



2015-2016 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.

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## **Susan G. Komen Promise**

*To save lives and end breast cancer forever by empowering people, ensuring quality care for all, and energizing science to find the cures.*

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### **Affiliate History**

The Komen Northeast Ohio Affiliate is one of more than 120 Affiliates in the U.S. comprising the Domestic Affiliate Network of the Komen National Organization. Our 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 and treatment programs. Since 1994, the Affiliate has raised over \$18 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 ten full-time staff, the Affiliate relies on over 500 volunteers each year to carry out its fundraising and mission initiatives.

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### **Types of Grants Offered by the Komen Northeast Ohio Affiliate**

**Community Grants** – Community Grants seek to fund innovative projects that provide breast health/breast cancer education, outreach, screening and survivor support services not otherwise available to the uninsured and 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 for amounts less than Community Grants and increase the capacity of effective breast health programs.
- Conference Grants support local scientific or educational conferences, symposia and meetings.
- Travel Scholarships provide travel assistance to grantees, health care professionals, and advocates to attend, participate in, and/or present at meetings, conferences or symposia.

**What could be a Community Grant?**

- Education programs that provide information about breast self awareness, early detection through regular mammography.
- Providing 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?**

- Attending a breast health conference.
- Holding a breast health/cancer conference.

**What may not be appropriate?**

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

*\*The Komen Northeast Ohio Small Grants Program has been suspended for GY 2015-2016 due to lack of available funding.*

**APPLICATION DEADLINE AND SUBMISSION INFORMATION**

**Electronic copies of Community Grant Applications MUST be received by 5:00pm on November 3<sup>rd</sup>, 2014.**

**Funding Priorities**

- Projects must specifically address one or all of the three (3) priorities outlined in the 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 Webinar Wednesday training series during the month of September before applying for a grant. For specific information on Grant Writing Workshops, 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 13<sup>th</sup>, 2014.
- A grant contract will be the legal mechanism for funding.
- The grant period begins April 1, 2015 and will end March 31, 2016.

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## 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 Affiliate grant compliance review.

- RETURNING GRANT APPLICANTS** must provide a letter that acknowledges and responds to all points outlined in the written feedback of the Grant Review Committee from the prior year (Form: Komen Grants Review Committee Proposal Feedback). This letter should be uploaded in the Project Budget Summary section of the grant application. This is a requirement and should not be overlooked. If you require a copy of your most recent Grant Review Committee feedback, please contact Gina Chicotel at [gchicotel@komenneohio.org](mailto:gchicotel@komenneohio.org) or (216) 292-2873 ext.112.
- RETURNING GRANTEES** must provide a PDF copy of their most recent progress/final report for the last year they received Komen NEO funding. This is only a requirement for grants that were awarded in the last five years (after 2010) and should not be overlooked. Please contact Gina Chicotel at

[gchicotel@komenneohio.org](mailto:gchicotel@komenneohio.org) or (216) 292-2873 ext. 112 if you are unable to locate a copy of your most recent progress/final report.

- Application must be submitted in English.
- Program must be located and/or provide services that benefit people residing within the 22 counties of the Northeast Ohio service area.
- 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. Komen NEO funds cannot be used in the promotion of breast self-examination or for the purchase of breast models/forms.
- 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.
- Applications that propose to perform breast cancer screenings MUST include a letter of support from the appropriate Breast and Cervical Cancer Project regional office(s).
- Applications MUST be submitted electronically via Komen's Grants eManagement System (GeMS). Komen NEO will not accept any printed copies of grant applications.
- The Authorized Signer (the approving organization/institution personnel responsible for signing legal documents) cannot be the same person as the Project Director and is responsible for submitting the completed application.
- The Federal Tax ID information entered in the Organization Information section of GeMS is correct and up-to-date.
- Proof of non-profit status for applicant's organization 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 Project Abstract provides a clear overview of the proposed project (1500 character limit) and is written at least at an eighth grade reading level.

