



## Request for Education Grant Applications Proposals Now Being Accepted

Thanks to all the continuing support of Floridians purchasing the “End Breast Cancer” specialty license plate, along with the Florida Breast Cancer Foundation’s network of breast cancer supporters, survivors, and activists fighting to end breast cancer, we have invested over \$7.0 million 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 Florida. Grants are awarded in support of innovative education and research programs throughout Florida.

The FBCF is currently offering education grants for Florida organizations: Up to \$5,000.00 for projects in a single county and up to \$10,000.00 for projects provided in multiple counties that focus on education in **one-on-one, small group settings, or virtual technology** to reach as many people as possible. Grants are available for projects that take place over a minimum of a 12-month period. Multi-year grants are available, contingent on the success of the program and funds available. A written request must be provided to FBCF no later than 9 months following the original start date.

The FBCF requires each grantee to conduct a minimum of two educational sessions during the grant period AND we encourage each grantee to provide or connect with a partner(s) organization(s) to deliver a variety of support resources as defined below.

### Support Resources:

- Mammograms and other screening services
- Diagnostic testing
- Medical treatments
- Financial assistance
- Emotional support for patients, their families, caregivers, and survivors
- Transportation services
- Home care services
- Child care services
- Nutritional guidance
- Complementary therapies (e.g. yoga, acupuncture, massage, etc.)
- Prostheses, wigs, lymphedema sleeve, etc.
- Breast cancer navigation services

**Application Deadline is March 15, 2021.  
Applications must be postmarked by this date to be accepted.**



**2021 Priority Areas:** (Must choose at least one priority area)

1. Educate women and men in the areas where they need to become proactive advocates for their own breast health through on-on-one, small group, or virtual technology Educational Workshops (i.e. pre-diagnosis, urgency after diagnosis, types of chemo, types of surgery, etc.)
2. Provide education to breast cancer survivors, their families, and advocates on life after or with cancer, including the “transition phase” from active treatment to survivorship.
3. Provide education on breast health to young women and men with a focus on middle school, high school, and college ages.
4. Create and provide a method of education on late stage breast cancer diagnosis that will help reduce the percentage of these diagnoses in the areas that exceed the state of Florida average.

**Important Note**

**Funding is not available for screening, treatment programs, one-time events, conferences, symposiums, seminars, or participation as an exhibitor, presenter, attendee at health fairs, conferences, symposiums, and seminars.**

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](http://www.FloridaBreastCancer.org).



## Guidelines and Instructions for Applicants

The purpose of the Education Grant Program is to address the breast health and breast cancer education needs of individuals in Florida.

### Important Dates:

January 11, 2021	Announcement of RFP
March 15, 2021	Application due - <b>Must be submitted no later than this date</b>
May/June 2021	Grantees notified of funding and disbursement of funds
July 1, 2021	Grant cycle begins
January 1, 2022	6 Month Progress Report Due
June 30, 2022	End of Grant cycle and Final Report Due

**Qualifications:** Only Florida non-profit community-based organizations that are tax-exempt under Internal Revenue Code section 501(c)(3) and Florida governmental entities are eligible to apply for funding, e.g., Florida tax-exempt non-profit organizations, Florida tax-exempt educational institutions, Florida governmental agencies, and Indian tribes within the State of Florida. US citizenship or residency is not required. Applications must be submitted in English.

### Restrictions:

- Projects must be specific to breast health awareness and education/or breast cancer; e.g. if a project is a combined breast and other cancer project, funding may only be requested for the breast cancer portion.
- Services must be provided in Florida.
- If virtual technology is being used, a reasonable percentage of users must be from the state of Florida.
- Equipment costs, if applicable, may not exceed 15% of direct costs and should be used 100% on this project.
- FBCF will only cover up to \$10.00 per person per meal.
- Travel costs must adhere to current IRS guidelines, in regards to the employee and volunteer transportation reimbursement rate.

**Review:** Applications received that are complete and meeting compliance with all guidelines will be submitted for review by a panel established through the FBCF Education 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.

Each grant application will be reviewed by at least three independent reviewers. During the review and scoring they will consider each of the following selection criteria:

- **Statement of Need:**
  - A clear and compelling statement of need.
  - Identify the problems confronting the constituent population that need to be addressed.
  
