



SMALL GRANT INFORMATION

The Susan G. Komen promise is to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures. Affiliates of the Susan G. Komen represent one of the nation's largest private funding sources for breast health and breast cancer screening, education, and treatment support programs.

The Puget Sound Affiliate of the Susan G. Komen serves sixteen counties in Western Washington and offers small grants to non-profit (federally tax-exempt) organizations. For-profit organizations or individuals are not eligible for funding. The purpose of the Small Grant program is to allow funding for short-term projects, mobile breast cancer screening events, travel and miscellaneous items throughout the year that promote the mission of Komen and increase the capacity of effective breast health and breast cancer screening programs.

Small grants are NOT intended to support salary, services for an individual (e.g. mammography, ultrasound), or development of materials for breast health/cancer projects. These activities fall under the Puget Sound Affiliate Large Community Grants. *(For more information on Large Community Grants for screening, treatment and education projects, please contact Robyn Sneeringer, Director of Grants, Education and Advocacy for the Puget Sound Affiliate at Robyn@pskomen.org or 206/633-0303 x105).*

Small grant requests can be submitted using the Small Grant Application form (below) or in letter-form and are accepted year-round. **A detailed budget must be included with the request. Indirect costs are not funded for small grant projects.** A letter of agreement will be issued for each small grant funded and will serve as the grant contract.

***** Small grants are due by the 25th day of each month ******

Funding priority will be given to projects that address the needs of rural, low-income, Hispanic and American Indian/Alaska Native, both native-born and immigrant, women living in **Grays Harbor County**, as well as African American/Black, Hispanic/Latino, American Indian/Alaska Native and Pacific Islander women, both native-born and immigrant, in the **Greater Metropolitan Area** (GMA - King, Pierce and Snohomish counties). Projects that target rural areas of the GMA will also be considered.

Other projects serving the Puget Sound Affiliate's service area will be evaluated on a case-by-case basis, particularly for low-income subgroups of non-Hispanic White women and sexual minority women and transgender/ gender nonconforming community members. The Puget Sound Affiliate's service area includes the following counties: Whatcom, San Juan, Skagit, Kitsap, Island, Snohomish, King, Pierce, Lewis, Thurston, Mason, Grays Harbor, Pacific, Wahkiakum, Clallam, and Jefferson.

All small grant requests should be sent to:

**The Puget Sound Affiliate of Susan G. Komen
Attn: Robyn Sneeringer
112 Fifth Avenue North
Seattle, WA 98109**

SMALL GRANT GUIDELINES

Miscellaneous Small Grants

The miscellaneous small grants support some of the “unexpected” costs associated with an event or project, e.g. purchase of educational materials, food costs of a presentation session, survivor recognition, etc. Small miscellaneous grant requests should comply with the following criteria:

- Specific to breast health/breast cancer
- Relevant to the mission of Komen
- Funding request may not exceed \$1,000
- Willingness to acknowledge support of the Puget Sound Affiliate
- Report financial and project progress to the Puget Sound Affiliate
- Allow participation of Puget Sound Affiliate representative(s) where appropriate

Conference Grants

The purpose of this program is to further the Komen mission in Puget Sound communities by supporting local scientific or educational conferences, symposia, and meetings, with an emphasis on those that enhance the interaction between the advocate, healthcare, and scientific communities.

Requests for conference grants should comply with the following criteria:

- Specific to breast health or to help further the body of knowledge related to research, diagnosis, treatment, education, and/or other issues related to breast cancer
- Funding request may not exceed \$5,000
- Acknowledgment of support from the Puget Sound Affiliate in all printed materials
- Participation of Puget Sound Affiliate representative(s) where appropriate
- Complimentary registration for at least two (2) Puget Sound Affiliate representatives
- Display area for the Puget Sound Affiliate where appropriate
- Activity report following conference which includes number of participants, evaluation of program, and impact of the Puget Sound Affiliate sponsorship and participation

Travel Scholarships

The purpose of this program is to provide travel assistance to 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/cancer and facilitate the interchange of ideas and communication between the scientific and lay public. Individuals may receive a maximum of one (1) travel scholarship per year.

Requests for travel scholarships should comply with the following criteria:

- Conference is relevant to breast cancer as demonstrated by agenda, etc. (Please enclose a copy of agenda with application).
- Funding request may not exceed \$1000
- Applicant is able to quantify participation and benefit to community
- Applicant must attend the majority of the conference and/or apply for continuing education credits offered
- Written report or presentation should be made to the Puget Sound Affiliate after the conference

Travel scholarships are issued as travel advance and must be supported by an expense report with original receipts to the Puget Sound Affiliate within 30 days of travel. If an expense report is not received within the specified time period, the applicant will be held personally liable for the return of funds.

Rural and Medically Underserved Mobile Mammography Screening Grants

The purpose of this program is to reduce barriers to breast cancer screening for rural and medically underserved women (low-income, African American, Latina, Asian, Pacific Islander -- particularly, Vietnamese, Pacific Islander and Asian Indian, American Indian, Alaska Native and sexual minority women) by bringing mobile mammography screening to such communities in the Puget Sound area. These funds may assist with mobile mammography provider travel costs to rural areas (staff travel time, meals and overnight stays if necessary, fuel costs), advertisement/promotion costs of the screening event, and refreshments for clients, etc. These funds may not be used to pay for screening procedures.

