



2017-2018 COMMUNITY GRANTS PROGRAM

FOR BREAST HEALTH PROGRAMS
TO BE HELD BETWEEN APRIL 1, 2017 AND MARCH 31, 2018

SUSAN G. KOMEN® AFFILIATE COMMUNITY GRANTS
TO SAVE LIVES BY MEETING THE MOST CRITICAL NEEDS OF OUR COMMUNITIES AND
INVESTING IN BREAKTHROUGH RESEARCH TO PREVENT AND CURE BREAST CANCER.

Susan G. Komen Arizona
2040 W. Bethany Home Road Suite 120
Phoenix, AZ 85015
<http://komenarizona.org/>

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KEY DATES

Grant Application Technical Assistance Workshops:

To be eligible to apply, applicants are **REQUIRED** to RSVP and attend one of two available grant workshops. Please RSVP to Kaleb Martorana kmartorana@komenarizona.org (602) 544-2873 ext. 308. Applicants outside of Maricopa County or Pima County who would like to attend via webinar may request such arrangements when making RSVP.

Workshops offered at:

(Pima County)

December 1, 2016

Time: 2pm to 4pm

Susan G. Komen Arizona, Tucson office

2099 E. River Road, Suite C

Tucson, Arizona 85718

(Maricopa County)

December 2, 2016

Time: 2pm to 4pm

Vitalyst Health Foundation

2929 North Central Avenue, Suite 1550

Phoenix, Arizona 85012

Application Deadline: January 6, 2017

Award Notification: On or before April 1, 2017

Award Period: April 1, 2017 - March 31, 2018

Phoenix Race for the Cure: October 8, 2017

Southern Arizona Race for the Cure: March 5, 2017

ABOUT SUSAN G. KOMEN ARIZONA

Susan G. Komen is the world's largest breast cancer organization, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life. Komen Arizona is working to better the lives of those facing breast cancer in the local community. Through events like the Komen Phoenix Race for the Cure® and Komen Southern Arizona Race for the Cure®, Komen Arizona has invested over \$25 million in community breast health programs in Arizona and has helped contribute to the more than \$920 million invested globally in research.

NOTICE OF FUNDING OPPORTUNITY AND STATEMENT OF NEED

Komen Arizona will award community grants to organizations that will provide breast health and breast cancer projects addressing funding priorities, which were selected based on data from the 2015 Komen Arizona Community Profile Report. The 2015 Community Profile Report can be found on our website at <http://komenarizona.org/>.

The Affiliate seeks to fund evidence-based programs that **increase access to breast cancer services** that will lead to a decrease in breast cancer late-stage diagnosis and mortality and an increase in timely, quality breast cancer care. This includes, but is not limited to, programs that

provide no cost or low cost breast cancer services, financial assistance with diagnostic and/or treatment co-pays/deductibles, transportation assistance and patient navigation.

- 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 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).

Applicants may request funding up to \$50,000 (combined direct and indirect costs) for one year. Applications should focus on direct services Komen Arizona cannot provide such as breast cancer screening, diagnostics, and treatment, for those who are low income (at or below 250% Federal Poverty Level), uninsured and underinsured which address the needs outlined in the 2015 Community Profile Report for the identified priority populations. “Underinsured is defined as having some insurance coverage but not enough, or when one is insured yet unable to afford the out-of-pocket responsibilities not covered by his or her insurer” (Patient Advocate Foundation <http://www.patientadvocate.org/resources.php?p=781>). **Please note only one application per organization will be accepted.**

While applications will be accepted for programs providing services within the Affiliate service area, priority will be given to applicants that demonstrate benefit to one or more of the following communities:

- Black/African-American females in the State of Arizona
- Hispanic females in the State of Arizona
- Maricopa County
- Mohave County
- Santa Cruz County
- Yavapai County

Additional Grantee Requirements:

- 1) Breast cancer education is required of all applications, must be evidence-based to improve access, timeliness, and quality of care. Education must be evidence-based (e.g., one-on-one or group) and result in a documented linkage to appropriate breast cancer care.
- 2) Breast cancer care coordination is required of all applications, must be evidence-based to improve access, timeliness, and quality of care. To meet care coordination requirements see Appendix A.
- 3) Programs must utilize Komen Arizona grant funding as last resort. Screening, diagnostic, and treatment services cannot duplicate provisions provided by existing programs to

include, but not limited to: Well Woman HealthCheck Program (WWHP), Breast and Cervical Cancer Treatment Program (BCCTP), Medicaid (AHCCCS), and insurance purchased through the Affordable Care Act (ACA). Applications, which duplicate services of existing program provisions, will be disqualified from further review.

