



COMMUNITY FOUNDATION
OF GREATER BIRMINGHAM

Women's Breast Health Fund

2019 GRANT APPLICATION GUIDELINES

BACKGROUND AND MISSION

The Women's Breast Health Fund (WBHF) of the Community Foundation of Greater Birmingham is a Field of Interest Fund established to support holistic breast cancer care for women and their loved ones throughout the region served by the Community Foundation (Jefferson, Shelby, Walker, Blount and St. Clair counties). **The WBHF mission covers the breast cancer continuum from diagnosis through follow-up care throughout the life of the survivor with this focus: to make life better for women and their loved ones who are facing this disease.**

GRANTMAKING PROCESS

Nonprofit organizations serving Jefferson, Shelby, St. Clair, Blount or Walker counties are eligible to receive grant support from the WBHF through a competitive process. The WBHF uses a two stage grant making process. Qualifying nonprofit organizations interested in competing for a grant must first submit a Letter of Intent (LOI) by **April 30, 2019**. Selected LOIs will be notified by **May 15, 2019** about whether they will move forward in the process by submitting a Full Proposal (see below for Full Proposal deadlines). The WBHF uses several criteria in selecting grant recipients. These include the fit between our stated focus and the programs offered by applicants, the experience and success of applicants in the work for which they are seeking funding and the overall financial health of the applicant organization. Foundation staff and the WBHF Advisory Committee reviews grant proposals, performs site visits and meets with applicants as needed. If a grant is awarded, staff works in partnership with the nonprofits to refine and agree on the final evaluation and reporting plan.

AREAS OF INTEREST

Although the WBHF has as its mission funding work aimed at making the lives of survivors and their families better throughout the breast cancer continuum, particular areas of interest include, **but are not limited to:** patient navigation, the role and support of the family caregiver, education and communication tools (including design and evaluation of these tools) for both survivors and caregivers, support of the healthcare team, needs of long term survivors (including assessment of needs), exercise and wellness programs, workplace education, telemedicine, sexuality and spirituality. Applications that include community based participatory research are also accepted. The WBHF will also consider support for capital projects with an imminent start date and deemed clearly relevant to the mission of the WBHF.

LETTER OF INTENT

A Letter of Intent (LOI) is a one-page letter, signed by the director and board chair of the organization, which must be submitted by **April 30, 2019**. Content must include:

- Name, address, phone, and e-mail address of your organization
- Organization's EIN
- Name and title of the contact person if other than the director
- A concise summary of your proposed project
- Amount of funds requested and term*

Note: Priority consideration will go to organizations that indicate collaboration with other breast cancer organizations and programs within the five-county region.

Letter of Intent deadline: The LOI must be emailed to Kim Rogers at the WBHF mailbox, wbhf@cfbham.org by **midnight April 30, 2019**. *You should receive an acknowledgement that your email was received soon after sending. If you do not receive an acknowledgement, please call the Community Foundation at 205-327-3803 so staff can ensure your submission is received.*

Notification deadline: Successful applicants will be notified by **May 15, 2019** that they are invited to submit a full proposal

FULL PROPOSAL

In the second stage of the process, after selection to move forward, the nonprofit organization must submit a Full Proposal by **June 28, 2019**, based on the Letter of Intent previously submitted. Only invited applicants should submit a Full Proposal. The Full Proposal must include:

- One-page cover letter
- Full Proposal (maximum 4 double-sided pages)
- Financial information
- Additional information as specified below

The Full Proposal must include the following:

COVER LETTER: One page, one side only, signed by director and board chair, including:

- Name of organization, address, phone and fax numbers, e-mail address
- Name and title of the contact person if other than the director, plus direct phone or e-mail if available
- Amount of funds requested
- A concise summary of your project using no more than one paragraph

FULL PROPOSAL: No more than 8 pages

- Agency background, to include:
 - History including major programs or accomplishments
 - Current collaborations with similar organizations
- Proposed project or program, including:
 - Need or issue to be addressed
 - Total cost of the project or program and amount requested *
 - Goals and objectives
 - Activities that will be carried out to accomplish the objectives
 - Timeline for project or program
 - Qualifications of key personnel
 - Collaborators (other organization) involved in project or program
- Plans for project continuation:
 - Plans for continuing the project after the funding period
 - Future funding sources
- Project evaluation, to include:
 - Criteria for effectiveness
 - Methods of analysis to show progress
 - Mechanism or organization that will provide results assessment

FINANCIAL INFORMATION

- Project line-item income and expense budget, including in-kind and cash support**
- Other foundations or sources to which proposal has been submitted, with current information on funds committed, declined or pending for this project
- Organization's current annual operating budget, including sources of income
- Income and expense statement for last fiscal year, including sources of income
- First page of most recent 990

ADDITIONAL MATERIAL

- Current Board of Directors including primary professional and/or civic affiliation of each member
- Letter of support from collaborating organizations
- Other letters of support (limit 2)

Full Proposal deadline: The Full Proposal and all additional materials must be emailed Kim Rogers at the WBHF mailbox, wbhf@cfbham.org by **midnight June 28, 2019**.

Notification deadline: CFGB staff and members of the Advisory Committee of the WBHF will review Full Proposals and notify submitted organizations **no later than September 1, 2019**. During the review period, representatives of the WBHF committee may ask for additional information or schedule a site visit. Also during this period, please advise if circumstances change to affect any aspect of your request.

PROCESS TIMELINE

- April 30, 2019: LOI deadline
- May 15, 2019: Notification to selected agencies to submit full proposal
- June 28, 2019: Full proposal due
- Prior to September 1, 2019: Notification of grant awards

Email applications to:

Kim Rogers, Program Officer
Women's Breast Health Fund
Community Foundation of Greater Birmingham
wbhf@cfbham.org

For additional information, contact Kim Rogers, at the Community Foundation of Greater Birmingham, wbhf@cfbham.org or 205-327-3804.

****Grants may involve a funding commitment of one to three years depending on the scope and purpose of the grant. Applicants will request a grant term and amount at the LOI stage; the WBHF may adjust the term and amount for applicants advancing to the Full Proposal stage.***

*****In order to maximize our charitable donor funds, the WBHF of the CFGB does not accept project budgets that include unspecified indirect costs. The WBHF will consider reasonable administrative expenses provided these expenses are deemed necessary for project success, are presented as specific line items in the project budget and are justified in a budget narrative.***