

**Request for Education Grant Applications**

**Proposals Now Being Accepted**

Thanks to all the continuing support of Floridians in purchasing the end breast cancer specialty plate as well as in the **F**lorida **B**reast **C**ancer **C**oalition **R**esearch **F**oundation’s network of breast cancer supporters, survivors, and activists fighting to end breast cancer, we have invested nearly $500,000 to fulfill our goal of dedicated funding for education and research programs in the state of Florida.

The **F**lorida **B**reast **C**ancer **C**oalition **R**esearch **F**oundation (FBCCRF), 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 the Florida community. Grants are awarded in support of innovative education and research programs throughout Florida.

The **F**lorida **B**reast **C**ancer **C**oalition **R**esearch **F**oundation is currently offering education grants of up to $10,000.00 for innovative projects in the areas of breast health and breast cancer education, outreach, and support targeting services not otherwise available to the medically underserved populations of Florida. Grants are available for up to one (1) year.

**Important Note**

Applications will be accepted for innovative breast health or breast cancer education, and outreach or support projects in Florida that focus on “high-risk” populations. However, projects that specifically address the objectives outlined in the “Priority Areas” and “Statement of Need” statements below will be given priority. **Funding is not available for screening or treatment programs.**

All requests for science research funding should be directed to the **F**lorida **B**reast **C**ancer **C**oalition **R**esearch **F**oundation Scientific Committee. More information on funding opportunities is available at [www.floridabreastcancer.org](http://www.floridabreastcancer.org).



**2009 Priority Areas:**

1. This year’s designated Education grant theme is: **Education that Empowers Women to Play an Active Role in their Breast Health.**
2. The Foundation is particularly interested in reviewing proposals that target: **Individuals with Language and Cultural Barriers; Individuals who Live in Underserved Areas; and Interventions that Engage Health Care Professionals**.

**2009 Statement of Need:**

1. Developing innovative community education and outreach programs for underserved, ‘high risk’ individuals that focus on breast health promotion as well as available resources for the screening and treatment of breast cancer.
2. Developing innovative breast health educational materials that demonstrate cultural sensitivity through images, language, or other means for underserved and at ‘high risk’ populations.
3. Providing training for health care professionals or others serving ‘high risk’ or underserved populations on how to incorporate culturally sensitive breast health education into outreach, education, prevention, and treatment services (Cultural sensitivity may include materials for non-English-speakers).
4. Developing a dissemination plan for distribution of breast health education materials previously funded by FBCCRF (brochures, literature, etc.) to ‘high risk’ and underserved populations.

**\*FBCCRF will NOT fund screening or treatment programs\***

**Application Deadline is April 30, 2009.**

**Applications must be postmarked by this date to be accepted.**



**Guidelines and Instructions for Applicants**

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

**Qualifications:** Applications are accepted from US nonprofit institutions: US citizenship or residency is not required. Applications must be submitted in English. Applicant organizations must be providing services in Florida.

**Restrictions:**

* Project must be specific to breast health and/ or breast cancer; e.g.. if a project is a combined breast and cervical cancer project, funding may only be requested for the breast cancer portion.
* Applicants must be a US non-profit (Federally Tax - Exempt) organization, e.g., nonprofit organizations, educational institutions, government agencies, and Indian tribes are eligible.
* Services must be provided in Florida.
* Indirect costs, if applicable, should be no more than 15% of direct costs.
* Equipment costs, if applicable, may not exceed 30% of direct costs and should be used exclusively on this project.
* Salaries, if requested, are for personnel related to this project only and not for general work of any employees.

**Review:** Applications received that are complete, and meet compliance with all guidelines, will be submitted for review by a panel established through the FBCCRF grant’s review committee. Applicants will be given three (3) working days to respond to any questions from the Committee. Any questions will be addressed to the project director as indicated on the application.

**Education Materials:** A variety of education materials are available from the American Cancer Society, National Cancer Institute, and Cancer Information Services. Some items are targeted to special populations, so this by no means is an exhaustive list. Before requesting funds to create new materials, applicants are strongly encouraged to contact any or all of the organizations listed. We recommend that existing materials be used in any project whenever possible.

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

**Grant period:** Grant period begins September 1, 2009 and will conclude on August 31, 2010.

**Payment and Reporting:** The first 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 every three (3) months, beginning with the end of the third month after receipt of the first payment, of the agreement. A final report is due within fifteen (15) days of completion of the grant period.

**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 mailed to the project director following review for compliance to guidelines. If immediate confirmation of receipt is requested, please include a self-addressed, stamped postcard that will be returned to you immediately upon receipt of the application. Please do not contact The Florida Breast Cancer Coalition Research Foundation regarding the status of the application during the review period as information cannot be provided.