- 4) Applications, which provide screening and diagnostic services, must demonstrate how diagnosed patients connect to treatment. Treatment applications are required to ensure breast cancer patients are connected to all components throughout the continuum of treatment. Applications, which request Komen funding for one treatment procedure, shall demonstrate how treatment procedures outside of requested funds are included and provided to patients.
 - 5) Referring to or relying on Komen Arizona grantees without an agreement in place is not acceptable and creates a delay in care. Memorandums of Understanding (MOU) and Letters of Support (LOS) are required to be submitted and included in the application to validate relationships.
 - 6) Only the most current Medicare reimbursement rates may be used for any service reimbursed through this grant funding. (Specific service and eligible CPT code identified in all budget requests including treatment costs- Attachment B)
 - 7) Patients who are diagnosed with breast cancer through Komen Arizona community grant funds will be required to receive a Survivorship Care Plan (SCP) as part of this funding. A SCP is not a treatment plan. A template of the SCP the project will use is required to be uploaded as part of the application process. For SCP information and resources, please contact Kaleb Martorana kmartorana@komenarizona.org 602-544-2873 ext. 308
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Examples of successful projects funded by Komen in the past include those that:

- Programs which place priority on and connect patients to treatment who are screened and diagnosed with breast cancer through Well Woman HealthCheck Program (WWHP) and not qualified for treatment through the Breast and Cervical Cancer Treatment Program (BCCTP), within 60 days of diagnosis.
- Programs which leverage nonprofit hospital charity care (community benefit) to connect patients to comprehensive and full breast cancer treatment which follows Commission on Cancer recommendations for breast cancer treatment which will reduce the number of days from diagnosis to treatment for women who are low income, uninsured or underinsured.
- Programs which support evidence based care coordination, improve access to care and timeliness of care within all steps of the breast cancer continuum of care to improve timeliness of care and access to care as well as reduce the number of women who fall out of the breast cancer continuum of care or lost to follow up.
- Programs, which reduce time from abnormal screening to diagnostic procedures; time from diagnostic to treatment initiation to improve access to care, timeliness of care and quality of care.
- Programs which increase timeliness of care in connecting Hispanic and Black/African-American women to quality and appropriate breast cancer services.

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- Programs which insure and improve access to treatment to increase access to care, timeliness of care and quality of care.
 - Screening and diagnostic programs which provide services for populations not covered by AHCCCS, WWHP and/or private insurance.

ELIGIBILITY REQUIREMENTS

Applicants must conform to the following eligibility criteria to apply. Eligibility requirements for the applicants must be met at the time of Application submission.

- Individuals are not eligible to apply. Applications will only be accepted from a non-profit organization with 501(c)3 status (such as an educational institution, hospital or other medical facility, or a community organization) or a local/state government located in or providing services to one or more of the following locations:
 - State of Arizona
- Proposed projects must be specific to breast health and/or breast cancer and address the priorities identified in the Affiliate's 2015 Community Profile. If a project includes other health issues along with breast cancer, such as a breast and cervical cancer project, funding may only be requested for the breast cancer portion.
- All past and current Komen-funded grants or awards to applicant are up-to-date and in compliance with Komen requirements.
- Applicant has documentation of current tax exempt status under the Internal Revenue Service code.
- If applicant, or any of its key employees, directors, officers or agents is convicted of fraud or a crime involving any other financial or administrative impropriety in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction. After such 12 month period, applicant must demonstrate in its application that appropriate remedial measures have been taken to ensure that any criminal misconduct does not recur.
- At least one organization representative must attend one of the two Grant Application Technical Assistance Workshops.
- Projects must support, demonstrate knowledge and/or promote only Komen screening recommendations.
- Only the most current Medicare reimbursement rates may be used (this includes treatment reimbursement rates).
- All applicants must be In Good Standing with Komen Arizona, have no outstanding unused or unreturned funds due to Komen Arizona. Current grantees who are applying must be on track for spending and goals and objectives achieved from their 2016/2017 grant .

