

2016 Funding

Request for Applications

Metastatic Breast Cancer Grants Program: *Identify - Amplify - Unify*

Release Date: March 1, 2016

Letter-of-Intent Submission Deadline: April 15, 2016

Full Proposal Submission Deadline (by invitation only): July 8, 2016

Notification of Awards: By October 31, 2016

Award Start Date: January 1, 2017



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Introduction

The Avon Breast Cancer Crusade and Pfizer Oncology announce the second year of an exciting partnership - the Metastatic Breast Cancer Grants Program: *Identify – Amplify – Unify* (MBC Grants Program). This initiative will provide up to \$1-million in grants to support non-profit organizations developing programmatic solutions to address the challenges experienced by metastatic breast cancer patients and their caregivers. Informed by lessons learned from its first year of grantees, Avon and Pfizer will continue to ‘put into action’ recommendations from recent expert panels and studies on quality of life issues of patients, caregivers and communities by:

- **Identifying** the needs of Metastatic Breast Cancer (MBC) Patients
- **Amplifying** awareness, education and resources for patients and providers, and
- **Unifying** to support the MBC community.

The Avon-Pfizer partnership will continue to support programs that:

- Improve the quality of life for individuals living with MBC
- Address gaps in services and education for the MBC community
- Reduce barriers to care, information, and services for medically underserved MBC patients

Eligibility Requirements: Application to the fund is open to nonprofit organizations located in and running programs in the United States that focus on issues faced by the MBC community.

Funding Levels: Applicants may request funding up to \$100,000*, with the average grant anticipated to be \$25,000.

**Applications in need of a higher level of funding may contact the Avon Breast Cancer Crusade to inquire whether an increased amount may be requested at grants@avonbcc.org.*

Grant Term: Grant term of 12 months will start on January 1, 2017.

Application Process and Deadlines: Application to the program is a 2-stage process:

- (i) Stage 1: Letter-of-intent (LOI) – Open to all qualified nonprofit organizations working in the MBC field that meet the eligibility requirements outlined in this Request for Applications (RFA).
- (ii) Stage 2: Full proposal – By invitation only based on the review of LOI submissions.

LOI Due Date	LOI Decisions / Invitations for Full Proposals**	Invited Full Proposals Due Date	Funding Decisions Rendered
April 15, 2016*	May 31, 2016	July 8, 2016*	By October 31, 2016

**Applications are due by 11:59pm Eastern on the dates indicated*

***Only a small subset of LOI submissions will be invited to submit a full proposal.*

Please review the entire application packet before you begin to work on your application.

An Application Checklist is provided in Appendix A.

All application materials are available online from <http://avon39.org/MBCGrants>

If you need further assistance, please contact us by email:

Avon Breast Cancer Crusade Staff

Email: grants@avonbcc.org

***Thank you for your interest in the
Metastatic Breast Cancer Grants Program:
Identify - Amplify – Unify***

Application Instructions

I. Eligibility Requirements

To be eligible for funding through the MBC Grants Program, applicant organizations must be:

- Non-profit organizations with Federal non-profit status. Proof of **Federal** non-profit status is required at the Letter of Intent Stage. Funding directly to individuals or to for-profit organizations is not permitted.
- Based in the United States or its territories.
- In existence for at least three years and have two annual 990 statements and two audited financial statements available upon request.

Every funding cycle from the MBC Grants Program is a competitive process for all applicants, whether or not they have been funded previously. Therefore, please note that re-funding of programs previously supported by the MBC Grants Program is never guaranteed – those that received previous support must reapply.

II. Funding Objectives and Guidelines

The MBC Grants Program provides financial support in the form of grants to non-profit organizations that address the unmet needs of MBC patients and their caregivers. Successful applications will be those that propose programmatic solutions to challenges experienced by MBC patients. Preferential consideration will be given to programs that improve quality of life of MBC patients; increase access and alleviate disparities in access to services, information, and education specific to metastatic breast cancer patients; or, increase cultural competency of programs or focus on low income and medically underserved populations.