**Announcement:** Announcement of grants awarded will be made by August 1, 2009. 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, other than project director, required.

1. **Project Description**

**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 to be addressed**)

* 1. Brief explanation of project.
	2. Statement of need/ problem to be addressed.
	3. Description of constituency to be served and how they will be benefited (Please indicate number of women to be served).
	4. Description of project goals and measurable objectives.
	5. Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your organization?
	6. Timetable for accomplishing goals (**Please note:** Quarterly progress reports are required).
	7. Description of other organizations or entities, if any, participating in the project. If applicable, letters of collaboration should be included from each organization.
	8. Long term strategies for funding of the project after initial funding.
	9. A review of comparable projects offered in this service area and an explanation of how this program is unique.
	10. Definition of success for the project and how it will be measured.
	11. Use of the project’s results and how they are to be disseminated.
1. **Financial Information** (Not to exceed three (3) typewritten pages).
	1. Budget for requested funds (Form Attached).
	2. Budget Justification.
	3. List of other sources of current funding for the project.
2. Biosketch form for project director and attendant personnel listed in budget request. **Note:** No more than two pages per person
3. Proof of non-profit status for applicant institution.

**Applications must be submitted by the director of the project. Keep grant requests to the page limits, as stated above. Excess pages will be removed prior to review.**

* **Submit ten (10) copies of each application as well as one emailed copy.**
* **Applications should be bound by staples only.**
* **No spiral bound materials will be accepted.**
* **Fax copies will not be accepted.**

 **Failure to adhere to these guidelines will result in delayed processing and/or refusal of the application.**

**Applications MUST be postmarked by April 30, 2009**

**F**lorida **B**reast **C**ancer **C**oalition **R**esearch **F**oundation

Attn: Jessica Parker, Programs Manager1250 East Hallandale Beach Boulevard, Suite 501

Hallandale, FL 33009

954-454-4156 or 877-644-FBCC

**Email to**: jessica@ mailto:fbccrf.org

Inquiries should be addressed as above. Please allow adequate time before deadline for response to any inquiry. Any applications postmarked after the deadline will **NOT** be considered.



**Cover Sheet**

**Education Grant Request for Funding**

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| --- | --- |
| **Project Director & Title:** | Cheryl E. Clinton, Coordinator |
| **Institute:** | Sistah’s Surviving Breast Cancer, Inc. |
| **Address:** | 955 20th Street South |
|  | St Petersburg, FL 33712 |
| **Phone:** | ( 727) 692-6477 |
| **Fax:** | ( ) |
| **Email:** | Ceason612@hotmail.com |
| **Title of Project:** |  |
| **Total Amount Requested:** |  |
| **Grant Period:** | September 1, 2009 to August 31, 2010 |
| **Signature & Title of Approving Personnel:** (Other than Project Director) |  | **Date:** |
| ***Name & Title of Approving*****Institutional Personnel:** (Typed) |  |

**Applications Must Be Postmarked By April 30, 2009**

**(Photocopies of this form are acceptable)**

Any applications postmarked after the deadline will NOT be considered.



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|  **Abstract Sheet** |

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| **Project Director:** | Cheryl E. Clinton, Coordinator |
| **Organization/Institution:** | Sistah’s Surviving Breast Cancer, Inc. |
| **Target Population:** | African American and other minority women |
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In the space below, please provide a short abstract, not to exceed 200 words, written in lay terms for release to the general public should this application be chosen for funding.

**Permission to Publish:**

Permission is hereby granted to Florida Breast Cancer Coalition and Research Foundation to publish the above abstract should this application be selected for funding.

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| **Signature:** |  |
| **Date:** |  |
| **Name:** (Typed) |  |
| **Phone Number:** |  |



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| **Biosketch Sheet** |

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| **Project Director** Clinton, Cheryl, E. |

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| **Biographical Information**Information should be submitted for the project director and other personnel included in budget request. Please use a separate form for each person. |
| **Name:** | **Title:** |
| **Education:** Begin with baccalaureate or initial professional education, such as nursing, include postdoctoral training. |
| **Institution** (Indicate Location) | **Degree** | **Year Conferred** | **Field of Study** |
|  |  |  |  |
| **Professional Experience:** Please list, in chronological order, concluding with present position, previous employment, experience, and honors. List, in chronological order, the titles, authors, and complete references to all publications during the past three years which represent earlier publications pertinent to this application. Do NOT Exceed Two (2) Pages. |