Requests for Mobile Mammography Screening Grants must comply with the following guidelines:

- Screening event must be a collaborative effort involving a Washington State Accredited Mammography provider who offers mobile mammography and a Washington Breast and Cervical Health outreach provider (sub-contractor).
- Funding request may not exceed \$1,500 per rural screening event. Funding for events conducted in urban areas may not exceed \$1000.
- Acknowledgment of support from the Puget Sound Affiliate in all advertising and printed materials
- Applicant must demonstrate a plan for: providing culturally competent outreach and education to the target community, linking low-income, uninsured women with no-cost or low-cost services; scheduling screening appointments; ensuring women obtain Clinical Breast Exams as needed; ensuring clients' previous films are sent to contracted mammography provider for comparison; providing client follow-up and case management, if necessary
- Services must be provided in rural areas of the Puget Sound region in need of mammography screening and/or target medically underserved women.
- Submit report to the Puget Sound Affiliate following the screening event, including information on the number of women screened, women diagnosed (if any), financial report of funds expended, and an evaluation of event.

Capacity Building/Technical Assistance Grants

(By invitation only. If you are interested in applying under this category, please contact Robyn Sneeringer, Director of Grants, Education and Advocacy for the Puget Sound Affiliate at Robyn@pskomen.org or 206/633-0303 x103).

The purpose of this program is to provide assistance to small, community-based, non-profit organizations that serve PS Komen's priority populations and/or geographic areas, but do not currently have the capacity to successfully apply for the Komen Puget Sound Large Community Grants Program OR could benefit from additional support/capacity to successfully implement proposed program. PS Komen recognizes that communities suffering from high disparities in health can be more effectively addressed by organizations that are culturally/competent to meet the needs of and trusted by these communities. However, often such organizations may not have the capacity – i.e. dedicated staff to plan/develop programs, write competitive grant applications, design/implement program evaluation, and/or have the appropriate infrastructure/operational means to carry out a project and meet Komen reporting/contractual requirements. This grant helps to address, in some part, these issues.

Requests for capacity building or technical assistance should comply with the following criteria:

- Applicant must meet with Komen Director prior to submitting application to determine eligibility.
- Applicant has demonstrated history/experience providing culturally competent services to the target community.
- Applicant can demonstrate need for technical assistance/capacity building support.
- For grant writing assistance, applicant will apply for PS Komen's Large Community Grant by the next grant cycle (starts with Letter of Inquiry submission in mid-November).
- For technical assistance/capacity building grant for current eligible grantees related to program implementation, applicant must utilize the small grant by the end of the Large Community Grant period.
- Funding request may not exceed \$5,000.
- Application must be submitted with a proposed scope of work/cost and resume of a professional grant writer or non-profit organizational development consultant or program evaluator consultant.

Cover Page

APPLICATION FOR SMALL GRANTS, CONFERENCE GRANTS, TRAVEL SCHOLARSHIP, AND RURAL MOBILE MAMMOGRAPHY SCREENING



Grant Application

Check one:

<input type="checkbox"/> SMALL GRANT	<input type="checkbox"/> CONFERENCE GRANT
<input type="checkbox"/> TRAVEL SCHOLARSHIP	<input type="checkbox"/> MOBILE MAMMOGRAPHY
<input type="checkbox"/> TECHNICAL ASSISTANCE/CAPACITY BUILDING	

PROJECT DIRECTOR & TITLE _____

INSTITUTE _____

ADDRESS _____

PHONE () _____

FAX () _____

EMAIL _____

TOTAL AMOUNT REQUESTED _____

FED TAX ID # _____

CERTIFICATION:

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT.

I ALSO CERTIFY THAT THE APPLICANT ORGANIZATION DOES NOT DISCRIMINATE IN REGARD TO RACE, COLOR, GENDER, MARITAL STATUS, SEXUAL ORIENTATION, POLITICAL IDEOLOGY, AGE, CREED, RELIGION, HERITAGE, ANCESTRY, NATIONAL ORIGIN, OR SENSORY, MENTAL OR PHYSICAL ABILITY.

SIGNATURE & TITLE OF
APPROVING PERSONNEL (OTHER THAN
PROGRAM DIRECTOR)

DATE

NAME & TITLE OF APPROVING
INSTITUTIONAL PERSONNEL (TYPED)

SMALL GRANT APPLICATION FORMAT

The small grant application should be typed and include the following:

- A. Cover Page (form attached)
- B. Narrative including the following (limit of 2 pages)
 - 1. Purpose of funding request
 - 2. Objective(s) of project (including number to be served/reached as appropriate)
 - 3. Benefit to Komen Affiliate and Constituency (Breast Health Community)
Describe how the proposed activity for which funding is requested (a) benefits the Affiliate and (b) specifically if and how it addresses the priorities related to medically underserved women.
 - 4. Timeline
 - 5. For Mobile Mammography: description of plan for: providing culturally competent outreach and education to the target community, linking low-income, uninsured women with no-cost or low-cost services; scheduling screening appointments; ensuring women obtain Clinical Breast Exams as needed; ensuring clients' previous films are sent to contracted mammography provider for comparison; providing client follow-up and case management, if necessary.
 - 6. For Technical Assistance Capacity Building: include a proposed scope of work/cost and resume of a professional grant writer or non-profit organizational development consultant or program evaluator consultant.
 - 7. Other Participating Sponsors/Organizations (if any)

Attached to the application, please provide:

- C. Detailed budget and budget narrative
- D. Proof of non profit status for applicant organization
- E. W-9 form