- The Project Title in the Project Narrative section of the application is descriptive and concise.
  - Resume information for all personnel involved in the implementation, management, and evaluation of the project is uploaded in the Key Personnel section of the application (CVs and resumes provided are limited to two pages).
  - All evaluation and tracking tools are uploaded in the Project Work Plan – Objectives section of the application.
  - The required financial information is complete once it includes the following:
    - Budget for requested funds
    - Budget justification
    - Other sources of current funding for proposed project (if applicable)
  - Required insurance documentation as outlined in the RFA is uploaded in the Project Budget Summary section of the application.
  - Application MUST be received by 5:00pm on Monday, November 3, 2014.**
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## **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, Board of Directors, Grants Committee, and Education Committee, as well as members of the community, 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 Affiliate 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.

**Grant Compliance Committee:** The Grant Compliance Committee is made up of members of the Komen Northeast Ohio Affiliate's Staff and the volunteer Grant Compliance Chair. The Grant Compliance Committee, along with the Komen Northeast Ohio Strategic Mission Committee, publish the grant guidelines, facilitate the grant review process, set grant-related policies, attend site visits and provide oversight after the grants have been awarded. Members of the Grant Compliance Committee must also sign conflict of interest statements.

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## **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, the Grant Compliance Committee reviews the application 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.

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## **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** must provide a PDF copy of their most recent progress/final report for last year they received Komen Northeast Ohio funding. This is only a requirement for grants that were awarded in the last five years (after 2009). Please contact Gina Chicotel at [gchicotel@komenneohio.org](mailto:gchicotel@komenneohio.org) or (216) 292-2873 ext. 112 if you are unable to locate a copy of your most recent progress/final report. This is a requirement and should not be overlooked.
- Submit a complete application and follow the grant guidelines.
- When preparing your application, please be sure you are using the correct 2015 application.

- Submit a clear, concise, and realistic application.
- **Assume that 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; rather, education programs should focus on Susan G. Komen's four steps to Breast Self-Awareness.
- 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.
- Remember that funding is never guaranteed.

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### **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 for the Cure?
- 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?

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### **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.



## **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 1500 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 for the Cure National 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 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 3500 characters.
  - The Organization Capacity section should articulate the ability of your organization to execute the proposed project. The personnel associated with the project should have the required expertise and experience with the population you propose to reach. Applicants should demonstrate the organization has the appropriate staff, volunteers, and infrastructure in place to implement the proposed program.

- The Statement of Need section should outline 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 Description should provide a concise summary of how the project plans to address the problem identified in the Statement of Need.
- The Collaboration section 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 Sustainability section should demonstrate the organization has the foundation necessary for long-term success of the proposed program. Indicate how the organization plans to maintain the program outside the scope of the grant year.
- The 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.
- 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 and 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 section 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 the Komen Northeast Ohio Affiliate 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.

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**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!**

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**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, the Komen Northeast Ohio Affiliate 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 intervention(s) the applicant lists under each objective on the approved Project Work Plan. Please see Appendix E: Interventions and Required Reporting Categories of the 2014-2015 RFA for more specific information related to grant reporting requirements and allowable interventions. Any additional reporting templates for the 2014-2015 Grant Year will be posted online April 1, 2014. GeMS must be utilized for all report submissions.

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### **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.

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### **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** must provide a PDF copy of their most recent progress/final report for last year they received Komen Northeast Ohio funding. This is only a requirement for grants that were awarded in the last five years (after 2009). Please contact Gina Chicotel at [gchicotel@komenneohio.org](mailto:gchicotel@komenneohio.org) or (216) 292-2873 ext. 112 if you

are unable to locate a copy of your most recent progress/final report. This is a requirement and should not be overlooked.

- 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** by 5:00pm on November 3<sup>rd</sup>, 2014, with no exceptions.

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### **After Submitting the Grant Application**

- Do not call or email the Northeast Ohio Affiliate to check on the status of your application.
- Organizations will be notified of funding decisions on March 13<sup>th</sup>, 2015.
- 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.

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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:

- **REQUIREMENT FOR APPROVED GRANTS:** 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.

## **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* including:

Programs that respond to the statement of need as outlined in the Community Profile (can be found at <http://www.kommenneohio.org/grants/funding-priorities/community-profile-report.html>) 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, outreach, 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 \$5,000 are typically available year round. These grants are intended to be responsive to the breast health community. The Small Grants program has been suspended during the 2015-2016 Grant 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](mailto: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 August 1<sup>st</sup>, 2014. 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.