each Pathway the program will address, along with associated tracking and evaluation forms, is outlined in the Project Narrative.
- A clear description of how the program helps facilitate access to affordable, ongoing sources of health insurance (Health Insurance Exchange plans and/or expanded Medicaid) for the uninsured is included in the Project Narrative section of the application.
- If the project targets individuals who are low-income and/or underinsured, guidelines for what qualifies individuals for program services (e.g., what does "low-income" mean to your program?) are explicitly stated in the Project Narrative section of the application.
- Only one activity/intervention is outlined per objective in the Project Work Plan – Objectives section of the application.
- All evaluation and tracking tools are uploaded in the Project Work Plan – Objectives section of the application.
- Resume information for all key personnel involved in the implementation, management, and evaluation of the project is uploaded in the Salaries section of the application (CVs and resumes provided are limited to two pages).
- The total amount requested from Komen is no more than \$75,000.
- The required financial information is complete and includes the following:
 - Budget for requested funds
 - Budget justification
 - Other sources of current funding for proposed project (if applicable)
- Any requested funds for direct medical services (mammograms, biopsies, etc.) are reimbursed based on the current OH Medicaid reimbursement rates (plus 10% for those organizations who do not follow Medicaid rates).
- The Authorized Signer submits the application in GeMS **by 5:00pm on Wednesday, November 1, 2017.**

For Screening Navigation Programs

- Appropriate Pathway(s) tracking and evaluation tools are in place to demonstrate a documented link from education to screening. Any partnering organizations have provided letters of collaboration. Screening program facilitates access to breast cancer diagnostic and treatment services. (Funding will not be provided for breast health/cancer education WITHOUT also providing referral to, and tracking of, screening and/or diagnostic breast care.)

- Education programs promote breast self-awareness and not breast self-examination (including the use of breast models/forms).
- A clear explanation of how the education provided will lead participants to action and/or intent to act is provided in the Project Narrative section of the application.
- If requesting funds for screening and/or diagnostic services, applicant has uploaded a letter of collaboration from their respective Breast and Cervical Cancer Program regional office to demonstrate their facility/providers is/are contracted with the program.

For Continuum of Care Navigation Programs

- Appropriate Pathway(s) tracking and evaluation tools are in place to demonstrate documented link from screening to diagnostics and/or treatment. Any partnering organizations have provided letters of collaboration. (Funding will not be provided for breast cancer diagnostics WITHOUT also providing referral to, and tracking of, patient navigation and treatment, if necessary.)

For Returning Grant Applicants/Grantees

- RETURNING GRANT APPLICANTS:** A letter that acknowledges and responds to all points outlined in the written feedback of the Grant Review Committee from the last year an application was submitted is uploaded in the Project Budget Summary section. If you require a copy of your most recent Grant Review Committee feedback, please contact Gina Chicotel at gchicotel@komenneohio.org or (216) 292-2873 ext.112.
- RETURNING GRANTEEES (OPTIONAL):** A PDF copy of your most recent progress/final report for the last year they received Komen NEO funding is uploaded in the Project Budget Summary section of the grant application. (Please contact Gina Chicotel at gchicotel@komenneohio.org or (216) 292-2873 ext. 112 if you are unable to locate a copy of your most recent progress/final report.)

Understanding the Grant Making Process

Important Definitions:

Community Profile: The Komen Northeast Ohio Community Profile is a document that outlines the Affiliate’s funding priorities. A steering committee of individuals from the Komen Northeast Ohio staff, health care professionals, survivors, and community members worked together to conduct research and compile the assessment. The Profile defines what breast health/cancer needs currently exist in the Affiliate’s 22 county service area. (Visit [Komen Northeast Ohio’s website](#) for the latest copy of the Community Profile)

Grant Review Panel: The Grant Review Panel is an independent, confidential panel of volunteers whose members are invited by the Komen Northeast Ohio Affiliate to review all grant applications that meet compliance. The Grant Review Panel makes the final funding recommendations to the Komen Northeast Ohio Board of Directors. The Review Panel is comprised of a selection of the following: health care professionals, breast cancer survivors, educators, advocates, community members, representatives from other non-profits, and other types of professionals (including accountants, attorneys, financial professionals, etc.). Any Review Panel member that reports a conflict of interest will not be involved in reviewing, discussing, or voting on approval of the application(s) from the organization(s) with whom the conflict(s) exist.

