
FLORIDA
BREAST
CANCER
FOUNDATION



Advocacy, Education, Research

Request for Education Grant Applications

Proposals Now Being Accepted

Thanks to all the continuing support of Floridians in purchasing the end breast cancer specialty plate as well as in the Florida Breast Cancer Foundation's network of breast cancer supporters, survivors and activists fighting to end breast cancer, we have invested over \$800,000 to fulfill our goal of dedicated funding for education and research programs in the state of Florida.

The Florida Breast Cancer Foundation (FBCF), along with those who generously support us with their talent, time and resources, is working to better the lives of those facing breast cancer in the Florida community. Grants are awarded in support of innovative education and research programs throughout Florida.

The Florida Breast Cancer Foundation is currently offering education grants of up to \$10,000.00 for innovative projects in the areas of breast health and breast cancer education, outreach, and support targeting services not otherwise available to the medically underserved populations of Florida. Grants are available for up to one (1) year.

Important Note

Applications will be accepted for innovative breast health or breast cancer, education, and outreach or support projects in Florida that focus on "high-risk" populations. However, projects that specifically address the objectives outlined in the "Priority Areas" and "Statement of Need" statements below will be given priority.

Funding is not available for screening or treatment programs.

All requests for education funding should be directed to the Florida Breast Cancer Foundation Education Committee. More information on funding opportunities is available at www.FloridaBreastCancer.org.



2010 Priority Areas:

- 1) This year's designated Education grant theme is: **Education that Empowers Families to Play an Active Role in Breast Health for All.**
- 2) The Foundation is particularly interested in reviewing proposals that target: **Individuals with Language and Cultural Barriers; Individuals who Live in Underserved Areas; and Interventions that Engage Health Care Professionals.**

2010 Statement of Need:

- 1) Developing innovative community education and outreach programs for underserved, 'high risk' individuals which focus on breast health promotion as well as available resources for the screening and treatment of breast cancer.
- 2) Developing innovative breast health educational materials which demonstrate cultural sensitivity through images, language or other means for underserved, and at 'high risk' populations.
- 3) Providing training for health care professionals or others serving 'high risk', underserved populations on how to incorporate culturally sensitive breast health education into outreach, education, prevention, and treatment services (Cultural sensitivity may include materials for non-English-speakers).
- 4) Developing a dissemination plan for distribution of breast health education materials previously funded by FBCF (brochures, literature, etc.) to 'high risk' and underserved populations.

FBCF will NOT fund screening or treatment programs

Application Deadline is May 28, 2010.
Applications must be postmarked by this date to be accepted.



Guidelines and Instructions for Applicants

The purpose of this program is to address the breast health and breast cancer education needs of individuals in Florida.

Important Dates:

February 24, 2010	Optional Grant Workshop Conference Call
March 1, 2010	Announcement of RFP
May 28, 2010	Application due (must be postmarked no later than this date)
August 2, 2010	Announcement of grant award recipients
September 1, 2010	Grant cycle begins
August 31, 2011	End of grant cycle

Qualifications: Only Florida non-profit community based organizations with a 501(c)3 status are eligible to apply for funding. US citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be providing services in Florida.

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 non-profit (Federally tax-exempt) organization, e.g. nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible.
- Services must be provided in Florida.
- Indirect costs, if applicable, should be no more than 15% 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 for general work of any employees.

Review: Applications received complete, and meeting compliance with all guidelines, will be submitted for review by a panel established through the FBCF grants committee. Applicants will be given 3 working days to respond to any questions from the review committee. Any questions will be addressed to the project director as indicated on the application.

Education Materials: A variety of education materials are available from American Cancer Society, National Cancer Institute, Susan G. Komen for the Cure, and Cancer Information Services. Some items are targeted to special populations; this by no means is an exhaustive list. Before requesting funds to create new materials, applicants are strongly encouraged to contact

any or all the organizations listed. We recommend that existing materials be used in any project whenever possible.

Agreements: A grant agreement will be the legal mechanism for funding.

Grant period: Grant period begins September 1, 2010 and will conclude on August 31, 2011.

Payment and Reporting: The payment will be made no later than thirty (30) days after receipt of the fully executed agreement. A progress report is due at the end of six (6) months of the agreement. A final report is due within sixty (60) days of completion of the grant period.

Letters of support and additional materials: DO NOT send additional materials (i.e. reprints, complete curriculum vitae or letters of support). Any additional materials will not be reviewed.

Confirmation of receipt of application: Application receipt confirmation 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 Florida Breast Cancer Foundation regarding the status of the application during the review period as information cannot be provided.

Announcement: Announcement of grants awarded will be made by August 2, 2010. Project directors will be notified of the outcome of the review in writing.

