



Small Grant Application

Susan G.Komen for the Cure's promise is to save lives and end breast cancer forever by empowering people, ensuring quality care for all, and energizing science to find the cures

Overview

- Small grants are available for the following categories:
 - **Small/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.
 - **Travel Grant:** Travel assistance to attend, participate in, and/or present at a conference or symposia that would increase the community knowledge of breast health and breast cancer. Travel Grants are issued as a reimbursement of travel expenses up to the approved dollar amount upon submission of receipts and expense report.
- Grants are available for up to \$5,000.
- Small grant funds cannot be used to support salary, services for an individual (e.g. mammography/ultrasound), develop material for breast health/cancer projects or to conduct research.
- Applications are accepted throughout the year. Announcement of grants awarded will be made within six weeks after receipt of the application.
- The Sacramento Valley Affiliate of Susan G. Komen for the Cure must be acknowledged as a funding source on all publications, print or audio visual materials produced with all or part of this grant in clear, unambiguous and readily-identifiable fashion, such as "supported by a grant from the Komen Sacramento Valley Affiliate."
- A final report is due 30 days after completing the project/event. Applicant may also choose to present to the 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, government agencies, and Indian tribes.
- The applicant must be based within the Affiliate service area, which includes the 945 (east of Vallejo), 952, 953, 956, 957 (south of Soda Springs), 958, or 959 Zip Codes areas.
- The maximum amount requested may not exceed \$5,000.
- An applicant may receive no more than one small grant in any calendar year for each of the categories listed above.

How to Apply

- Complete the Small Grant Application following instructions A-F (see page 2).
- 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 filling out and submitting: Small Grant Application

(Note: This form is only to be used if applying for a Komen Sacramento Valley Affiliate Small Grant. If applying for year-long breast health and/or breast cancer screening, education and treatment support projects the application can be accessed through the Sacramento Valley Affiliate website, www.sackomen.org, or by calling the Komen Sacramento Valley Affiliate office at 916-492-6474.

Application should be typed on standard white paper with a minimum 10-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 requested funds
 - Budget justification
- G. Proof of non-profit status for organization
- H. Report
 - Within 30 days of completing the project/event submit a written report using the Small/Pilot Project Grant report outline, Conference Grant report outline or the Travel Grant report outline.

Mail completed applications to:
Sacramento Valley Affiliate of
Susan G. Komen for the Cure
Attention: Grants Program Coordinator
2443 Fair Oaks Blvd., PMB 223
Sacramento, CA 95825

Or email application to: grants@komensacramento.org
For questions regarding the Small Grant Application or more information please call
916-941-7981.



Small Grant Application
Form #1-Cover Page

Indicate type of application:

- Small/Pilot Project Grant Conference Grant Travel Grant

Contact Person _____

Organization/Agency _____

Address _____

Phone _____

Fax _____

Email _____

Title of Project/Event _____

Total Amount Requested
(not to exceed \$5,000) \$ _____

Date(s) of Project/Event _____

Signature & Title of
Approving Personnel from
Applicant's Organization _____

Name & Title of Approving
Personnel from Applicant's
Organization (Typed) _____

Date _____

Mail to:

The Sacramento Valley Affiliate
Susan G. Komen for the Cure
Attention: Grants Program Coordinator
2443 Fair Oaks Blvd., PMB 223
Sacramento, CA 95825
916-492-6474

Email: grants@komensacramento.org