



## **Susan G. Komen San Diego 2019-2020 Letter of Intent Information**

The Susan G. Komen San Diego Grants program is made possible through individual donations, corporate support, and events such as the San Diego Race for the Cure<sup>®</sup>. With the funds raised, grants are made in the community to support evidence-based strategies or promising practices to help accomplish our Bold Goal to reduce breast cancer mortality rates in the U.S. by 50% by 2026. Komen San Diego is currently accepting Letters of Intent (LOI) for breast health or breast cancer projects that support and promote services in San Diego County that ladder up to Komen's Bold Goal. Interested applicants are required to first submit a LOI to indicate interest in Komen San Diego funding by **4:00 p.m. on Wednesday, October 3rd, 2018**. If Komen San Diego finds the request appropriate and within the scope of our funding priorities, applicants selected will be notified to submit a Request for Application (RFA) and be invited to the 2019-20 Grants Application Workshop. The funding period for the 2019-20 Community Grants Programs is April 1, 2019 to March 31, 2020.

### **Statement of Need:**

Our goal is to increase access to breast health care, ensure quality and access throughout the continuum of care, and reduce breast cancer mortality, especially among those who are disproportionately affected by this disease. Priority will be given to projects that address regional gaps in services, include information from the current Community Profile, address the continuum of care model and include one of the following 2019-2020 "priority areas". The most recent Community Profile can be found on our website at <http://komensandiego.org/services/community-profile/> .

### **Small Grants vs. Community Grants:**

Komen San Diego is now offering both Small Grants and Community Grants for the 2019-20 grant cycle. A Small Grant is a high impact, short-term project requesting \$10,000 or less from Komen San Diego to address a need from the latest Susan G. Komen San Diego Community Profile. Community Grants are year-long projects addressing the listed Priority Area Categories, requesting up to \$65,000 from Komen San Diego, with the exception of patient financial assistance programs under Treatment Compliance Assistance, which has a maximum allowed request of \$140,000. Both grant types will follow the same eligibility requirements, however Small Grants will have a separate application process and award timeline. Approved Small Grant LOIs will be invited to submit a full Small Grant RFA in early February of 2019 for projects to take place on or after April 1, 2019 and be completed by March 31, 2020. Small Grants will require a slightly lower insurance minimum for excess/umbrella coverage (limit of \$3,000,000 instead of \$5,000,000), a significantly condensed Project Narrative section in the RFA (8,000 character limit as opposed to the Community Grants five sectioned Project Narrative with a combined 25,000 character limit), the option to submit an RFA outside the online Grants e-Management System (GeMS), and will only require one Final Report.



## **Priority Area Categories**

**Education and Early Detection, limit \$10,000:** evidenced-based and culturally relevant breast cancer education targeted for African American and Black individuals. Education should be aimed at increasing breast health knowledge, changing breast health behaviors and increasing screening for rarely or never screened individuals. Applicants must measure and show how education leads to screenings.

**Patient Navigation:** evidence-based patient navigation that follows the individual from abnormal screening to diagnostic resolution and through treatment, if necessary. Patient navigation is a process by which a trained individual- patient navigator guides patients through and around barriers in the complex breast cancer care system. The primary focus of a patient navigator is on the individual patient, with responsibilities centered on coordinating and improving access to timely diagnostic and treatment services tailored to individual needs. Patient navigators offer interventions that may vary from patient to patient along the continuum of care and include a combination of clinical, informational, emotional, and practical support (i.e., breast cancer education, counseling, care coordination, health system navigation, and access to transportation, language services and financial resources). Patient navigation programs must be primarily in-person based rather than primarily telephone based.

**Reducing Barriers to Care:** evidence-based projects that reduce barriers to quality breast cancer care experienced by uninsured and underinsured individuals. Some examples include care coordination, interpreter services, etc. These services can be provided at any point on the continuum of care.

**Treatment Adherence Assistance:** evidence-based projects that provide services to individuals that have been diagnosed with breast cancer in treatment (including those newly diagnosed and those living with metastatic disease) with the aim to support and enable patients to complete treatment. Some examples include breast cancer patient financial and transportation assistance, breast cancer patient intensive care coordination, etc. These projects should prioritize metastatic breast cancer patients, treatment compliance, and treatment adherence, as applicable.



## How to Apply:

Late/incomplete submissions will not be accepted. Submit the following information by **4:00 p.m. on October 3rd, 2018.**

Submit one Word or PDF document to [lizzie@sdkomen.org](mailto:lizzie@sdkomen.org) including all of the following:

- Completed "Cover Page" Form (one page)
- Completed "Organization Capacity" Form (one page)
- Completed "Project Information" Form (2-page maximum)
- Completed "Compliance Report" Form (Current 2018-19 Komen San Diego Grantees only)

Please note, only non-profit organizations under Section 170(c)(1) or nonprofit organizations under Section 501(c)(3) of the Internal Revenue Service (IRS) code (such as an educational institution, hospital or other medical facility, or a community organization) are eligible for Komen San Diego funding.