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| **Budget Sheet** |
| **Detailed Budget for Entire Grant Period from** **September 1, 2009 through August 31, 2010** | **Total Requested Amount: $10,000** |
| **Personnel:** (Detail in Budget Justification Sheet on next page) | $21,0002,250.00 |
| **Supplies:** (Itemize by Category)1. Design & Printing of 1,000 bi-fold, 2-color brochures to market the program & event; TV & Radio Infomercials; Advertisements; Public Service Announcements……………………………………………………………………….. 2. Postage……………………………………………………………………………………………….3. Certificates, Covenants, Incentives……………………………………………………. | $25,24000.00$ 1500.00$26,000.00 |
| **Equipment:** (Not to exceed 30% of direct costs)1. Technical Equipment Rental………………………………………………………………. | $ 8500.00 |
| **Travel:**1. Regional travel to conferences, workshops, seminars, & meetings at $600 per event/Project Director and team leader for time 1 time……………….…………………………………………………………2. Out-of-State travel at $853 per event/Project Director and team leader for 1 time.…………………………….. | $ 15200.00$ 1500706.00 |
| **Other Expenses:** (Itemize by Category) |  |
| **Subtotal - Direct Costs:** |  |
| **Indirect Cost Allocation:** (Not to exceed 15%) |  |
| **Total Funding Request:** |  |



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| **Budget Justification Sheet** |

**Personnel:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Role on Project** | **Type of appt.****(months)** | **% Effort on****Project** | **Base****Salary** | **Salary****Requested** | **Fringe****Benefit** | **Total** |
| **Cheryl E. Clinton****Shirley Terrell** | **Program Dir.****Team Leader** |  |  |  |  |  |  |
| **Medical Staff (TBD)** | **Speaker** | **12 days** | **8%** | **1000** | **2000500** | **0** | **5002000** |
| **Medical Staff (TBD)** | **Speaker** | **2 days** | **8%** | **1000** | **2000** | **0** | **2000** |
| **Medical Staff (TBD)** | **Speaker** | **2 days** | **8%** | **1000** | **2000** | **0** | **2000** |
| **Medical Staff (TBD)** | **Speaker** | **2 days** | **8%** | **1000** | **2000** | **0** | **2000** |
| **Professional Staff (Name TBD)** | **Speaker** | **2 days** | **8%** | **500** | **1000** | **0** | **1000** |
| **Professional Staff (Name TBD)** | **Speaker** | **1 day2 days** | **8%** | **500** | **1000500** | **0** | **5001000** |
| **Professional Staff (Name TBD)** | **Speaker** | **1 day2 days** | **8%** | **500** | **1000500** | **0** | **1000500** |
| **Professional Staff (Name TBD)** | **Speaker** | **2 days** | **8%** | **250** | **500** | **0** | **500** |
| **Professional Tech Staff (Name TBD)** | **Tech Support** | **1 day2 days** | **8%** | **375** | **750500** | **0** | **575000** |
|  |  |  |  |  |  |  |  |
| **Sub-Total** |  |  |  |  |  |  | **$12,250.002,000** |
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**(List additional personnel, if necessary)**



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| **Project Description** |

1. **Brief explanation of project.**

*Sistah’s Surviving Breast Cancer* is a breast cancer support organization providing a myriad of educational and support opportunities for minority cancer survivors as well as their relatives. The organization’s primary focus is the minority populations, who have the highest rates of cancer incidences and mortality of any United States population group. *Sistah’s Surviving Breast Cancer* will provide services to approximately 250-300 African-American and other minority women through Breast Cancer Survival educational workshops and materials that primarily address the cultural myths that prevent many minority women from seeking medical attention. Topics addressed include Triple Touch / Self-Examination; Diagnosis & Treatment; Surgery & Post-Reconstructive Surgery options; Personal Development; and Support Group/Caregiver workshops.

1. **Statement of need/ problem to be addressed.**

The need/problem to be addressed is that African-Americans have the highest rate of cancer incidence and mortality rate of any United States population group. The five-year survival rate of these women with all stages of breast cancer is notably lower than for the rate of white women. Also, African-American women with breast cancer have more aggressive tumor histology. Monthly breast self-examinations are proven methods for increasing the early detection of breast cancer. Poor, minority, and elderly women, however, are less likely to participate in cancer screenings. Research has shown that barriers to participation in cancer screening activities for African-American women include cost and/or lack of insurance, transportation barriers, access-related factors, inconvenience and lack of time, lack of physician recommendation, fear and fatalism, lack of knowledge and awareness of breast cancer, and misunderstanding of recommended screening frequency. *Sistah’s Surviving Breast Cancer* will be able to provide recovery services, informational forums, wellness workshops, conferences, retreats, seminars, and other activities that support, acknowledge, and honor survivors’ journey and courage during the battle of cancer.