Strategic Mission Committee: The Strategic Mission Committee is made up of members of the Komen Northeast Ohio Affiliate's Staff, Board, and the volunteers, including former/current grantees and grant reviewers. The Strategic Mission Committee publishes the grant guidelines, facilitates the grant review process, sets grant-related policies, attends site visits, and provides oversight after the grants have been awarded. Members of the Strategic Mission Committee must also sign conflict of interest statements.

The Process

Pre-Review

Applicants are encouraged to submit a portion of their proposals for grant coaching. Written feedback will be returned to the applicant. It should be noted that coaches are NOT members of the Grant Review Committee and their feedback does NOT guarantee funding. Coaching is independent of the grant review process and feedback does NOT predict funding decision. For more information on pre-review opportunities, please visit [Komen Northeast Ohio's website](#).

Compliance Review

After an application is received, members of the Strategic Mission Committee review the applications for compliance with the published grant guidelines.

Review and Recommendation Process

Community Grant applications that comply with the grant guidelines are then forwarded on to the independent Grant Review Committee for review. The panel meets to discuss the applications and prepares their final funding recommendations for the Board of Directors.

Post-Award Process

After the Board of Directors approves the slate of grants and the Affiliate determines how much funding will be available for Community Grants, all grant applicants are notified of funding decisions. Each approved grant recipient receives a grant contract to sign. Within 30 days of receiving an executed grant contract, the Komen Northeast Ohio Affiliate sends out the first half of the grant award payment. Each grantee receives the second payment after completing a satisfactory progress report, due six months after the beginning of the executed grant contract. A final report is due within 30 days of the completion of the grant period.

Key Points for Submitting an Application

- **RETURNING GRANTEE APPLICANTS:** Provide a cover letter which responds to all points outlined in the written feedback by the Grant Review Committee in the prior year (Form: Komen Grants Review Committee Proposal Feedback). The cover letter should be uploaded in the Project Budget Summary section of the application. This is a requirement and should not be overlooked.
- **RETURNING GRANTEES** have the option to provide a PDF copy of their most recent progress/final report for last year they received Komen Northeast Ohio funding. Please contact Gina Chicotel at gchicotel@komenneohio.org or (216) 292-2873 ext. 112 if you are unable to locate a copy of your most recent progress/final report.

- Submit a complete application and follow the grant guidelines.
- When preparing your application, please be sure you are using the correct 2018 application.
- Submit a clear, concise, and realistic application.
- **Assume the Komen Northeast Ohio Affiliate is not familiar with your organization or your project (paint a complete picture in your grant application and avoid using acronyms).**
- Education programs may not promote the use of breast self-exams or breast models. Education programs should focus on the importance of breast self-awareness and breast cancer screenings to support early detection. Education programs must facilitate access to breast cancer screening services. Funding will not be provided for breast health/cancer education WITHOUT also providing referral to, and tracking of, screening and/or diagnostic breast care.
- Screening programs must facilitate access to breast cancer diagnostic and treatment services. Screening programs must also demonstrate a working relationship with Ohio's BCCP to ensure women are not inadvertently disqualified from the program. Funding will not be provided for breast cancer screenings WITHOUT also providing referral to, and tracking of, diagnostic care and treatment, if necessary.
- Applicants must demonstrate an understanding of and a working relationship with their respective Breast and Cervical Cancer Project regional office.
- Funding is never guaranteed.

Concept Development

The first step in developing your grant application is to develop a concept for your project. While many applicants will already have a defined breast health and/or breast cancer project, new and emerging projects will be considered for funding.

Here are some important questions to ask when developing the project's concept:

- How does this project fit with the mission and funding priorities of the Northeast Ohio Affiliate of Susan G. Komen?
- What does your organization want to accomplish through this project? Is this in line with community needs? Is it in line with your organization's mission?
- Does your organization have the capacity to implement and manage this project?
- Is this project unique or does it duplicate efforts? If your project is not unique, please explain why this project is needed within your community.
- Should your project include partners? If so, whom are you including as a collaborator?
- Are you including letters of collaboration (not support) with your request?

Starting to Prepare the Application

- Please make sure all contact information provided in GeMS is correct and current. All correspondence, including where the check will be sent, will be accessed from what you provide.
- Your project title will appear on all of our public materials advertising the projects we fund. Therefore, please choose a project title that is descriptive yet concise.

- The application must be signed and submitted by the Authorized Signer, someone within your organization that has the authority to enter into contracts (often this is the Executive Director or Board Chair). This person cannot be the Project Director.
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The Project Abstract – The First Impression

It is essential to develop a succinct, interesting abstract because the content of your abstract will be used to communicate the essence of your project to Komen National, individuals looking for breast health and breast cancer services, and providers within the Northeast Ohio Affiliate's service area. Specifically, your abstract should include a short description of your project, the service(s) you plan to provide, your target population, your geographic focus, and any other relevant information. The abstract should not exceed 1,000 characters and should be written in lay terms.