ALLOWABLE EXPENSES

Funds may be used for the following types of expenses provided they are directly attributable to the project:

- Salaries and fringe benefits for project staff
- Consultant fees
- Clinical services or patient care costs per documented CPT code (See Attachment B)
- Supplies
- Reasonable travel costs related to the execution of the program
- Other direct program expenses
- Indirect costs, not to exceed 10 percent of direct costs

Funds may **not** be used for the following purposes:

- Research, defined as any project or program with the primary goal of gathering and analyzing data or information.
 - Specific examples include, but are not limited to, projects or programs designed to:
 - Understand the biology and/or causes of breast cancer
 - Improve existing or develop new screening or diagnostic methods
 - Identify approaches to breast cancer prevention or risk reduction
 - Improve existing or develop new treatments for breast cancer or to overcome treatment resistance, or to understand post-treatment effects
 - Investigate or validate methods
- Education regarding breast self-exams/use of breast models
- Development of educational materials or resources
- Education via mass media (e.g. television, radio, newspapers, billboards), health fairs and material distribution. These methods may be used to promote projects, but evidence-based methods such as 1-1 and group sessions should be used to educate the community and providers.
- Construction or renovation of facilities
- Political campaigns or lobbying
- General operating funds (in excess of allowable indirect costs)
- Debt reduction
- Fundraising (e.g. endowments, annual campaigns, capital campaigns, employee matching gifts, events)
- Event sponsorships
- Projects completed before the date of grant approval
- Payments/reimbursement made directly to individuals
- Land acquisition
- Project-related investments/loans
- Scholarships
- Thermography
- Equipment over \$5,000 total
- Projects or portions of projects not specifically addressing breast cancer
- Any cost which exceeds the current Medicare reimbursement rate
- Mobile Mammography site fee costs for any screening events in Maricopa County or Tucson.

IMPORTANT GRANTING POLICIES

Please note these policies before submitting a proposal. These policies are non-negotiable.

- The project must occur between April 1, 2017 to March 31, 2018.
- The effective date of the grant agreement is the date on which Komen fully executes the grant agreement and shall serve as the start date of the grant. No expenses may be accrued against the grant until the contractual agreement is fully executed. *The contracting process can take up to six weeks from the date of the award notification letter.*
- Any unspent funds over \$1.00 must be returned to Komen Arizona.
- Grant payments will be made in installments pending compliance with terms and conditions of grant agreement and receipt of satisfactory progress reports.
- Grantee will be required to submit a minimum of one semi-annual progress report and one final report that will include, among other things, an accounting of expenditures and a description of project achievements. Additional reports may be requested.
- At the discretion of Komen Arizona], the grantee may request one no cost extension of no more than six months per grant. Requests must be made by grantee no later than 30 days prior to the end date of the project.
- Certain insurance coverage must be demonstrated through a certificate of insurance at the execution of the grant agreement, if awarded. Grantee is required at minimum to hold:
 - 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;
 - Workers' compensation insurance in the amount required by the law in the state(s) in which its workers are located and employers liability insurance with limits of not less than \$1,000,000; and
 - Excess/umbrella insurance with a limit of not less than \$5,000,000.
 - In the event any transportation services are provided in connection with program, \$1,000,000 combined single limit of automobile liability coverage will be required.
 - If any medical services (other than referrals) are provided or facilitated, medical malpractice coverage with combined limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate will be required.
 - Grantees are also required to provide Komen Arizona with a Certificate of Insurance with Susan G. Komen Breast Cancer Foundation, Inc., Susan G. Komen Arizona, its officers, employees and agents named as Additional Insured on the above policies solely with respect to the Project and any additional policies and riders entered into by Grantee in connection with the Project.

EDUCATIONAL MATERIALS AND MESSAGES

Susan G. Komen is a source of information about breast health and breast cancer for people all over the world. To reduce confusion and reinforce learning, we only fund projects that use educational messages and materials that are consistent with Komen messages, including our breast self-awareness messages -- know your risk, get screened, know what is normal for you and make healthy lifestyle choices. The consistent and repeated use of the same messages can reduce confusion, improve retention and lead to the adoption of actions we believe are important for quality breast care. Please visit the following webpage before completing your application and be sure that your organization can agree to promote these messages:

<http://ww5.komen.org/BreastCancer/BreastSelfAwareness.html>.

Breast Self-Exam- must not be taught or endorsed

According to studies, teaching breast self-exam (BSE) has not been shown to be effective at reducing mortality from breast cancer and therefore **Komen will not fund education projects that teach or endorse the use of monthly breast self-exams or use breast models**. As an evidence-based organization, we do not promote activities that are not supported by scientific evidence or that pose a threat to Komen's credibility as a reliable source of information on the topic of breast cancer.

Creation and Distribution of Educational Materials and Resources

Komen Affiliate Grantees are encouraged to use Komen-developed educational resources, including messages, materials, toolkits or online content during their grant period. This is to ensure that all breast cancer messaging associated with the Komen name or brand are current, safe, accurate, consistent and based on evidence and to avoid expense associated with the duplication of existing educational resources. Komen Grantees can purchase Komen educational materials at the Affiliate preferred price. If a grantee intends to use other supplemental materials, they should be consistent with Komen messages.

