



2011-12 Mini-Grant Application

MINI-GRANT OVERVIEW

- Mini-grants are available for up to \$2,000 to support activities related to **breast cancer education, access to screening, treatment and survivor support activities and training related to breast cancer education and services.**
- Komen Community Grant Recipients may NOT receive a mini-grant while they are a current Komen Community Grant recipient. They may receive a mini-grant if they are a Rural Transportation Grantee.
- Mini-grants are designed to support concrete, discrete activities with immediately recognizable outcomes.
- No screening costs/services or patient assistance will be considered.
- No on-going staffing or capital outlay costs will be considered.
- Mini-grants funds **cannot** be used for breast cancer treatment or to conduct research.
- Examples of projects: Special events, training, survivor celebrations, purchasing educational materials, turning sporting events “pink”, transportation, speaker fees for an event, volunteer training and incentives, pink shawl events, printing special books about survivors and conference travel related to breast cancer.
- Pilot projects will be considered if they meet the above guidelines.
- **Applications are accepted four times a year. They must be hand delivered or postmarked by 5:00 p.m. on March 15, June 15, August 15, and December 15.**

ELIGIBILITY

Following are the eligibility requirements for submitting a mini-grant application:

- **Activities of the mini-grant must be specific to breast health or breast cancer.**
- The applicant must be a not-for-profit organization. This can include government agencies, tribes, health organizations as well as community-based agencies.
- The applicant must be based in Oregon or Southwest Washington (Clark, Cowlitz or Skamania counties) or serve women located in those areas.
- The maximum amount requested must be no more than \$2,000.
- An applicant may receive no more than one mini-grant in any fiscal year, April 1 – March 31.

HOW TO APPLY

To apply for a mini-grant, you must do the following:

- Answer the application questions clearly and succinctly.
- Complete the attached budget form and budget narrative.
- Attach proof of not-for-profit status.
- Obtain sign-off from someone with appropriate authority to bind your agency or organization.
- **Submit an original and twelve copies to the Komen office:**

SUSAN G. KOMEN FOR THE CURE®
OREGON & SW WASHINGTON AFFILIATE
ATTN: GRANT COMMITTEE
1500 SW 1ST AVENUE, SUITE 270
PORTLAND, OREGON 97201

MINI-GRANT REVIEW TIMELINE AND AWARD PROCESS

The Grant Committee of the Susan G. Komen for the Cure®, Oregon & SW Washington Affiliate reviews mini-grants within one month from the application deadline dates. Awardees will be notified by mail by the end of the month following the review. **In most circumstances**, awardees will receive their funding within 4 weeks of original notification of award.

REQUIREMENTS

If your agency or organization is awarded a Susan G. Komen for the Cure®, Oregon & SW Washington Affiliate mini-grant you must agree to the following:

- Assure that all activities, materials, services, etc. will be specific to breast health or breast cancer.
- Identify someone in your organization who will have final accountability for implementing the mini-grant in a timely manner.
- Give recognition to the Susan G. Komen for the Cure®, Oregon & SW Washington Affiliate using the logo provided.
- Complete a final report with photos and submit a copy of any products or written materials developed, created or modified as part of the mini-grant.
- Insure that mini-grant funds **will not** be used to fund treatment of breast cancer.
- Complete an W-9 form

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE WITH YOUR APPLICATION, CONTACT:

GAIL BROWNMILLER, MPA
DIRECTOR OF COMMUNITY PROGRAMS
OREGON AND SW WASHINGTON AFFILIATE
SUSAN G. KOMEN FOR THE CURE®
GBROWNMILLER@KOMENOREGON.ORG
1-800-404-8241

**GRANTS MUST BE HAND-DELIVERED OR POSTMARKED
BY 5:00 P.M. ON THE FOLLOWING DEADLINE DATES:**

MARCH 15, JUNE 15, AUGUST 15, DECEMBER 15



2011-12 Mini-Grant Application

DIRECTIONS

Answer the following clearly and succinctly. Mini-grant applications may be no more than 5 pages total. **Submit an original application and 12 copies to the Komen office:**

SUSAN G. KOMEN FOR THE CURE®
OREGON & SW WASHINGTON AFFILIATE
ATTN: GRANTS COMMITTEE
1500 SW 1ST AVENUE, SUITE 270
PORTLAND, OREGON 97201

DATE APPLICATION SUBMITTED: _____

CONTACT INFORMATION

Name of Agency or Organization: _____

Address: _____

City: _____ State: _____ County: _____ Zip: _____

Contact Person:
(Mr./Ms./Mrs.) _____

Phone: _____ Fax: _____

Email: _____

CEO of Organization
(if different from contact person): _____

Signature of Authorized Signer

PROJECT INFORMATION

____ Pilot Project (*check here if this applies*)

Name or Title of Mini Grant Project: _____

Time Period for Project From: _____ To: _____

Dollar Amount Requested: \$ _____ No. of people served: _____

MINI-GRANT PROJECT DESCRIPTION – PLEASE TYPE YOUR ANSWERS.

A. NARRATIVE DESCRIPTION

1. What under-served population or unmet need is this project addressing?
2. Describe the activities of your project.
3. What is the outcome you hope to achieve as a result of this project?
4. Complete the attached budget. Budget items should clearly connect to the activities of the proposed project.
5. Who will have final accountability for carrying out the project and monitoring its timely completion?
6. Explain how you are working with community partners relevant to this project?

B. EVALUATION INFORMATION

How will you determine if your project has been successful and/or has had an impact?

C. KOMEN RECOGNITION

How will you give recognition and visibility to the Oregon & SW Washington Affiliate of Susan G. Komen for the Cure®?

D. PREVIOUS KOMEN FUNDING

Please list the years and types of grants received. If Komen has funded this organization previously, please include a copy of your last project report.

E. OTHER INFORMATION (OPTIONAL)

- If your project is part of a larger event or a broader context, you may want to explain how this mini-grant fits and what other funding sources are supporting it. **Please review guidelines on the cover page. If this is a pilot project, please discuss plans for future funding (this may include application to the Komen Community Grant Program).**
- What are your plans for follow-up? (e.g., with a certain target group), or continuation after you have used the mini-grant funds. (e.g., is this something that you hope to be ongoing or recurring on a regular basis)?

Items	Komen Request	Other Funds	Total Project
Speaker			
Educational Materials			
Educational Equipment			
Food			
Gifts/Incentives			
Travel Expenses			
Printing/Mailing			
Advertising			
Supplies			
Event space / AV			
Total			

Please explain each line item over \$150.
 Requests for advertising funds should usually be less than \$300. If it is budgeted for a higher amount, please provide a detailed justification.