A good abstract will state the problem or need that will be addressed and then discuss how the organization plans to address the problem or need. It will answer the questions: What? Why? How?

Sample Abstract:

Women living in the rural communities west of the Denver metropolitan area lack access to breast health education and screening services. Colorado Community Hospital, a leader in improving access to health care in rural Colorado, will provide breast cancer education and screening services to medically underserved women ages forty and older living in the rural areas west of the Denver metropolitan area. Colorado Community Hospital's target population is women whose income is below 250% of poverty; who are age forty or older; who are uninsured, underinsured, or at-risk; and are living in Clear Creek, Gilpin, Jefferson, Park and Summit Counties. Colorado Community Hospital will provide free screening mammograms and related follow-up services (including case management) to 150 women using Colorado Community Hospital's mobile mammography van, and will provide one-on-one education to 400 medically underserved women on the importance of early detection, breast self-awareness and the importance of regular screenings, and general breast health and cancer information. Bilingual staff members will be available to assist clients throughout the screening process.

For funded projects, the abstract is used for the following purposes:

- Komen Northeast Ohio sends the abstract to Susan G. Komen Headquarters.
 - Komen Northeast Ohio posts the abstract on its website and may publish it in a variety of materials, all of which are available to the community.
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The Project Narrative

The narrative section of the grant application is the area where your organization shares the significant details of the project.

- The Project Narrative is divided into five (5) sections. Each section is limited to 5,000 characters.
 - The Statement of Need section should outline the population(s) to be served by the project, describe the evidence of the risk/need within that specific population, provide

- population characteristics, and the problem the project plans to address. The Statement of Need should be aligned with the Affiliate funding priorities and specifically address a breast health and/or breast cancer need. The populations targeted by the project should be in line with populations identified as “in-need” by the Komen Northeast Ohio Community Profile.
- The Project Design section should provide a concise summary of how the project plans to address the problem identified in the Statement of Need. This section should outline the project’s goals and objectives, how the program will increase access to the breast health continuum of care, and describe collaborations. The information on collaboration should include an honest, comprehensive assessment of similar programs operating within the same populations and communities the project proposes to serve. If the program duplicates services already provided by other organizations, and the applicant does not collaborate with those organizations, explain why your program is different and why collaboration is not possible.
 - The Organizational Capacity section should demonstrate why the applicant organization is best suited to carry out the proposed project. This section should indicate any evidence of previous breast health/cancer program successes, the resources needed to carry out the project, the applicant organization’s current financial state, and plan to communicate program results to the community and organizational administrators/partners.
 - The Monitoring & Evaluation section should include a detailed plan of how the project will measure the overall success and impact of the proposed program. It should include what data will be collected, who will conduct data collection, when data will be collected and what methods will be used, such as surveys, intake forms, etc.
 - The Social Determinants of Health section should describe how the project will incorporate the Pathways model, which Pathways the project will target, and any partnerships that will assist in completing Pathways for patients.
- Keep the Project Narrative clear, concise, consistent, realistic and understandable.
 - Discuss the big picture. When preparing the Project Narrative, help the grant reviewers understand where this project fits within your organization and within your larger community.
 - When answering the question about the needs or problems your project will address, your application should demonstrate that your organization has a broad understanding of the situation and should present specific evidence to support your organization’s view of the need/problem and how it will be addressed. This section is a good place to use local statistics or those gathered by your organization to substantiate the need for your project.
 - All projects funded by the Komen Northeast Ohio Affiliate must target the uninsured, underinsured, low-income, and/or medically underserved. In a general sense, medically underserved refers to people who are uninsured, underinsured, lack access to medical care, or are at-risk for breast cancer. Be sure to specifically define your project’s target population and include relevant numbers and statistics when appropriate.
 - When developing the collaboration information of your application, it is very important to include an honest assessment of similar programs within the Komen Northeast Ohio Affiliate’s service area. Ideally, Komen Northeast Ohio would prefer not to fund duplicative services, but we realize some duplication will exist. Can you collaborate with other partners in your area so no duplication occurs? If, for some reason, the collaboration is not possible, address the duplication directly and explain how your project is unique. This will help the Review Panel fairly evaluate your application.
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Developing Goals and Objectives

Because Komen Northeast Ohio is committed to measuring the impact of its funding and wants your organization to be able to measure its success, we place a strong emphasis on a project's goals and objectives during the grant review process. Therefore, we encourage all grant applicants to spend time developing solid goals and objectives for their projects.