Komen grantees are eligible to receive preferred pricing for Komen educational materials. Komen materials should be used and displayed whenever possible. To view our educational materials, visit www.shopkomen.com.

Use of Komen's Breast Cancer Education Toolkits for Black and African-American Communities and Hispanic/Latino Communities and Other Resources

Komen has developed Breast Cancer Education Toolkits for Black and African-American communities and Hispanic/Latino communities. They are designed for educators and organizations to use to meet the needs of these communities. The Hispanic/Latino Toolkit is available in both English and Spanish. To access the Toolkits, please visit <http://komentoolkits.org/>. Komen has additional educational resources, including on [komen.org](http://www.komen.org), that may be used in community outreach and education projects. Check with Komen Arizona for resources that may be used in programming.

REVIEW PROCESS

Each grant application will be reviewed by at least three independent reviewers. They will consider each of the following selection criteria:

Impact [20%]: Will the project have a substantial positive impact on increasing the percentage of people who enter, stay in, or progress through the continuum of care? Will the project have a substantial impact on the need described in the funding priority selected? Is the impact likely to be long-term?

Statement of Need [10%]: Does the project address at least one of the funding priorities stated in the RFA and the Affiliate's 2015 Community Profile? Does the project provide services to one or more of the target communities described in the Affiliate's 2015 Community Profile?

Project Design [35%]: Do the goal and objectives described in the Project Work Plan align with the project description and activities? Is it clear what, specifically, is being done through this

project? Is the project designed to meet the needs of specific communities including the cultural and societal beliefs, values, and priorities of each community? Is the project evidence-based? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the project? If the proposed project includes collaboration with other organizations, are the roles of the partners appropriate, relevant and clearly defined? How likely is it that the objectives and activities will be achieved within the scope of the funded project?

Organization Capacity [5%]: Does the applicant organization, Project Director and his/her team have the expertise to effectively implement all aspects of the project? Is there evidence of success in delivering services to the target population? Is the organization fiscally capable of managing the grant project, including having appropriate financial controls in place? Does the applicant organization have the equipment, resources, tools, space, etc., to implement all aspects of the project? Does the organization or staff have appropriate licenses, certifications, accreditations, etc. to deliver the proposed services? Does the organization have a plan to obtain the resources (financial, personnel, partnerships, etc.) needed to sustain the project beyond the grant term (if awarded)? Are collaborations (if proposed) likely to be sustained beyond the grant term?

Monitoring and Evaluation [5%]: Is there a documented plan to measure progress against the stated project goal and objectives, and the resulting outputs and outcomes? Is there sufficient monitoring and evaluation (M&E) expertise for the project? Are there sufficient resources in place for M&E efforts?

National Breast Cervical Cancer Early Detection Program (NBCCEDP / Arizona's Well Woman HealthCheck Program (WWHP) [15%]: Did the organization describe their present relationship with the WWHP? Will the project be effective in supporting, augmenting and not duplicating the services of the WWHP? Did the project adequately explain and demonstrate how Komen Arizona funds will be used only as last resort and a process and plan is in place to assure individuals who are eligible for AHCCCS, WWHP, Breast and Cervical Cancer Treatment Program (BCCTP) or Affordable Care Act (ACA) insurance are enrolled and Komen Arizona dollars are not used in place of AHCCCS, WWHP, BCCTP, or ACA insurance for eligible individuals. If treatment application, does the application prioritize and support connecting WWHP patients screened and diagnosed breast cancer, but not eligible for BCCTP to treatment which is timely, affordable and quality.

Project Education Component [10%]: Each proposed program is required to contain within it an education component related to breast health/cancer. The program must be evidence based and work to complement the program and promote the breast cancer continuum of care. Is the education intervention selected appropriate for the given project? Is it well thought out and planned? Is it evidence based? Is it realistic and likely to have impact? Is the budget and salary realistic and justified? Is the organization or partner organization(s) appropriate – do they have the expertise, qualified staff, personal, resources and infrastructure to conduct and track the education intervention?

The grant application process is competitive, regardless of whether or not an organization has received a grant in the past. Funding in subsequent years is never guaranteed.

Applicant Support: Questions should be directed to:

Kaleb Martorana, Mission Manager
(602) 544-2873 ext. 308
kmartorana@komenarizona.org

SUBMISSION REQUIREMENTS

All proposals must be submitted online through the Komen Grants e-Management System (GeMS): <https://affiliategrants.komen.org>.

