



2010 Letter of Inquiry

The Susan G. Komen for the Cure promise is to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures. The Puget Sound Affiliate of Susan G. Komen for the Cure works to fulfill this promise, in part, by offering grants to non-profit organizations that provide culturally appropriate breast health education and breast cancer screening, treatment, and support programs that reach medically underserved individuals, including low-income and uninsured or underinsured, rural, Latina/Hispanic, Asian, Pacific Islander, African American, American Indian, lesbian and bisexual women living in the Puget Sound area. Komen Puget Sound Affiliate grants are made possible through individual donations, corporate support, and events such as the Puget Sound Race for the Cure®.

NEW: Interested applicants are REQUIRED to submit a Letter of Inquiry (LOI) to indicate interest in Komen funding. Electronic copy must be received at the Komen office by 5 pm July 31, 2009. Organizations invited to submit full proposals based on their LOI will be given program feedback and technical assistance with their proposal.

The Komen Puget Sound Affiliate is currently accepting proposals for programs in the areas of breast cancer early detection/education, patient navigation, and patient assistance/treatment support not otherwise available to medically underserved populations living in the Komen Puget Sound Affiliate's sixteen county service area (Whatcom, Skagit, San Juan, Island, Snohomish, King, Kitsap, Clallam, Jefferson, Mason, Pierce, Thurston, Lewis, Grays Harbor, Pacific, and Wahkiakum Counties). Grants are available for up to one (1) year.

Komen Puget Sound will allocate an estimated \$2 million toward grants in 2010 and will fund the following service categories:

- 1. Early detection/Education:** Approximately 70% of our grant funding will support projects in this area as it is clear that breast cancers that are detected early are much more curable than those detected late. This target area includes the following programs:
 - Delivery of screening and diagnostic mammography services
 - Outreach programs that facilitate access to breast cancer screening.
 - Education focused on the importance of breast cancer screening and early detection.

- 2. Patient Navigation:** Approximately 15% of our grant funding will support projects in this area as it is clear that culturally appropriate patient navigation reduces disparities in breast cancer

outcomes among medically underserved women. Programs in this target area should provide the following:

- Culturally appropriate one-on-one patient navigation programs that aid breast cancer survivors in accessing and understanding the medical system and help to ensure that they receive the best treatment possible.

3. Patient Assistance/Treatment Support: Approximately 15% of our grant funding will support projects in this area to ensure that breast cancer patients have the financial resources and support to get the best available breast cancer treatments, which critical to improving breast cancer survival rates. This category includes the following services:

- “Safety net” funding for low-income breast cancer patients. This funding will provide financial assistance for the following: rent/mortgage; prescriptions for medications not available through pharmaceutical assistance funds; transportation; utilities; food and nutritional supplements; medical supplies such as lymphedema sleeves, dressings, etc.; COBRA insurance premiums; childcare; personal hygiene/specialty clothing items; dental care needed prior to chemotherapy.
- Culturally-appropriate treatment support services which include, but are not limited to, the following: support groups, classes, and resources relevant to breast cancer patients and survivors.

We will fund projects in the above-mentioned service categories targeting medically underserved populations and communities in our 16 county service area. Additionally, based upon the disparities identified in the Komen Puget Sound 2009-2011 Community Profile Report, we strongly encourage applications that will provide new or expanded projects in the following areas of need:

- Projects that will increase breast cancer screening, patient navigation and treatment support services offered in Grays Harbor, Lewis, Pacific and Mason counties to low-income, Hispanic and American Indian/Alaska Native women.
- Projects that will increase breast cancer screening and patient navigation in King, Snohomish and Pierce counties for low-income, African American, Hispanic, American Indian/Alaska Native and Vietnamese women.

RESTRICTIONS:

- Program must be specific to breast health and/or breast cancer; e.g. if a program is a combined breast and cervical cancer program, funding may only be requested for the breast cancer portion.
- Applicants must be a U.S. tax-exempt organization, e.g. nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible.

Please submit an electronic copy of the LOI (except the attachments listed on the organizational capacity form) via email by 5 p.m. July 31, 2009 to elisa@pskomen.org.

Please also submit the signed-original and 3 double-sided copies of the LOI postmarked no later than July 31, 2009 to the address below:

Komen Puget Sound
Attn: Elisa Del Rosario, Program Manager
1900 N Northlake Way, Suite 135
Seattle, WA 98103

No late submissions will be accepted.

The LOI should include:

- Cover Sheet
- 2-page request description
- Organizational Capacity Form
- One-copy of the attachments : 1) proof of exempt status; 2)most recent financial statements (year-end income statement and balance sheet), audited if available; and 3) organization budget for current year, including income and expenses

Applicants will be notified by August 31, 2009 if a full proposal is requested. Full proposals will be due on December 4, 2009 and funding decisions will be made at the end of February 2010. The grant cycle will be April 1, 2010 through March 31, 2011.

SAVE THE DATE: Grant writing training: **September 9, 2009 (9 a.m. – 3 p.m.) in Shelton at South Puget Intertribal Planning Agency (SPIPA) Computer Lab and **September 17, 2009 (9 a.m. – noon)** in Seattle at Asian Counseling & Referral Service (ACRS) Computer Lab. These are free workshops. Organizations invited to submit full proposals are strongly encouraged to attend.**



2010 Letter of Inquiry Cover Sheet

Organization Name: _____

Address: _____

City/State/Zip: _____

Project Director: _____

Telephone: () _____ Email: _____

Project Title: _____

Please check type of application:

Early detection/education

Patient Navigation

Patient Assistance/Treatment Support

Anticipated amount to be requested: \$ _____

Signature and Title of Approving Personnel:

Signature

Name and Title (Typed)

Description of Request: Attach a brief description answering the questions below (maximum of 2 pages).

1. Statement of need: Describe the community/populations to be served by this program and their breast health/breast cancer needs.
2. Program description: Describe the program and activities you wish to implement to address these issues including approximate numbers of people who will be served by each activity.
3. List organizations you will partner with on this project.



Organizational Capacity Information

Organization and Program Operating Budgets:

Organization's Annual Operating Budget: \$ _____

Breast Health Program Annual Budget: \$ _____

Number of People on Staff	Full Time (Paid):	Part Time (Paid):	Volunteer:
Organization's Mission Statement			
Give a brief summary of the organization's history, programs, and purpose.			

Please attach the following documents with your LOI:

- Proof of exempt status
- Most recent financial statements (year-end income statement and balance sheet), audited if available.
- Organization budget for current year, including income and expenses.