Here are some tips for preparing solid goals and objectives:

- The goals should be clear and concise. Goals should communicate the changes you are going to produce through your project.
- The objectives should be measurable. Objectives should define the goals in measurable and specific terms.
- The goals and objectives should be focused and realistic for the grant period.
- Choose a few key goals and objectives. This approach will help the reviewers understand your project, instead of confusing them with unnecessary complexity.

A sample goal with objectives:

Goal 1: Increase access to breast cancer screenings for X number of women living in XYZ County and ensure continuity of care for women in need of follow-up services.

Objective 1: Provide free/low-cost screening mammograms to X number of medically underserved women ages 40 and older living in XYZ County using St. Anne's mobile mammography van.

Objective 2: For women in need of follow-up services, case managers will refer women to St. Anne's for diagnostic services and track women to ensure further testing is completed.

The difference between objectives and results:

For this purpose, objective is defined as how the goal will be obtained for the project. In other words, the "objective" is the **strategy** by which the goal will be achieved.

For example: Provide screening mammograms to 150 medically underserved women.

An example of an actual *result* to report would be: 155 medically underserved women received free screening mammograms.

Project Plan Timetable

When preparing the timetable for the application, include important milestones for the project. Consider the Grant Review Panel's perspective when deciding which items to include in the timetable. Will including a certain item in the timetable help in evaluating the grant application? Also, be sure your timetable is realistic and coordinates with the project's goals and objectives.
Be as specific as possible!

Evaluating the Project

Grantees are required to include an evaluation plan for their project which will facilitate reporting objectives and results to the Komen Northeast Ohio Affiliate. In most cases, going beyond the basic measures of evaluation is important. Your application must include all tools related to the evaluation techniques that will be used internally to determine the project's success and effectiveness (for example, including feedback from those receiving services through your project). When completing this section, it is important to develop measures that are appropriate, realistic, and will provide valuable information about the success and effectiveness of your project.

In a general sense, Komen Northeast Ohio evaluates its grantees' success in the following ways:

- Did the grantee achieve its goals and objectives?
- Did the grantee spend the funding in accordance with the approved grant proposal during the grant period?
- Did the grantee achieve success according to the terms described in the approved grant proposal?

Grantees are expected to report on all components of the project that are funded by Komen Northeast Ohio. A list of program components will be generated from the objective(s) the applicant lists under each goal on the approved Project Work Plan. Please see the 2018-2019 RFA for more specific information related to grant reporting requirements and allowable interventions. Any additional reporting templates for the 2018-2019 Grant Year will be posted online April 1, 2018. GeMS must be utilized for all report submissions.

Preparing the Budget

The budget is one of the **key** pieces of the grant application. When preparing the budget, it is very important to make sure that line items are very clearly explained, both in the budget and within the budget justification. Also, be sure the budget line items align with the goals and objectives outlined in the narrative and project work plan. If you have any questions about your budget, please contact the Affiliate prior to submitting the grant application.

Please Note:

- If applicable, equipment costs may not exceed \$5,000 and should be used ***exclusively*** on this project.
- A well written budget justification will help minimize questions about your organization's budget request. It should include a clear and concise explanation of budget line-items, including information about how a line item was derived or calculated, and a clear explanation of how a line item correlates to the goals and objectives described in the narrative portion of the application.

Before Submitting the Grant Application

- **RETURNING GRANTEE APPLICANTS:** Provide a cover letter which responds to all points outlined in the written feedback by the Grant Review Committee in the prior year (Form: Komen Grants Review Committee Proposal Feedback). The letter should be uploaded in the Project Budget Summary section of the application. This is a requirement and should not be overlooked.
 - **RETURNING GRANTEES** have the option to provide a PDF copy of their most recent progress/final report for last year they received Komen Northeast Ohio funding. Please contact Gina Chicotel at gchicotel@komenneohio.org or (216) 292-2873 ext. 112 if you are unable to locate a copy of your most recent progress/final report.
 - Make sure everyone involved in the project has a chance to review the grant application before it is submitted.
 - Have a good editor review the grant application to check for grammar and spelling mistakes, as well as clarity, consistency and flow.
 - Be sure all forms are completely filled out and all questions are answered.
 - Allow adequate time for signatures.
 - Remember: applications must be **RECEIVED** in GeMS by 5:00pm on November 1st, 2017, with no exceptions.
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After Submitting the Grant Application

- Do not call or email Komen Northeast Ohio to check on the status of your application.
 - Organizations will be notified of funding decisions on March 9th, 2018.
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After Receiving a Grant