Applications must be received on or before January 6, 2017. No late submissions will be accepted.

APPLICATION INSTRUCTIONS

The application will be completed and submitted via the Komen Grants e-Management System (GeMS), <https://affiliategrants.komen.org>. The required sections/pages in GeMS are listed in ALL CAPS and described below. For an application instruction manual, please visit the Affiliate's Grants webpage, www.komenarizona.org, or contact Kaleb Martorana, (602) 544-2873 ext. 308 or kmartorana@komenarizona.org.

PROJECT PROFILE

This section collects basic organization and project information, including the title of the project, contact information and partner organizations.

Attachments for the Project Profile page (if applicable):

- **Letters of support or memoranda of understanding from proposed collaborators–**
To describe the nature of the collaboration and the services/expertise/personnel to be provided through the collaboration.

ORGANIZATION SUMMARY

This section collects detailed information regarding your organization's history, mission, programs, staff/volunteers, budget, and social media.

PROJECT PRIORITIES AND ABSTRACT (limit – 1,000 characters)

This section collects important information about the priorities to be addressed and a summary of the project (abstract). This abstract should include the target communities to be served, the need to be addressed, a description of activities, the expected number of individuals served and the expected change your project will likely bring in your community. The abstract is typically used by the Affiliate in public communications about funded projects.

PROJECT NARRATIVE

This section is the core piece of the application. On the Project Narrative page of the application on GeMS, please address the requests below for each section.

Statement of Need (limit- 5,000 characters)

- Describe evidence of the risk/need within the identified population, using the RFA funding priorities and the 2015 Community Profile as a guide.
- Describe the characteristics (race, ethnicity, economic status, and breast cancer statistics) specific to the target population to be served with Komen funding.
- Describe how this project aligns with Komen Arizona target communities and/or RFA funding priorities.

Project Design (limit- 5,000 characters)

- Explain the proposed project's overall goal and objectives, as outlined in your Project Work Plan, and what specifically will be accomplished using Komen funding.
- Explain how the proposed project's goal and objectives align with the stated priorities in the Affiliate's 2015 Community Profile.
- Describe in detail what will be done and how the project will increase the percentage of people who enter, stay in, or progress through the continuum of care.
- Explain how the project is designed to meet the needs of specific communities including the cultural and societal beliefs, values, and priorities of each community.
- Explain if and how the project is evidence-based and/or uses promising practices (please cite references). In-text citations are required to be included within the Project Design text box. A reference page must be uploaded for citing all sources except for Komen Arizona's Community Profile Report (CPR) and sources cited within the CPR. In-text citations are still required to use the CPR as a source. Citations should follow APA formatting: Example: (Community Profile Report, 2015, p. 500)]
- Describe project collaboration and the roles and responsibilities of all organizations or entities participating in the project, and explain how the collaboration strengthens the project and why partnering organizations are best suited to assist in carrying out the project and accomplishing the goal and objectives set forth in this application.

Organization Capacity (limit- 5,000 characters)

- Explain why the applicant organization, Project Director and staff are best-suited to lead the project and accomplish the goal and objectives set forth in this application. Please include appropriate organization or staff licenses, certifications and/or accreditations.
- Describe evidence of success in delivering breast health/cancer services to the proposed population. If the breast health/cancer program is newly proposed, describe relevant success with other programs.
- Describe the equipment, resources, tools, space, etc., that the applicant organization possesses or will utilize to implement all aspects of the project.
- Describe fiscal capability to manage the delivery of the proposed goal and objectives and ensure adequate measures for internal control of grant dollars.
- Describe the organization's current financial state. How has your organizational budget changed over the last three years? Please explain increase or decrease.
- Describe the plan to secure and allocate resources (financial, personnel, partnerships, etc.) to sustain the project at the conclusion of the grant period.

Monitoring and Evaluation (limit- 5,000 characters)

Grantees will be required to report on the following outputs and outcomes in the progress and final reports: successes and accomplishments, challenges, lessons learned, promising practice example, a compelling story from an individual that was served with Komen funding and number of individuals served through Komen funding for each objective (county, race and ethnicity, age and population group). Please see attachment C for additional required reporting items.

Applicants should include any templates, logic models or surveys to support the Monitoring and Evaluation narrative by adding attachments to the Project Work Plan page.

The Monitoring and Evaluation narrative must address the following items:

- Describe in detail how the organization(s) will measure progress against the stated project goal and objectives.
- Describe how the organization(s) will assess how the project had an effect on the selected priority.
- Describe how the organization(s) will assess project delivery. Describe the monitoring and evaluation (M&E) expertise that will be available for this purpose.
- Describe the resources available for M&E during the course of the project. Specify if these resources are requested as part of this grant, or if they are existing organizational resources.

