



## SMALL GRANT APPLICATION

The Quad City Affiliate of Susan G. Komen for the Cure®—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 our community. We join more than 100,000 breast cancer survivors and activists around the globe as part of the world's largest and most progressive grassroots network fighting breast cancer. Through events like the Komen Quad Cities Race for the Cure, we have invested over \$1 Million in local breast health and breast cancer awareness projects in our Quad City 8-County service area. Up to 75 percent of net proceeds generated by the Komen Quad Cities Affiliate stay in the 8 county area that we serve. The remaining income goes to the national Susan G. Komen for the Cure Grants Program for energizing science to find the cures. For more information visit our website at [www.komenquadcities.org](http://www.komenquadcities.org).

### **About Susan G. Komen for the Cure**

Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982, that promise became Susan G. Komen for the Cure and launched the global breast cancer movement. Today, Komen for the Cure is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. Thanks to events like the Komen Race for the Cure®, we have invested more than \$1.3 billion to fulfill our promise, becoming the largest source of nonprofit funds dedicated to the fight against breast cancer in the world. For more information about Susan G. Komen for the Cure, breast health or breast cancer, visit [www.komen.org](http://www.komen.org) or call 1-877 GO KOMEN.

**Grant Focus:** Pilot Project Grant, Conference Grant, and Travel Grant applications must focus on possible impact on uninsured and underinsured women, women of color and women in one of the 8 counties that the Quad Cities Affiliate serves:

In Iowa – Scott, Muscatine, Cedar and Clinton Counties

In Illinois – Rock Island, Mercer, Whiteside and Henry Counties

### **Overview**

Small grants are available for the following categories:

**Pilot Project Grant:** An innovative project with no more than a term of six months specific in the areas of breast health and breast cancer education, outreach, screening, and treatment support services.

**Conference Grant:** An event, conference, symposia specific to breast health or to help further the body of knowledge related to research, diagnosis, treatment, education, and/or other issues related to breast cancer that is held in one of the counties of the Quad Cities Affiliate area. Applications in this category must justify how the new body of knowledge learned by conference attendees may address the challenges faced by underserved women in the Quad Cities Service Area.

**Travel Grant:** Travel assistance for one person per organization (Staff or board member or volunteer of applicant organization) to attend, participate in, and/or present at a conference or symposia that would increase the local community knowledge of breast health and breast cancer. Applicants must describe how knowledge learned at the conference will be shared with organization staff, board, volunteers or other community members. Travel Grants are issued as a reimbursement of travel expenses up to the approved dollar amount upon submission of receipts and expense report.

- Pilot Project and Conference Grants are available for up to \$5,000. Travel Grants are available up to \$1200.
- Small Grant funds cannot be used to support staff salary, for services for an individual (e.g. mammography/ultrasound), or to conduct research.
- Applications are accepted throughout the year.
- All applications must be received at least 60 days prior to the commencement of project/conference/travel.
- A final report is due 30 days after completing the project/event. Applicant may be asked to present to the Quad Cities Affiliate Board of Directors.

### **Eligibility**

- The project/event must be specific to breast health and breast cancer.
- The applicant must be a non-profit (federally tax-exempt) organization. This can include educational institutions, and Indian tribes.
- The applicant must be based within the Quad Cities Service Area and the pilot project or conference hosted must be in the Quad Cities Service Area.
- The maximum amount requested may not exceed \$5,000 for Pilot and Conference Grants or \$1200 for a Travel Grant.
- An applicant may receive no more than one small grant during a twelve month period.

### **How to Apply**

- Complete the Small Grant Application.
- Attach proof of non-profit status.
- Signature of approving institutional personnel other than project director is required.
- Applications are accepted through regular mail or email. Applications submitted via fax will not be accepted. Mailed applications should include one original and three copies of the application.



**Instructions for completing and submitting:  
Small Grant Application**

*(Note: This form is only to be used if applying for a Komen Quad Cities Affiliate Small Grant).*

Application should be typed on standard white paper with a minimum 12-point font size and should be in the following order:

- A. Cover Page (Form #1 attached)
- B. Project Description/Narrative
  - Brief explanation of the project
  - A description of the constituency to be served and how the community will benefit from this project
- C. List Goals and Objectives
  - List project goals with measurable and quantifiable objectives
  - Activities planned for the project/event
- D. Additional Support/Funding
  - List other organizations/entities, if any, participating in the project/event
- E. Timeline
  - Timetable which covers the grant project/event period from beginning to end.
- F. Budget
  - Line item budget for project and budget amount requested
  - Budget justification
- G. Proof of non-profit status for organization

**Final Report:** Within 30 days of completing the project/event submit a written report; grant recipients are required to submit a final report outlining the goals and objectives achieved.

**Mail completed applications to:**

**Susan G. Komen for the Cure, Quad Cities Affiliate  
Attention: Sheila Soltow  
1227 East Rusholme Street  
Davenport, IA 52803**

For questions regarding the Small Grant Application or more information please contact  
Sheila Soltow – 563-421-1905

[www.komenquadcities.org](http://www.komenquadcities.org)



**Small Grant Application**

**Form #1-Cover Page**

PLEASE CHECK TYPE OF APPLICATION:

**SMALL PILOT PROJECT GRANT**  **CONFERENCE**  **TRAVEL**

CONTACT PERSON \_\_\_\_\_

ORGANIZATION/AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

FAX ( ) \_\_\_\_\_

EMAIL(FOR CONTACT PERSON REQUIRED) \_\_\_\_\_

TITLE OF PROJECT/EVENT \_\_\_\_\_

TOTAL AMOUNT REQUESTED \_\_\_\_\_

DATES OF PROJECT/EVENT \_\_\_\_\_

Signature of Executive Director of Applicant  
Organization/Agency  
(IF GRANT IS FOR EXECUTIVE DIRECTOR SIGNATURE  
MUST BE FROM AGENCY BOARD  
PRESIDENT/CHAIRMAN) \_\_\_\_\_

NAME & TITLE OF APPROVING  
INSTITUTIONAL PERSONNEL (TYPED) \_\_\_\_\_

DATE \_\_\_\_\_

**Mail To: Susan G. Komen for the Cure, Quad Cities Affiliate**  
**Attention: Sheila Soltow**  
**1227 East Rusholme Street**  
**Davenport, Iowa 52803**