

## Guidelines and Instructions for Applicants

**EMPHASIS:** The purpose of this program is to address the breast health and/or breast cancer screening, treatment, and education needs of the Colorado Springs Affiliate area that includes El Paso, Pueblo and Teller counties.

Through a community needs assessment, the Colorado Springs Affiliate of the Susan G. Komen Breast Cancer Foundation has identified the following needs:

- *culturally sensitive breast health education for African-American, Hispanic, and Asian women*
- *innovative approaches to increasing awareness of existing community resources for breast cancer detection*
- *increased professional and public awareness about opportunities for women with breast cancer to participate in clinical trials*
- *innovative, practical solutions to overcoming barriers to breast cancer early detection and treatment, e.g. cost, transportation*
- *psychosocial support for women and families experiencing breast cancer*

**QUALIFICATIONS:** *Applications are accepted from US nonprofit institutions; US citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be located and/or providing services in El Paso, Pueblo and Teller Counties.*

### **RESTRICTIONS:**

Project must be specific to breast health and/or breast cancer; e.g. if a project is a combined breast and cervical cancer project, funding may only be requested for the breast cancer portion

Applicants must be a US nonprofit (federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible

Services are provided in El Paso, Teller, or Pueblo Counties of Colorado

Indirect costs, if applicable, should be no more than 10% of direct costs

Equipment costs, if applicable, may not exceed 30% of direct costs and should be used exclusively on this project

Salaries, if requested, are for personnel related to this project only and not general work of applicant

Failure to adhere to these guidelines will result in delayed processing or refusal of the application.

**REVIEW:** Applications received complete, and in compliance with these guidelines, will be submitted for grant review by an independent panel established through the local grants committee.

**CONTRACTS:** A grant contract will be the legal mechanism for funding.

**GRANT PERIOD:** Grant period begins January 1, 2005, and will conclude on December 31, 2005.

**PAYMENT AND REPORTING:** The first payment will be made no later than thirty (30) days after receipt of the fully executed contract. The initial progress report is due at the end of the first six (6) months of the grant period. A final report is due within ninety (90) days of completion of the grant period.

**LETTERS OF SUPPORT AND ADDITIONAL MATERIALS:** Please do NOT send additional materials (i.e. reprints, complete curriculum vitae or letters of support).

**CONFIRMATION OF RECEIPT OF APPLICATION:** Confirmation of receipt of application will be mailed to the project director following review for compliance to guidelines. If immediate confirmation of receipt is requested, please include a self-addressed, stamped postcard that will be returned to you immediately upon receipt of the application. Please do not contact the Colorado Springs Affiliate of the Komen Foundation regarding the status of the application during the review period.

**ANNOUNCEMENT:** Announcement of grants awarded will be made by **early December 2004**. Project directors will be notified of the outcome of the review in writing.

**NUMBER OF GRANTS TO BE AWARDED:** The Colorado Springs Affiliate anticipates that a minimum of \$300,000 is to be granted in this program. The actual number of awards will depend on the amount of funding granted per project.

**APPLICATIONS SHOULD INCLUDE AND BE ORDERED AS FOLLOWS:**

A. Cover Page (Form attached)

*Note:* Signature of approving institutional personnel, other than project director, required

B. Project Description (This section should not exceed five typewritten pages. Font size should be no smaller than a ten-point typeface.)

1. Brief explanation of project.
2. Statement of need/problem to be addressed.
3. Description of constituency to be served and how they will be benefited (please indicate number of women to be served).
4. Description of program goals and measurable objectives.

5. Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your hospital/organization?
6. Timetable for accomplishing goals (Please note: six months reports are required if funded)
7. Description of other organizations/entities, if any, participating in the Program. If applicable, letters of collaboration should be included from each organization.
8. Long term sources/strategies for funding of the Program after initial funding by this funding.
9. A review of comparable programs offered in this service area and an explanation of how this program is unique.
10. Definition of success for the Program and how it will be measured.
11. Use of the Program's results and how they are to be disseminated.

C. Financial Information (Not to exceed three typewritten pages)

1. Budget for requested funds (Form attached)
2. Budget justification.
3. List of other sources of current funding for the project.

D. Biosketch form for project director and attendant personnel listed in budget request.

E. Proof of non-profit status for applicant institution.

*Applications must be submitted by the director of the project. Please keep grant requests to the page limits as stated above. Please submit 10copies of each application. Applications should be bound by staples, paper clips or binder clips only. Please no spiral bound materials.*

**APPLICATIONS MUST BE POSTMARKED BY SEPTEMBER 7, 2004  
AND SENT WITH 10 COPIES TO THE FOLLOWING ADDRESS:**

Colorado Springs Affiliate of the Susan G. Komen Breast Cancer Foundation  
Attn: Grants Committee  
POB 25832  
Colorado Springs, CO 80936

**NO FAX COPIES WILL BE ACCEPTED!**

Inquiries should be addressed as above or directed to Grants Coordinator at 719-687-6416.

(Please allow adequate time before deadline for response to any inquiry.)