National Breast and Cervical Cancer Early Detection Program (NBCCEDP) / Arizona's Well Woman HealthCheck Program (WWHP): (limit 5,000 characters)

- Explain how the project prioritizes WWHP patients and will not use Komen Arizona grant funds to duplicate services provided by WWHP. If treatment application – explain how Komen Arizona grant funds will be used to support patients screened through WWHP, diagnosed and not eligible for Breast and Cervical Cancer Treatment Program (BCCTP) to connect WWHP patients to timely, affordable and quality treatment.
- Describe the organization's present relationship with the WWHP.
- How will the program leverage, augment, improve, and/or support the services and fill the gaps in service of the WWHP.
- How will the program ensure it is referring patients and not duplicating the services provided by any other program such as the WWHP for screening and Breast and Cervical Cancer Treatment Program (BCCTP) for treatment, state Medicaid (AHCCCS), or insurance purchased through the Affordable Care Act (ACA).

Project Education Component: (limit 5,000 characters)

Each proposed program is required to contain within it an education component related to breast health/cancer. The program must be evidence based and work to complement the program and promote the breast cancer continuum of care.

Please use this section to explain the required education component of the project, rationale for why it was selected, how it will be used in concert with the proposed project to improve the outcomes identified in the priority selected. Education Project Work Plan Template, Grantee Education Plan must be completed and attached as well as any additional evaluation forms,

surveys, logic model, etc. to monitor progress and determine effectiveness of the objective toward accomplishing the related goal Project Work Plan –Objectives page.

PROJECT TARGET DEMOGRAPHICS

This section collects information regarding the various groups you intend to target with your project. This does not include every demographic group your project will serve but should be based on the groups on which you plan to focus your project's attention.

PROJECT WORK PLAN

In the Project Work Plan component of the application on GeMS, you will be required to submit a single goal and corresponding objectives:

- **The Goal** should be a high level statement that provides overall context for what the project is trying to achieve.
- **Objectives** are specific statements that describe how the project will meet the goal. An objective should be evaluated at the end of the project to establish if it was met or not met.

The project goal must have at least one objective; there is no limit to the number of objectives. Please ensure that all objectives are SMART objectives:

Specific
Measurable
Attainable
Realistic
Time-bound

A guide to crafting SMART objectives can be located in Appendix A or at the following:

<http://ww5.komen.org/WritingSMARTObjectives.html>.

You will also be required to submit the timeline, the anticipated number of individuals to be served, and the evaluation method you will utilize for each objective.

Write your Project Work Plan with the understanding that each item must be accounted for during progress reporting. **The Project Work Plan should include a single goal that will be accomplished with funds requested from Komen Arizona.** Objectives that will be funded by other means should **not** be reported here, but instead, can be included in your overall program description.

Example Work Plan (For additional examples and a SMART objective checklist, please refer to Appendix A.)

GOAL: Provide patient navigation to women with screening abnormalities in order to reduce delays in and barriers to diagnostic care.

OBJECTIVE 1: By February 12, 2018, the patient navigator will have contacted 100 percent of all women with an abnormal screening result within three business days to schedule a follow-up appointment.

OBJECTIVE 2: By March 31, 2018, the project will provide 30 uninsured/underinsured women free/reduced cost diagnostic procedures within 30 days of an abnormal screening.

Attachments to support the Project Work Plan page may include, but are not limited to:

- **Forms, surveys, and logic models** that will be used to assess the progress and/or the effectiveness of these objectives.

BUDGET SECTION

For each line item in the budget, **provide a calculation and a brief justification** explaining how the funds will be used and why they are necessary to achieve proposed objectives. A description of each budget category follows:

KEY PERSONNEL/SALARIES

This section collects information regarding the personnel that will be needed to complete the project. Any individual playing a key role in the project should be included in this section. This section should also include information for any employee's salary for which your project is requesting funds, if applicable.

Attachments Needed for Key Personnel/Salaries Section:

- **Resume/Job Description** – For key personnel that are currently employed by the applicant organization, provide a resume or *curriculum vitae* that includes education level achieved and licenses/certifications obtained. For new or vacant positions, provide a job description (*Two page limit per individual*).

CONSULTANTS/ SUB-CONTRACTS

This section should be completed if your project requires a third party to help with a piece of the project. Consultants are persons or organizations that offer specific expertise not provided by staff and are usually paid by the hour or day. Subcontractors have substantive involvement with a specific portion of the project, often providing services not provided by your organization. Direct Patient Care services, even in subcontracted, should not be included in this section; those funds should be included in the Patient Care budget section.

