

2019 GRANT GUIDELINES

MISSION

The mission of the Cancer Challenge is to advocate and support world-class cancer care in Northwest Arkansas. Our priorities are to prevent, treat, and rebuild lives after cancer.

VALUES

Patients First – supporting services that change patients' lives

Community – collaboration for the greater good

Inclusiveness – world-class cancer care for all people of Northwest Arkansas

Synergy – leveraging our collective strengths

Local – our dollars stay in Northwest Arkansas

FUNDING PRIORITIES

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

- **Prevention Education:** To promote the prevention and early-detection of cancer through education and community outreach to all populations.
- **Navigation:** Individualized guidance offered to patients, family members, and caregivers to help overcome barriers in one's cancer journey.
- **Treatment:** To improve the awareness and accessibility of high quality cancer care with special emphasis on serving the medically underserved.
- **Survivorship:** To support cancer patients and families with knowledge and resources primarily focusing on life after active treatment ends (physical, emotional, and practical).

EVALUATION CRITERIA

In determining the merit 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 and FICA, if requested, are for personnel related to the project only and not the general work of the applicant. Funding for fringe benefits is not payable at this time.
- Diagnosis, treatment, and other medical services paid for by the project must not exceed 10% over the Medicare reimbursement rate.
- If project is specific to breast health and/or breast cancer; applicant must demonstrate that they have applied for funding for this program and/or service with the Komen Ozark affiliate and provide status of application.
- Costs related to fundraising (salaries, printed materials, etc.) will not be funded. Indirect costs will also not be funded.



2019 GRANT GUIDELINES

ELIGIBILITY

Applicants must be a U.S. non-profit (federally tax-exempt) organization serving the Northwest Arkansas community.

APPLICATION

Please submit one hard-copy of your proposal (not stapled or bound) via mail or deliver in-person to the Cancer Challenge office. Please find mailing and physical addresses below. In addition, please send an electronic version to

erin@cancerchallenge.com. Acceptable formats: Word, Excel, PDF. No faxed proposals, please.

Proposals are due by 12:00 p.m. on December 20, 2018 and should include the following information.

The Cover Sheet

Cover Sheet must include Project Title, Short Paragraph describing project (max. 2 sentences), population served (number specific), total project budget and amount requested.

The Narrative (maximum 3 pgs per project, 11pt type or larger, line spacing 1.25)

- 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 measureable project goals and 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

Submit a line-item budget (form provided) for each project reflecting all expenses and income. Clearly identify how Cancer Challenge funds will 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 board members and officers
- Itemized project budget(s)
- Full operation budget for the agency or department
- Most recent 990 (all applicants)
- Most recent 990 and audit (first-time applicants)
- List of major corporate and foundation supporters of the organization over the past 3 years (alphabetical order, single spaced, 3- column format)

GRANT PERIOD

October 1, 2019 through September 30, 2020

2019 GRANT GUIDELINES

REVIEW PROCESS

Applications are screened first by Cancer Challenge staff for compliance. Staff and Board Members will then conduct site visits and may request additional information. Final approval on all grants rests with the Board, which meets from March - May. Applicants will be notified of the Board's decision by May 25, 2019. A press release will be issued by the Cancer Challenge at this time.

SUPPORT

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

| <u>Grant Amount</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. social 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 The Cancer Challenge to its employees, customers, and donors
 - Promote 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 Cancer Challenge makes quarterly payouts on grants awarded. A Quarterly Request for Funds Report is due by the 15th of the following months: September (request for funds only), December, March, and June. 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 August 15 and in most cases; the extension should not exceed three months.

A final report and budget is due by October 15, 2019. 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

| | |
|----------|---|
| 12/20/18 | Application Due |
| 01/04/19 | Deadline for scheduling site visit |
| 02/28/19 | Complete All Site Visits |
| 05/24/19 | Announce Grant Awards |
| 06/20-22 | Participate at Event |
| 08/15/19 | Signed contract & goals due |
| 09/15/19 | 1 st Quarter Report Due |
| 12/16/19 | 2 nd Quarter Report Due |
| 03/16/20 | 3 rd Quarter Report Due |
| 06/15/20 | 4 th Quarter Report Due |
| 08/15/20 | Final date to Request Funding Extension |
| 10/15/20 | Final Report Due |

2019 GRANT GUIDELINES

FOR ADDITIONAL INFORMATION, CONTACT:

Teresa Burke, Executive Director
teresa@cancerchallenge.com
479-273-3172 phone

Mailing Address:
PO Box 1843, Bentonville, AR 72712

Physical Address:
5835 W. Sunset Ave, Springdale, AR 72762

www.cancerchallenge.com

FORMS are located on website under the GRANTS
TAB