It is anticipated that proposed programs will address the unmet needs of MBC patients and caregivers, including, but not limited to:

- Physical, emotional and social support for MBC patients, family, and caregivers
- Career, legal, housing and case management services for people living with MBC
- Navigation support specific to MBC patients
- Educational resources for MBC patients, caregivers and families
- Information about metastatic disease, treatment options, clinical trials, holistic medicine and complementary integrative medicine
- Quality of life and palliative care for MBC patients
- Food insecurity and nutrition
- Shared-decision making tools for providers caring for MBC patients
- Patient provider communications
- Personal safety issues

Furthermore, it is expected that all proposals will target the needs of medically underserved populations (e.g., uninsured, minority or rural populations, men with MBC).

Metastatic Breast Cancer Grants Program funds may not be used to pay for:

- Salary support for new staff positions and fringe benefits for existing positions
- Medical education programs for medical personnel
- Medical supplies
- Medical services (i.e., tests, interpretation of tests, treatments, medication)
- Capital campaigns or fundraising events
- Travel, lodging and registration for conferences
- Research projects other than those that seek to understand quality of life issues in medically underserved MBC populations
- Professional dues or membership fees
- Liability insurance
- Rent for applicant program's office space
- Program incentives

Expenses that should be limited include:

- Indirect costs – may not exceed 10% of grant request
- Financial assistance – may not exceed 10% of grant request
- Website development – the development of new websites is not a priority of this RFA; however, enhancements to an existing website to accommodate new or expanded MBC activities is a permissible request.

Applicants should demonstrate that other sources of funding will also be sought and used to support this project both during the grant term and beyond for sustainability (e.g., United Way, the American Cancer Society, Susan G. Komen Affiliates, state and/or community funds, etc.). Funding from the MBC Grants Program should not constitute the majority (>50%) of an organization's operating budget. The financial welfare of your organization should not be dependent upon MBC Grants Program funding.

III. Funding Period and Levels

Funding Period: The funding period for these grants is one (1) year to start January 1, 2017.

Funding Level: The allowable grant range is up to \$100,000* total costs, with the average grant anticipated to be \$25,000.

**Applications in need of a higher level of funding may contact the Avon Breast Cancer Crusade to inquire whether an increased amount may be requested.*

- Each applicant must determine the appropriate amount to be requested, depending upon needs, ability to effectively manage the amount requested, and justification of the amount.

The Program Budget and Budget Justification must be prepared and submitted with the full application using the Microsoft Excel template provided (See Appendix B for link). A sample Program Budget and detailed instructions for preparing the Budget Justification are provided in Appendix C. Budget justifications must clearly explain how the funds will be used.

If you are receiving in-kind support from your institution, please provide a letter from a senior official at your organization confirming the type and value in dollars at the full application stage. This letter should be uploaded as an attachment on the attachments page of the online application form, under “Letters of Support”.

IV. Key Dates

LOI Due Date	LOI Decisions / Invitations for Full Proposals**	Invited Full Proposals Due Date	Funding Decisions Rendered
April 15, 2016*	May 31, 2016	July 8, 2016*	By October 31, 2016

**Applications are due by 11:59pm Eastern on the dates indicated*

***Only a small subset of LOI submissions will be invited to submit a full proposal.*

V. Online Application Instructions

Please review the entire application packet, including the Commonly Asked Questions section of this document (Appendix D) before preparing your proposal.

Application Process: Application to the program is a two-stage process:

1. Letter-of-Intent (open to all organizations meeting basic eligibility requirements);
2. Followed by full application (by invitation only based on review of your LOI).

The Avon Breast Cancer Crusade uses an online grant application process. **All application materials and attachments must be submitted electronically.** A tutorial on how to use the online system is posted on: <http://avon39.org/MBCGrants>

- To start a new Metastatic Breast Cancer Grants Program Letter of Intent, go to: https://www.GrantRequest.com/SID_1102?SA=SNA&FID=35036
- To return to an existing Metastatic Breast Cancer Grants Program grant application, go to: https://www.grantrequest.com/SID_1102/Default.asp

When accessing an application for the first time, you will be prompted to create a grant application account using your email address as the user ID and a password of your choosing. It is imperative that you use a functional and monitored email address as your log-in email, as that is the address that will be recorded in the system to receive email correspondence.