SUPPLIES

This section should include office supplies, education supplies, and any other type of supplies your organization will need to complete the project.

Note: Komen grant funds may not be used for the development of educational materials or resources. If awarded project funds, grantees must use/distribute only Komen-developed or Komen-approved educational resources. Komen grantees are eligible to receive preferred pricing for Komen educational materials. Komen materials should be used and displayed whenever possible. To view our educational materials, visit www.shopkomen.com.

TRAVEL

This section should be completed if you are requesting funds for any type of travel including conference travel, registration fees and mileage reimbursement by organization staff or volunteers related to project activity. (This section is NOT for transportation assistance for patients/clients – this expense should be recorded on the “Patient Care” page.)

PATIENT CARE

This section should include all funds requested for providing a direct service for a patient. This should be the cost you will need to provide the services mentioned in the goal and objectives of the application. Navigation or referral programs should not include the program costs in this section.

OTHER

This section should include any allowable expenses that do not fit the other budget categories. This section should only be used if the item cannot be included on any of the other various budget sections.

INDIRECT

This section collects the allowable indirect cost, which is requested as a percentage of direct costs.

PROJECT BUDGET SUMMARY

This section includes a summary of the total project budget. Other sources of funding must also be entered on this page.

Attachments Needed for the Project Budget Summary Section:

- **Proof of Tax Exempt Status** – To document your **federal tax-exempt status**, attach your determination letter from the Internal Revenue Service. Evidence of state or local exemption will not be accepted. Please do not attach your Federal tax return. To request verification of your organization's tax-determination status, visit the following page on the IRS Web site:

<http://www.irs.gov/Charities-&-Non-Profits/EO-Operational-Requirements:-Obtaining-Copies-of-Exemption-Determination-Letter-from-IRS>

- **Please refer to the chart below for a list of required attachments including where to attach documentation in GeMS.**

Required Attachment	Where to Attach in GeMS
Information regarding Key Personnel – For key personnel responsible for carrying out the grant-funded project that are currently employed by the applicant, provide résumés or curricula vitae. For new or vacant positions, provide job descriptions (Two page limit per individual).	Budget - Salaries
Proof of Non-Profit Status – To document your federal tax-exempt status, attach your determination letter from the Internal Revenue Service. Evidence of state or local exemption for paying taxes will not be accepted. Government agencies and health districts	My Organization > Organization Details> Organization Details

<p>should attach determination letters from the IRS confirming your agency is a qualified sub-agency of a government entity.</p> <p>To request verification of your organization's tax-determination status, visit the following page on the IRS Web site:</p> <p>http://www.irs.gov/Charities-&-Non-Profits/EO-Operational-Requirements:-Obtaining-Copies-of-Exemption-Determination-Letter-from-IRS</p>	
<p>Complete form 990 from most recent federal tax return.</p>	<p>Project Budget Summary under "Upload Required Financial/Insurance Documentation as outlined in the RFA"</p>
<p>Audited fiscal year-end financial statement from most recent year available.</p>	<p>Project Budget Summary under "Upload Required Financial/Insurance Documentation as outlined in the RFA"</p>
<p>Audited fiscal year-end financial statement from most recent year available.</p>	<p>Project Budget Summary under "Upload Required Financial/Insurance Documentation as outlined in the RFA"</p>
<p>Board of Directors list, including occupations and/or community affiliations and contact information.</p>	<p>Project Budget Summary under "Upload Required Financial/Insurance Documentation as outlined in the RFA"</p>
<p>MOUs/Fiscal Sponsorships</p> <p>Provider subcontractors stating agreement to accept no more than Medicare rates for screening and diagnostic procedures</p> <p>Provider subcontractors stating agreements to accept no more than Medicare rates for treatment procedures or offer pro-bono services</p> <p>Organizations using a fiscal sponsor must include a copy of the memorandum of agreement (MOU) or (sub) contract between your organization and the fiscal sponsor, along with a statement about the nature of the relationship with the fiscal sponsor and a clear expectation of which agency will be responsible for complying with the insurance requirements listed above. Reminder: Organizations using a fiscal sponsor must be approved to submit an application in advance (such decisions are made on a case-by-case basis).</p>	<p>Project Profile > Partners</p>
<p>Project Work Plan Template, Education Project Work Plan and Grantee Education Plan, Survivorship Care Plan Template (if</p>	<p>Project Work Plan – Objectives</p>