Number of grants to be awarded: The actual number of awards will depend on the amount of funding granted per project.

Applications should include and be ordered as follows:

1. **Cover Page** (Form Attached)

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

2. **Project Description**

Note: This section should not exceed five (5) typewritten pages. Font size should be no smaller than a ten-point typeface. **All areas of this section are required to be addressed)**





- a. Brief explanation of project.
- b. Statement of need/ problem to be addressed.
- c. Description of constituency to be served and how they will be benefited (Please indicate number of women to be served).
- d. Description of program goals and measurable objectives.
- e. Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your organization?
- f. Timetable for accomplishing goals (**Please note:** 6 month progress report is required).
- g. Description of other organizations or entities, if any, participating in the Program. If applicable, letters of collaboration should be included from each organization.

- h. Long term strategies for funding of the Program after initial funding.
 - i. A review of comparable programs offered in this service area and an explanation of how this program is unique.
 - j. Definition of success for the Program and how it will be measured.
 - k. Use of the Program's results and how they are to be disseminated.
3. **Financial Information** (Not to exceed three (3) typewritten pages).
- a. Budget for requested funds (Form Attached).
 - b. Budget Justification.
 - c. List of other sources of current funding for the project.
4. Biosketch form for project director and attendant personnel listed in budget request.
Note: No more than two pages per person
5. Proof of non-profit status for applicant institution.

Failure to stay within page limitations as stated as above will result in delayed processing and/or refusal of the application

All grant applications MUST be submitted in the following two forms: Hardcopy and Electronic.

1. Hardcopy Submission: When submitting hardcopy of the grant, please mail the grant application and all required documents together to the following address with a postmark date no later than May 28, 2010.

-  **Submit ten (10) hardcopies of each application.**
-  **Applications should be bound by staples only.**
-  **Please no spiral bound materials.**
-  **Fax copies will not be accepted.**

Mail application and required documents to:

Florida Breast Cancer Foundation
Attn: Jessica Parker-Kerr, Programs Manager
1250 East Hallandale Beach Boulevard, Suite 501
Hallandale, FL 33009

2. Electronic Submission: When submitting the grant application electronically, please email the proposal to Jessica Parker-Kerr at e-mail address: Jessica@FloridaBreastCancer.org and Assistant@FloridaBreastCancer.org

<p>Important: Failure to meet the above criteria will automatically exclude the grant application from being considered for review and hence, funding. Any applications postmarked after the deadline will NOT be considered.</p>

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Cover Sheet

Education Grant Request for Funding

Project Director & Title:

Institute/Organization:

Address:

Phone:

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Fax:

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Email:

Title of Project:

Total Amount Requested:

Grant Period:

September 1, 2010 to August 31, 2011

Signature & Title of Approving

Date:

Personnel: (Other than Program Director)

Name & Title of Approving

Institutional Personnel: (Typed)

Applications Must Be Postmarked By May 28, 2010

(Photocopies of this form are acceptable)

Any applications postmarked after the deadline will NOT be considered.

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Abstract Sheet

Project Director: _____

Organization/Institution: _____

Target Population: _____

In the space below, please provide a short abstract, not to exceed 200 words, written in lay terms for release to the general public should this application be chosen for funding.

Permission to Publish:

Permission is hereby granted to Florida Breast Cancer Foundation to publish the above abstract should this application be selected for funding.

Signature: _____

Date: _____

Name: (Typed) _____

Phone Number: _____

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Biosketch Sheet

Project Director (Last Name, First, Middle)

Biographical Information

Information should be submitted for the project director and other personnel included in budget request. Please use a separate form for each person.

Name:

Title:

Education: Begin with baccalaureate or initial professional education, such as nursing, include postdoctoral training.

Institution (Indicate Location)	Degree	Year Conferred	Field of Study

Professional Experience: Please list, in chronological order, concluding with present position, previous employment, experience and honors and any previous advocacy/educational or project management experiences. Include information about your qualifications to run the project you are applying to fund. Do **NOT** Exceed Two (2) Pages.

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Budget Sheet

Detailed Budget for Entire Grant Period from <u>September 1, 2010</u> through <u>August 31, 2011</u>	Total Requested Amount:
Personnel: (Detail in Budget Justification Sheet on next page)	
Supplies: (Itemize by Category)	
Equipment: (Not to exceed 30% of direct costs)	
Travel:	
Other Expenses: (Itemize by Category)	
Subtotal - Direct Costs:	
Indirect Cost Allocation: (Not to exceed 15%)	
Total Funding Request:	

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Budget Justification Sheet

Personnel:

Name	Role on Project	Type of appt. (months)	% Effort on Project	Base Salary	Salary Requested	Fringe Benefit	Total

(List additional personnel, if necessary)