## Questions:

All questions related to the Letter of Intent process should be directed to the Director of Mission and Public Policy at [lizzie@sdkomen.org](mailto:lizzie@sdkomen.org). All questions will be responded to within two business days, please plan accordingly.

## Final Determinations:

All letter of intent applicants will be notified by **Wednesday, October 24, 2018** of the final determination as to whether to proceed to the request for application process.



Komen San Diego  
2019-2020 Letter of Intent "Cover Page"

Project Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Project Director/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Please check type of application:

- Small Grant
- Community Grant

For Community Grants, please check priority area:

- Education and Early Detection (limit \$10,000)
- Patient Navigation
- Reducing Barriers to Care
- Treatment Adherence Assistance

Please sign below to verify that the information provided in this Letter of Intent for funding is accurate and that the proposed project and project-related staff are in good standing with licensure and regulatory agencies. If there are any material issues, past, current or pending, related to your organization's current standing or related to the project, please attach information on the nature and status of these issues. This also includes operational and financial issues identified by an audit or otherwise, and any past performance issues (to include grant history) with the Komen San Diego Affiliate within the past 3 years. All stated issues will be evaluated as part of the letter of inquiry process. Failure to disclose these issues may result in grant funds being denied or rescinded.

I understand that funding decisions are made at the sole discretion of the Komen San Diego Affiliate.

Approving Personnel:

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Name/Title (Typed)



**Komen San Diego  
Letter of Intent “Organizational Capacity”**

**Organization Name:** \_\_\_\_\_

**Organization Project:** \_\_\_\_\_

**Organization and Project Operating Budgets:**

Organization’s Annual Operating Budget: \$ \_\_\_\_\_

Breast Health Project Annual Budget:  
(Total to include all funding streams) \$ \_\_\_\_\_

Anticipated amount to be requested from Komen: \$ \_\_\_\_\_

Number of People on Staff	Full Time (Paid):	Part Time (Paid):	Volunteer:
Organization’s Mission Statement:			
Give a brief summary of the organization’s history, programs, and purpose:  Provide a brief history of breast health programs and capacity of organization to implement the proposed project, including the organization’s involvement/participation with NBCCEDP’s Every Woman Counts program:			



**Komen, San Diego Affiliate  
Letter of Intent “Project Information” Form**

[This paragraph may be deleted prior to submission: A Letter of Intent must demonstrate understanding of the requirements of the grant project that is being applied for. To complete this form, be certain your request addresses Komen San Diego’s identified needs and funding priorities. Provide the required information in each of the following sections (minimum 11 point font). This project information form shall not exceed a maximum of two pages.]

1. **Statement of need:** Describe the region/community and populations that will be served by this project, and their specific breast health/breast cancer issues and needs. Describe how this need connects to Komen’s Bold Goal to reduce breast cancer mortality rates.
  
2. **Project design:** Describe the project, the goal, and what activities/objectives will be implemented to address the stated issues/needs. List the main partnering organizations that the project will collaborate with to ensure that the continuum of care model is being reflected.
  
3. **Funding:** Include the total amount requested and how this project will be effectively implemented with this amount.
  
4. **Program history:** Does this program already exist in your organization?
  - Yes, it was implemented \_\_\_\_\_(date or year) (please also be sure to describe in #3 above how additional Komen funding would enhance or expand the project)
  - No, this funding would allow us to implement this program for the first time



## Komen Grantee Compliance Report

### **Current 2018-19 Komen Grantees only, please answer the following compliance inquiries:**

1. Are all key personnel involved in your Komen funded program current in accordance with your Grant Application in GeMS? If not, was the Komen San Diego Director of Mission and Public Policy notified within 30 days of the personnel change (i.e. resignation, new hire, maternity leave, etc.)?

Yes                       No

If not, please explain:

2. Have all Komen grant funds been expended to date in accordance with the Budget in your Grant Application in GeMS within the allowable 5% variance? If not, was a Grant Change Request approved prior by the Komen San Diego Director of Mission and Public Policy?

Yes                       No

If not, please explain:

3. Is it foreseeable that your program will have any unspent funds at the end of the grant cycle?

Yes                       No

If so, approximately how much and please explain why:

4. Have all Progress Reports to date for the 2018-19 grant cycle been submitted through GeMS on or before their deadline?

Yes                       No

If not, please explain:

5. Have any of the following occurred during the 2018-19 grant cycle:

- Grantee loss of Internal Revenue Service tax exempt status?  Yes       No
- Grantee debarred from the receipt of federal or state funding?  Yes       No
- Komen funded project not conducted in conformance with applicable laws, or any approvals, licenses or certifications required to conduct the Komen funded project not obtained, suspended or revoked?  Yes       No

If yes to any, please explain:

6. What additional funding has been secured (outside of Komen) to move toward sustainability? If additional funding has been secured, please explain how that will be complementary and not duplicative.