If your organization is selected to receive a grant from Komen Northeast Ohio, your organization will be required to:

- During the contract period for applications approved for funding, grantees must agree to and provide documentation that shows the following insurance coverage limits:
 1. Maintain and provide evidence of 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.
 2. Workers' compensation insurance in the amount required by the law in the state of OH and professional liability insurance with limits of not less than \$1,000,000.
 3. Excess/umbrella insurance, excess to the insurance set forth above, with a limit of not less than \$5,000,000.
 4. In the event the grantee provides any transportation services in connection with the Breast Cancer Project, the grantee will also need to maintain \$1,000,000 combined single limit automobile liability coverage.
 5. If the grantee provides or facilitates any medical services (other than referrals), the grantee will maintain medical malpractice coverage with combined limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate.
 6. Name the Northeast Ohio Affiliate of Susan G. Komen as an additional insured under its general liability insurance policy solely with respect to funded project

and any additional policies and riders entered into by the organization in connection with the funded project.

- Sign the Komen Affiliate grant contract.
- Submit a six-month progress report detailing your organization's progress on its Komen-funded project. After the six-month progress report is received and accepted as satisfactory, the second half of the grant award will be sent by the Komen Affiliate.
- File a final report within forty-five days after completion of the grant year.
- Host a site visit with Affiliate staff and others as determined appropriate by the Affiliate during the grant period. Site visits are scheduled by the Komen Affiliate.
- Comply with all other terms set out in the Grant Contract.
- All grant recipients will be invited to the Annual Grantee Celebration in May. A representative from each grantee organization will be expected to attend.
- All grant recipients will be invited to attend both Race for the Cure events held in Northeast Ohio. A representative from each grantee organization will be expected to attend at least one Race for the Cure event per grant year.

Komen Northeast Ohio Grants Frequently Asked Questions

Komen Northeast Ohio gives out grants? I didn't know that!

Komen Northeast Ohio funds innovative programs that offer a comprehensive range of breast health services, from screening and treatment to support services, across Northeast Ohio. The programs we fund help overcome the cultural, social, educational and financial barriers that prevent people from receiving life saving treatment – *right now*.

How do I know if my organization can apply?

Applicants must be a US nonprofit (federally tax-exempt) organization, e.g. nonprofit 501(c)(3) organizations. Eligible organizations include nonprofit organizations, nonprofit hospitals and hospital systems, governmental entities, Indian tribes, and nonprofit educational institutions. Please note, Komen Northeast Ohio cannot grant money directly to individuals or directly fund research.

What kinds of programs does Komen Northeast Ohio fund?

Komen Northeast Ohio funds direct and supportive breast health programs serving Ashland, Ashtabula, Belmont, Carroll, Columbiana, Coshocton, Cuyahoga, Geauga, Harrison, Holmes, Jefferson, Lake, Lorain, Mahoning, Medina, Portage, Richland, Stark, Summit, Trumbull, Tuscarawas and Wayne Counties.

Programs should respond to the statement of need as outlined in the [Community Profile](#) and provide services such as:

- free mammograms and clinical breast exams;
- support groups/mentoring for breast cancer patients and survivors;
- direct financial assistance to breast cancer patients;
- outreach to Hispanic, African American and other minority communities;
- patient navigation to ensure all women have access to quality screening and treatment services.

For a list of our current grantees, please see Grant Recipients at [Komen Northeast Ohio's website](#).

Are there different types of grants?

Our grants fall into two main categories:

- **Community Grants** are larger projects geared toward education, screening and treatment support programs focused exclusively on breast health and breast cancer. Applications for these grants are only received in November. They are one year grants that begin April 1st and end March 31st.
- **Small Grants** of up to \$2,500 are typically available year round. These grants are intended to be responsive to the breast health community. Small grant applications are accepted on a rolling basis throughout the year.

Does Komen Northeast Ohio provide any assistance with the application process?

Yes, Komen Northeast Ohio provides assistance through various methods throughout the service area before grant applications are due. Please visit our [website](#) for more details. Additionally, Komen Northeast Ohio has a staff member who can answer questions and provide assistance. Email gchicotel@komenneohio.org for more information.

How can I apply for a grant?

To apply for a Community Grant, organizations must use Komen's Grants eManagement System (GeMS) found at <http://affiliategrants.komen.org> beginning September 1st, 2017. Submission guidelines are outlined in the [RFA](#).

Can I submit more than one proposal?

An organization can submit applications for more than one project, if projects have independent program goals and measurable objectives.