- **Population and Demographics:**
  - A clear and completely defined description of who the organization is currently serving and who they will be serving through the project.
  - Demographics for the individuals to be served should be described in terms of: ethnicity, age, sex, whether medically underserved by area or by population, by incidence or diagnosis, mortality, and by stage of diagnosis and any other demographic information that may be relevant to the proposal.
  
- **Impact:**
  - Specific, achievable and timely goals.
  - Quantitative analysis of the number of lives that were positively affected by the education grant, is of critical importance in evaluating grant proposals.
  
- **Feasibility:**
  - The objectives and activities that will be achieved within the scope of the funded project.
  - A well-planned budget, which is appropriate for the project and follows the guidelines and requirements set by FBCF.
  - A budget justification that explains in detail the reasoning and need for the costs associated with the project.
  
- **Capacity:**
  - Organization, project director, and his/her team will have the expertise to effectively implement all aspects of the project.
  - Organization and project should be consistent with the cultural diversity of the population/demographic area to be served.
  
- **Collaboration:**
  - Collaboration among organizations with similar or complementary goals, is strongly encouraged.
  - The roles of the partners should be appropriate and relevant to the project.
  - The partnership(s) should allow for the continuum of care to become more complete with this project and the collaborations.
  
- **Sustainability:**
  - The project should not be a "one time" project, but be sustained over multiple years.
  - A first year plan that includes current and/or future sustainability of the project.
  - Partnerships to be sustained past project period.
  - The impact of the project should not be dependent on future funding from FBCF.

- **Evaluation:**
  - A sufficient and documented plan to evaluate its impact, collaboration, and sustainability.
  - Evaluation plan will monitor the impact or effectiveness of the project initially and over time.
  - Quantitative measurements of the evaluation results.
  - The evaluation conducted allows the project to be modified in response to favorable or unfavorable evaluation results.

The grant application process is competitive. Whether or not an organization has received a grant in the past, funding in subsequent years is never guaranteed.

**Budget Description:**

- **Salaries and Honorariums:** Salaries for all personnel who will be working on the project should be included, unless the person being paid is a full time employee, working within their normal working hours and normally provides the services being performed. Salaries of administration or project management are not to be included. For each person, indicate the time to be spent on the project and the amount to be paid by the funding agency. Where appropriate, indicate the base rate and the method used to arrive at the requested amount.
- **Materials and Supplies:** Materials and supplies include consumable items (e.g. education materials, promotional items, refreshments, printing supplies, etc.) required for the project. The amount requested should be supported by descriptions of the items included and estimates of their costs.
- **Equipment:** Equipment costs, may not exceed 15% of direct costs and may be prorated according to the life of the equipment. Equipment purchased under the grant must be used 100% on this project, be necessary to the program, and not available or easily accessible. It is the project director’s responsibility to determine the lack of availability or accessibility before including an equipment request in the budget. Each item of equipment requested should be listed separately (with as much specific information) and justified in the budget justification. Ordinarily, the purchase of general purpose equipment (e.g. laptops, projectors, printers, etc.) is not allowed.
- **Travel:** Travel costs must adhere to the IRS guidelines, in regards to the employee and volunteer transportation reimbursement rate. The budget justification should indicate who will travel, where, and why, and include (estimated air fare, cost of meals and lodging, meeting registration fees, etc.)
- **Other Expenses:** Other allowable expenses include such items as postage, telephone, photocopying, etc. These expenses should be itemized in the budget.
- **In-Kind Donations:** In-kind, or non-cash, donations can be goods, services or the labor of people assigned to assist a nonprofit organization. Project Director can determine the

value of these contributions, as stated by the donor, for the outright donation or loan over a specified period.

**Education Materials:** A variety of education materials are available from Florida Breast Cancer Foundation, American Cancer Society, Force, National Cancer Institute, Sharsheret, The Cleveland Clinic, and Center for Disease Control. 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.