<p>program diagnosis patients)and any other evaluation forms, surveys, logic model, etc. to monitor progress and determine effectiveness of the objective toward accomplishing the related goal.</p> <p>Note: Attachment required for each objective; objectives may use the same evaluation tools.</p>	
<p>Anticipated request for waiver of required insurance coverage – if appropriate</p>	<p>Project Budget Summary under “Upload Required Financial/Insurance Documentation as outlined in the RFA”</p>
<p>Reference Summary if needed for responses to Project Narrative questions</p> <p>Use consistent formatting for all citations</p> <p>All citations should include title of study/publication/article, date of publication, author(s)/researcher(s), publication location, URL to download Web-available references</p>	<p>Project Budget Summary under “Upload Required Financial/Insurance Documentation as outlined in the RFA”</p>

APPENDIX A: WRITING SMART OBJECTIVES

Project planning includes developing project goals and objectives. **Goals** are high level statements that provide overall context for what the project is trying to achieve. **Objectives** are specific statements that describe what the project is trying to achieve and how they will be achieved. Objectives are more immediate than goals and represent milestones that your project needs to achieve in order to accomplish its goal by a specific time period. Objectives are the basis for monitoring implementation of strategies and/or activities and progress toward achieving the project goal. Objectives also help set targets for accountability and are a source for project evaluation questions.

Writing SMART Objectives

To use an objective to monitor progress towards a project goal, the objective must be **SMART**.

A **SMART** objective is:

1. **Specific:**
 - Objectives should provide the “who” and “what” of project activities.
 - Use only one action verb since objectives with more than one verb imply that more than one activity or behavior is being measured.
 - Avoid verbs that may have vague meanings to describe intended output/outcomes (e.g., “understand” or “know”) since it may prove difficult to measure them. Instead, use verbs that document action (e.g., identify 3 of the 4 Komen breast self –awareness messages).
 - The greater the specificity, the greater the measurability.
2. **Measurable:**
 - The focus is on “how much” change is expected. Objectives should quantify the amount of change expected.
 - The objective provides a reference point from which a change in the target population can clearly be measured.
3. **Attainable:**
 - Objectives should be achievable within a given time frame and with available project resources.
4. **Realistic:**
 - Objectives are most useful when they accurately address the scope of the problem and programmatic steps that can be implemented within a specific time frame.
 - Objectives that do not directly relate to the project goal will not help achieve the goal.
5. **Time-bound:**
 - Objectives should provide a time frame indicating when the objective will be measured or time by which the objective will be met.
 - Including a time frame in the objectives helps in planning and evaluating the project.

SMART Objective Examples

Non-SMART objective 1: Women in Green County will be provided educational sessions.

This objective is not SMART because it is not specific, measurable, or time-bound. It can be made SMART by specifically indicating who is responsible for providing the educational sessions, how many people will be reached, how many sessions will be conducted, what type of educational sessions conducted, who the women are and by when the educational sessions will be conducted.

SMART objective 1: By September 2017, Pink Organization will conduct 10 group breast cancer education sessions reaching at least 200 Black/African American women in Green County.

Non-SMART objective 2: By March 30, 2018, reduce the time between abnormal screening mammogram and diagnostic end-result for women in the counties of Jackson, Morse and Smith in North Dakota.

This objective is not SMART because it is not specific or measurable. It can be made SMART by specifically indicating who will do the activity and by how much the time will be reduced.

SMART objective 2: By March 30, 2018, Northern Region Hospital breast cancer patient navigators will reduce the average time from abnormal screening mammogram to diagnostic conclusion from 65 days to 30 days for women in the counties of Jackson, Morse and Smith in North Dakota.

SMART Objective Checklist

Criteria to assess objectives	Yes	No
1. Is the objective SMART?		
<ul style="list-style-type: none"> Specific: Who? (target population and persons doing the activity) and What? (action/activity) 		
<ul style="list-style-type: none"> Measurable: How much change is expected? 		
<ul style="list-style-type: none"> Achievable: Can be realistically accomplished given current resources and constraints 		
<ul style="list-style-type: none"> Realistic: Addresses the scope of the project and proposes reasonable programmatic steps 		
<ul style="list-style-type: none"> Time-bound: Provides a time frame indicating when the objective will be met 		
2. Does it relate to a single result?		
3. Is it clearly written?		

Source: Department of Health and Human Services- Centers for Disease Control and Prevention. January 2009. Evaluation Briefs: Writing SMART Objectives. <http://www.cdc.gov/healthyouth/evaluation/pdf/brief3b.pdf>