

2008 GRANT GUIDELINES

MISSION

The Cancer Challenge exists to raise funds for organizations in northwest Arkansas to support programs and services around the prevention, early detection, diagnosis, treatment, support, and research of cancer.

PRIORITIES

Within our mission, the following priorities are given the greatest consideration:

- **Prevention** includes measures that stop cancer from developing. To promote healthy lifestyles through education and prevention programs.
- **Early Detection** includes examinations and tests intended to find cancer as soon as possible (lung, breast, colorectal, prostate, cervical, and skin). Priority is given to screenings for the medically underserved and high risk individuals.
- **Diagnosis/Treatment:** To improve the accessibility and affordability of cancer treatment by providing grants for cancer treatment and diagnosis for area residents who are medically underserved.
- **Support:** Programs and services geared toward helping persons with cancer and their families cope with the disease: information and guidance, support groups, patient-to-patient networking, bereavement, etc.
- **Research:** Programs that promote oncology research i.e. clinical trials, which benefit area residents.

EVALUATION CRITERIA

In determining the merits and priority of applications, particular consideration is given to the following:

- Degree to which application fits within our mission and priorities.
- Strength and effectiveness of the organization's approach.
- Capacity of organization to achieve its stated objectives.
- Minimizing duplication of existing services and fostering collaboration.
- Potential to attract future funding and support from other sources.

RESTRICTIONS

- Salaries, if requested, are for personnel related to the project only and not general work of the applicant. Fringe benefits cannot exceed 25% of salary; can only include payroll taxes and health insurance including medical, dental and vision
- Diagnosis, treatment, and other medical services paid for by the project must be at or below the Medicare reimbursement rate.
- If project is specific to breast health and/or breast cancer; applicant must demonstrate that they have applied for funding with Komen for a Cure Ozark affiliate and provide status of application.
- Indirect costs are not funded.

ELIGIBILITY

Applicants must be a US non-profit (federally tax-exempt) organization serving the northwest Arkansas community.

APPLICATION

Please submit one, stapled (not bound) copy of your proposal or send electronically as a Word document. Attachments can be Word,

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Excel, or a PDF file. No faxed proposals.

Proposals are due by 5:00 p.m. on November 30, 2007 and should include the following information.

The Cover Sheet

Complete the Cancer Challenge Cover Sheet provided and submit with the narrative and required attachments outlined on cover sheet.

The Narrative (maximum 3 pgs per project, 11pt type or larger, line spacing 1.5)

- Project summary.
- Statement of needs/problems to be addressed (local statistics being the strongest measure).
- Description of target population and how they will benefit (i.e. numbers served, geographic location, socio-economic status, race, age, etc.).
- Description of project goals and measurable objectives.
- Activities to accomplish these goals, including timetable.
- Describe the qualifications of key staff and volunteers that will ensure the success of the program. List other partners in this project and their roles.
- Acknowledge similar existing projects or organizations (if any) and explain how your organization or proposal differs and what effort is being made to work cooperatively.
- Sustainability – describe strategies or plans to sustain this project financially after the Cancer Challenge grant period ends.

NOTE: If an organization is requesting funds for multiple projects, a narrative should be submitted for each project with a proper

heading.

The Budget

On a separate page, present a line-item budget reflecting all expenses and income for the project and identifying clearly, how Cancer Challenge funds are to be used. Include the total cost of the project, the amount sought from the Cancer Challenge, and other planned sources of support, and the status of these requests.

Attachments

Required attachments include:

- Copy of IRS 501 (c)(3) Letter (if first-time applicant)
- A list of governing board and its officers
- Itemized project budget(s)
- Full operation budget for the agency
- Most recent 990 or audit (if first-time applicant or upon request)
- List of donors/supporters for the organization over the past 5 years.

GRANT PERIOD

Sept. 1, 2008 through August 31, 2009

REVIEW PROCESS

Applications are screened first by staff for completeness and compliance with requirements. Staff/Board Members will request additional information and conduct site visits. Final approval on all grants rests with the Board, which meets in March and April to consider grant requests. Applicants are notified of the Board's decision by May 31. A press release will be issued by the Cancer Challenge at this time. A representative of each funded applicant must be present at the check

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presentation ceremony to announce grants.

SUPPORT

Funded applicants are required to invest volunteer hours in the Cancer Challenge during the grant year. Our guidelines are as follows:

<u>Grant Amt</u>	<u>Volunteer Requirement</u>
\$20,000 or less	20+ hours of labor
\$20,001-\$40,000	40+ hours of labor
\$40,001 or more	Provide a qualified person to serve as a team leader on the Operations Team (i.e. decorations team leader, marketing team leader, etc. Note: hours of labor can be served by multiple people.)

We also require our grantees to promote the Cancer Challenge event and the programs funded by its proceeds.

- § Distribute information about giving to its employee and customer base
 - Ways to give – volunteer, donate, and fundraise. Encourage them to participate in a meaningful way.
 - Ways to communicate - newsletters, email blasts, website, health fairs, meetings, speaking engagements, etc.
- § Recognize The Cancer Challenge as a funder of its program or service (logo on print materials, media exposure, health fairs, marquees, etc.)

PAYMENT AND REPORTING

The foundation makes quarterly payouts on grants awarded. A Quarterly Request for Funds Report is due the last day of the following months: August, November, February and May. The report includes the amount

requested and a brief progress report on project goals and objectives.

Each grantee should endeavor to spend all of its funding in compliance with the approved proposal by the end of the grant period. If a grantee has made good progress but needs additional time to achieve their goals and exhaust their funding, the grantee can request an extension for their project(s). Request should be made in writing by July 31 and in most cases; the extension should not exceed three months.

A final report and budget is due by October 15. The report is a 2-5 page narrative on results achieved, lessons learned, future plans, testimonials (3), a public relations statement, as well as a project budget recap.

TIMELINE

11/30/07	Application Due
12/05/07	Deadline for scheduling site visit
02/28/08	Complete Site Visits
05/31/08	Announce Grant Awards
06/18-21	Participate at Event
07/31/08	Signed contract & goals due
08/31/08	1 st Quarter Report Due
11/30/08	2 nd Quarter Report Due
02/29/09	3 rd Quarter Report Due
05/31/09	4 th Quarter Report Due
07/31/09	Final date to Request Funding Extension
10/15/09	Final Report Due

FOR ADDITIONAL INFORMATION, CONTACT:
Tina Waggener, The Cancer Challenge
PO Box 1843, Bentonville, AR 72712



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479-273-3172 phone, 479-273-7519 fax
tina@cancerchallenge.com
www.thecancerchallenge.com