Completed LOIs, applications and all attachments must be submitted via the online system following the schedule outlined above. Extensions will not be granted and incomplete applications or those received after the deadline will not be considered. You will receive a confirmation email shortly after you submit your application to the online system.

In order for an application to be considered complete, it must include the following components:

A. Online Application Form

The online application form collects information about your organization, contacts, and the program you propose for funding. The online application can be accessed using the links above.

B. Attachments

The Attachments page of the online application asks for the applicant to upload a number of documents. Templates for all required attachments can be found on our website. See Appendix B for more information.

Required attachment for the Letter of Intent:

1. IRS Letter of Determination of **FEDERAL** Non-Profit Status for Applicant Organization

Required attachments for the Full Application include:

1. Detailed Program Description (template available – link in Appendix B)
2. Program Budget with Budget Justification Narrative (template available – link in Appendix B)
3. Biographies for Key Personnel (No more than four pages per person)
4. Audited Financial Statements for most current fiscal year available

In addition, you are welcome to upload:

5. Letters of Support (optional)

All documents for each attachment category must be combined and uploaded as a single file.

For example, if you are uploading biographies for more than one person, please combine all bios into one file and upload that one file to the biography category.

Each attachment should be no more than 1MB in file size.

Attachments can be uploaded as Microsoft Word documents (.doc or .docx), Microsoft Excel worksheet (.xls or .xlsx) or as portable document format (.pdf) files. **Image files will not be accepted (e.g., jpg, .gif, .bmp, .tif).**

VI. Selection Process

A special advisory board review panel has been assembled for this program and includes patients living with MBC, clinical experts such as nurses and physicians, patient advocates, researchers and representatives from Pfizer. Applications will be reviewed by the external review panel that will make recommendations to the Avon Breast Cancer Crusade Board of Managers. The Avon Breast Cancer Crusade Board of Managers makes the final funding decisions.

VII. Award Notification

All applicants will receive notification of the result of their application via email. Applicants that are selected for funding will be required to execute a grant agreement with the Avon Breast Cancer Crusade.

VIII. Reporting Requirements

All grantees of this program will be required to submit an interim progress report at the midpoint of the grant term and a final progress report and financial reconciliation at the end of the grant term. These reports will include space for both qualitative responses and quantitative metrics. Reports to the Avon Breast Cancer Crusade are submitted online. The URL to the reporting form will be distributed to grantees by Avon Breast Cancer Crusade staff.

IX. Open Access

MBC Grants Program requires that all products and outputs developed through grant funding must be shared with the MBC community. To that end, all grantees will be required to submit a final copy of any developed outputs to the Avon Breast Cancer Crusade to post on a publically accessible website.

APPENDIX A:

Application Checklist

- Review entire application packet, funding guidelines and eligibility requirements**
- Review application tutorial**
- Complete Letter of Intent Application Form**
- Upload required attachment**
 - IRS Letter of Determination of Federal Non-Profit Status for Applicant
- If invited, submit Full Application Form**
- Upload required attachments**
 - Program Narrative
 - Program Budget with Budget Justification Narrative
 - Biographies for Key Personnel (No more than four pages per person)
 - Audited Financial Statements for most current fiscal year available
 - Letters of Support (optional)
- Verify receipt of email confirmation after online application submission**

APPENDIX B:

Link to Templates for Required Attachments

Templates for the **Program Narrative** and **Program Budget/Justification** are posted to:
<http://avon39.org/MBCGrants>

APPENDIX C:

Sample Program Budget

Agency Name:					
Budget		Avon Request	Other funding sources*	Agency In-Kind	Total Budget
	Assumptions	A	B	C	A+B+C
Personnel	e.g. X hours at Y rate				
List Name/Role					
Susan Smith, RN MBC Patient Navigator	416 hours at \$40 per hour	\$16,640.00	\$0.00	\$0.00	\$0.00
Deborah Jones, LCSW MBC Program Social Worker	50 hours at \$100 per hour	\$5,000.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Personnel		\$21,640.00	\$0.00	\$0.00	\$0.00
Other than Personnel					
MBC Patient Services Brochure	5,000 @ \$0.05	\$250.00	\$0.00	\$0.00	\$0.00
Translation Services for MBC Patient Brochure		\$2,883.00	\$0.00	\$0.00	\$0.00
Patient Education Seminars for MBC Patients	5 @ \$500	\$2,500.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00
Subtotal OTPS		\$5,633.00	\$0.00	\$0.00	\$0.00
Program Subtotal		\$27,273.00			
Indirect costs (10% limit)		\$2,727.00	\$0.00	\$0.00	\$0.00
Total		\$30,000.00	\$0.00	\$0.00	\$0.00

* Please include all other sources of funding that support the stated budget line (e.g., if part of a salary is requested through the MBC Grants Program, list the remainder of the salary from other sources in column B or C)

Budget Justification Instructions

This portion of the budget submission must be included in the space provided directly below the budget template. It should list every item that appears on the budget page with a short narrative describing the expense item and its function in the program, the assumptions used to determine the allocation and any further identifying information.

Personnel

List every individual for which support is requested by name and title and include amount of time they will work on the project and their salary requirements. Include short description of program responsibilities and reporting lines if appropriate.

Fringe Benefits – are not an allowable request.

Other than Personnel Services

Supplies – include a short discussion on the materials to be purchased, how they will be used and the specific associated cost.

Indirect Expense: Identify indirect cost rate and how it was developed, i.e., federally authorized rate, based on actual direct expenses (say what expenses are included in “direct expenses,” rate determined by parent or sponsoring organizations, etc.). Indirect costs cannot exceed 10% of the project budget.

APPENDIX D:

Commonly Asked Questions

This section includes some additional details to assist you in completing your application. It is very important that you read this section prior to completing and submitting your application.

1. How do I apply to the MBC Grants Program?

Application is a two-stage, online process:

1. Letter-of-Intent (open to all organizations meeting basic eligibility requirements);
2. Followed by full application (by invitation only based on review of your LOI).

All application materials and attachments for both stages of application must be submitted electronically. The link (URL) to access the MBC Grants Program LOI form is

https://www.GrantRequest.com/SID_1102?SA=SNA&FID=35036. When accessing an application for the first time you will be prompted to create a grant application account using your email address as the user id and a password of your choosing. It is imperative that you use a functional and monitored e-mail address as your log-in e-mail, as that is the address that will be recorded in the system to receive email correspondence. A tutorial on how to use the online system is posted on <http://avon39.org/MBCGrants>.

If your application is selected to submit a full application, you will be sent instructions on how to do so. Links to the full application, once activated for your proposal, are accessed through your grant application account.

2. The first screen of the application asks for a Tax ID or EIN number. What is this?

Please enter the tax identification or Employer Identification number for the organization that would be the payee if a grant were approved. The tax id number is assigned to your organization by the IRS and is the number under which your organization files its form 990 or other tax returns. Do not enter your personal social security number or other personal information in this field.

3. I previously started an application. How do I log back into my account and continue working on the application?

If you have previously created an application account for the current funding cycle use this URL to go to the account log in page: https://www.grantrequest.com/SID_1102/Default.asp

4. I am trying to log into my application management account, but the browser keeps starting a new, blank Letter of Intent form. What do I do?

Sometimes, depending on your individual internet browser's settings, your browser will save the URL to start a new LOI in its memory and default to that URL when you are trying to go to your application management account. To resolve this issue, simply close your browser, open it back up and click on the link to access your application management account. If this method does not work, reboot your computer.

5. When is the application due and how do we confirm that it has been received?

The application schedule can be found in section IV – Key Dates above. The Letter of Intent or Full Application and all attachments must be submitted via the online system on or before 11:59 pm Eastern Time on the dates indicated in the chart in Section IV. Extensions will not be granted, and incomplete applications or those received after the deadline will not be considered. You will receive a confirmation email shortly after you submit your application to the online system. In addition, you are able to see a copy of what you have submitted by logging into your grants management account and looking at the Submitted Grants section. Instructions on how to log into your grants management account can be found in Question 3 above.