**Sources for Demographic Information:** The following are only some of the potential sources that may be helpful in describing demographic information:

- National Cancer Institute <http://www.cancer.gov/types/breast>
- National Cancer Institute Surveillance, Epidemiology, and End Results Program <http://seer.cancer.gov/>
- American Cancer Society <http://www.cancer.org/cancer/breastcancer/index>
- Metastatic Breast Cancer Network <http://mbcn.org/education/category/statistics>
- Florida Statewide Cancer Registry Florida Cancer Data System <http://fcds.med.miami.edu/inc/publications.shtml>
- Department of Health and Human Services Health Resources and Services Administration <http://www.hrsa.gov/shortage/find.html>
- Florida Breast and Cervical Cancer Early Detection Program <http://www.floridahealth.gov/diseases-and-conditions/cancer/breast-cancer/bccedp.html>

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

**Acknowledgement of Donor Source:** Each organization website and project materials must contain an acknowledgment that the funds for the project come from the Florida Breast Cancer Foundation through the purchase of the Florida "End Breast Cancer" specialty license plate and the Florida Voluntary Driver License and Auto Tag Renewal Check-off Programs funding the "End Breast Cancer" program. All printed and electronic announcements for projects and marketing materials for projects must contain FBCF Logo and an acknowledgement that the funds for the projects come from the Florida Breast Cancer Foundation through the purchase of the "End Breast Cancer" specialty license plate and the Florida Voluntary Driver License and Auto Tag Renewal Check-off Programs funding the "End Breast Cancer" program.

**Grant period:** Grant period begins July 1, 2021 and will conclude on June 30, 2022.

**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 start of the grant period and a final report is due at the completion of the grant period. If reports do not meet the assigned deadlines, all funds may be requested to be returned to the Foundation.

**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 emailed to the project director following review for compliance to guidelines. Please do not contact FBCF regarding the status of the application during the review period as information cannot be provided.

**Announcement:** Announcement of grants awarded will be made in June 2021. 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, if other than project director, required.

2. **Abstract Page** (Form Attached)

3. **Project Description (MUST BE INCLUDED and DETAILED)**

**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, MUST be labeled "a" through "l", and MUST be included within the 5 pages.

- a. List the Priority Area(s) focused on in proposal
- b. Clear and detailed explanation of project. Identify if this is a new project or a continuation or expansion of an existing project. Specific number of events/ programs and individuals targeted must be included. Virtual events must provide the percentage of the audience that will be Floridians.
- c. Description of the population currently being served and the population to be served by the project. Demographic metrics will be requested in the progress reports.
- d. Statement of need/ problem to be addressed.
- e. Describe in detail the projected impact that the project will have on the constituency to be served, including how many are expected to benefit from the project. If this is a continuation or expansion of an existing project, please provide a description of the long term impact. Specific numbers must be included.
- f. Description of how the selected priority will be affected by the project.
- g. Description of the feasibility of the proposed project including the description of how the funds will be used and the reasoning and need for the funds.
- h. Describe the expertise needed to accomplish the project and compare that required expertise to the expertise of the Project Director and the team that will be working on the project. Is this a new or ongoing activity of your organization?

- i. Description of other organizations or entities, if any, participating in the project. (If applicable, letters of collaboration should be included from each organization.)
  - j. Long-term strategies for funding of the project after the initial funding. Describe in detail how the project will be sustained after the initial funding.
  - k. How is this project unique compared with comparable projects offered in this service area?
  - l. Use of the project's results and how they are to be disseminated.
  - m. Description of how the project will be evaluated. Describe the interim (6-month) evaluation in detail including both the baseline evaluation and the periodic evaluation. Describe how the evaluation will be conducted at the end of the grant period and during the additional 12-months after the grant period. Describe how changes will be made based on the evaluation results.
4. **Financial Information (Must be specific. Not to exceed three (3) typewritten pages).**
    - a. Budget for requested funds (Form Attached).
    - b. Budget justification.
    - c. Administrative salaries or office/storage rental may not be included in direct costs.
    - d. List of other sources of current funding for the project.
  5. **Biosketch form for project director and project education personnel. Note:** No more than two pages per person.
  6. **Proof of current non-profit status for applicant institution, must include EIN number.**

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

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

**Electronic Submission:** When submitting the grant application electronically, please email the complete proposal to Jessica Parker-Kerr at e-mail address: [Jessica@FloridaBreastCancer.org](mailto:Jessica@FloridaBreastCancer.org) and [Assistant@FloridaBreastCancer.org](mailto:Assistant@FloridaBreastCancer.org)

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