1. **Description of constituency to be served and how they will be benefited (Please indicate number of women to be served).**

*Sistah’s Surviving Breast Cancer* has been providing services since 2000. Approximately 250-300 African-American and other minority women will benefit from these services; even more including their families.

1. **Description of program goals and measurable objectives.**

The main goal of this program is to increase breast health and early detection as well as the awareness and education of methods available in the African American and minority community in an effort to reduce the disparities in breast cancer deaths, treat and recovery, and myths. This goal will be delivered through various measurable objectives. Measurable Objective (1) is for 100% of participants will attend a minimum number of the break-out sessions. Each participant will receive an attendance card that must be stamped/initialed prior to leaving each session. Objective (2) is for 90% of participants will pledge that they will be proactive in their breast health after attending the event or workshop. This will be tracked through alternate methods, such as a, survey, and/or follow-up. Objective (3) is for 85% of participants will indicate they have gained knowledge as a result of attending the event or workshop. Each participant will complete an evaluation form prior to leaving each workshop. Program Director will also track attendance via a sign-in sheet and meeting minutes.

1. **Description of activities planned to accomplish these goals. Is this a new or ongoing activity of your organization?**

Planned events and activities include, but not limited to, the following: lecture using Power Point presentation slides; guided discussions; followed by Questions & Answers. Break-out session topics to include but not limited to ACS Cancer Screening Guidelines; Breast Cancer Survival; Breast Health; Diagnosis & Treatment; Cultural Myths; Personal Development; Sister Study; Surgery & Post-Reconstructive Surgery options; Support Group / Caregiver workshop; and Triple Touch / Self-Examination. Presenters include medical staff from Gulfcoast Oncology Associates, American Cancer Society Volunteers, and The Witness Project., and faculty of the University of South Florida and St. Petersburg College.

1. **Timetable for accomplishing goals (Please note: Quarterly reports are required).**

The timetable for accomplishing these goals will include weekly/monthly/bi-monthly workshops. Monthly reporting will be accounted for and quarterly reports will be provided.

*Sistah’s Surviving Breast Cancer* will be able to provide quarterly reports and keep monthly ongoing reports onsite.

1. **Description of other organizations or entities, if any, participating in the Program. If applicable,** **letters of collaboration should be included from each organization.**

Collaborating partners for some activities/events include medical staff from Gulfcoast Oncology Associates, board members of the Gulfcoast Oncology Foundation, The Witness Project, and American Cancer Society volunteers.

1. **Long term strategies for funding of the Program after initial funding.**

*Sistah’s Surviving Breast Cancer* will continue to apply for grants, solicit for in-kind services, and use volunteers to provide services in an effort to continue its mission and as a part of its long term strategies for funding. *Sistah’s Surviving Breast Cancer* has been providing services thus far based on volunteers and donations. With additional funding, the continuation of broader services will prevail to the needed community of survivors.

1. **A review of comparable programs offered in this service area and an explanation of how this program is unique.**

There are a number of comparable breast cancer awareness programs and/or support group offered in St. Petersburg, FL. Our program is unique because the message of cancer education is reflected to the targeted cultural audience. Often, the message is best delivered by those who are reflective of the community. *Sistah’s Surviving Breast Cancer* will deliver the message by those who live in the targeted community, those whose life experiences have made them acutely aware of the issue, and those who are committed to provide knowledge and assistance to the African-American and minority community.. We cannot let this silent killer continue to wreak havoc in our community. Martin Luther King, Jr. once said, “our lives begin to end the day we become silent about things that matter.” Researchers too often look at community-based research as something placed in the community opposed to research truly based *in* the community. If the problems are in the community, the solutions are in the community. Those solutions are trust, respect, partnership and collaboration, flexibility, and knowledge. *Sistah’s Surviving Breast Cancer* is striving to succeed at these solutions in an attempt to break all community barriers. We must make a paradigm shift and address the problem at its root, in the community.

1. **Definition of success for the Program and how it will be measured.**

Success for the program is defined as . It will be measured through an evaluation plan. Participants and presenters will receive a self-administered questionnaire used to collect information regarding the structure of the workshop, topical content, materials and resources provided, acquisition of new knowledge, presenters’ efficacy, location, and overall services provided.

1. **Use of the Program's results and how they are to be disseminated.**

The program’s results will be used as a part of the evaluation process to ensure the targeted population and services provided are exceedingly met. The results will be disseminated to all funders, collaborators, community partners, participants (if applicable), along with