6. What constitutes a complete letter of intent or full application?

In order for an application to be considered complete, an applicant will need to submit the following:

Letter of Intent:

- a. Complete Online Letter of Intent Application Form
- b. IRS Letter of Determination of FEDERAL Non-Profit Status for Applicant Organization

Full Application:

- a. Complete Online Full Application Form
- b. Program Narrative (template available – link in Appendix B)
- c. Project Budget **with** Budget Justification (template available – link in Appendix B)
- d. Biographies for Key Personnel (No more than four pages per person. Please combine all individual biographies into one document for upload)
- e. Audited financial statement for the most recent year available

In addition, you are welcome to upload:

- f. Letters of Support (optional)

7. Our proposed program is part of one division of a large hospital or cancer center. Which information should we provide in the Background section?

For this question, we would like to see information about the larger organization and the relationship between your program and this organization. First, give a brief overview of your parent institution, followed by more detailed information about the division of which your proposed program will be a part. Please also provide strategies and affiliations as appropriate. You will have an opportunity to provide detailed information specifically about your program in the ‘project description / abstract’ field.

8. What are non-allowable budget items?

Non-allowable items include salary support for **new** staff positions or fringe benefit costs for existing employees, the costs of CME/CNE programs for medical personnel (no education for healthcare professionals can be included in the proposals), medical supplies and equipment, medical services – categorically – including all medical tests, treatments, medications and salaries of healthcare professionals; office furniture and equipment; capital campaigns and other

fundraising events; research projects other than those that seek to understand quality of life issues in medically underserved MBC populations, professional dues or membership fees; liability or other insurance; rent; program incentives or hospitality items.

9. What should be included on the budget / budget justification pages?

Your budget request is based on certain cost assumptions, such as costs projected at a specified rate. A well-prepared budget is one where each line item is explained with detailed assumptions.

On the budget template - below the budget form - is the Budget Justification Narrative section.

Every item that appears on the budget should be outlined with a short narrative describing the expense item and its function in the program, the assumptions used to determine the allocation and any further identifying information. A sample budget and budget justification page are included as Appendix D below. Refer to Appendix B to access the budget template that should be filled out and uploaded as an attachment to your application.

10. Proof of FEDERAL Non-Profit Status

To document your Federal non-profit status, attach your non-profit determination letter from the Internal Revenue Service (this should not be more than three pages). Evidence of State or local tax exemption is not acceptable. Please do not attach your federal tax return or any personal information.

11. Audited Financial Statements

Applicant organizations must have been in existence for at least three years and have two annual 990 statements and two audited financial statements available upon request. Applicants are asked to include a copy of their most recent audited financial statement. Reviewers will analyze the financial statement provided to determine the financial health of the applicant organization and determine, to the best of their ability, if the organization is likely to go out of business during the term of the grant, or not. Organizations that do not have financial statements or 990 statements are not eligible to apply.

12. What optional letters of support can be attached?

The success of programs often depends upon active community cooperation. The MBC Grants Program encourages a broad range of partnerships. Consequently, applicants are encouraged to include letters from cancer agencies, faith institutions, government health offices, community organizations or other colleagues that are familiar with your past or proposed programs. If your program forms part of a coalition/combined effort, include letters from other coalition members/partners describing their role in and commitment to the joint effort. These letters of support can be uploaded on the attachments page of the online application under the “Letters of Support” category.

13. What data reporting will be required?

All grantees of this program will be required to submit an interim progress report at the midpoint of the grant term and a final progress report and financial reconciliation at the end of the grant term. These reports will include space for both qualitative responses and quantitative metrics. Reports to the Avon Breast Cancer Crusade are submitted online. The URL to the reporting form will be distributed to grantees by Avon Breast Cancer Crusade staff.

14. Open Access

MBC Grants Program requires that all products and outputs developed through grant funding must be shared with the MBC community. To that end, all grantees will be required to submit a final copy of any developed outputs to the Avon Breast Cancer Crusade to post on a publically accessible website.