

**Grant Application for It's The Journey, Inc.
2017 Atlanta 2-Day Walk for Breast Cancer
Grant Year March 1, 2018 – February 28, 2019**



It's The Journey invites you to apply for a breast health or breast cancer grant. Grants of up to \$40,000 will be awarded on March 5, 2018 from money raised through the 2017 Atlanta 2-Day Walk for Breast Cancer.

Grants will be awarded to Georgia non-profit organizations with breast cancer or breast health programs in the areas that align with It's The Journey's mission statement- screening, diagnostics, genetic counseling and testing, and support services.

Organizations chosen to receive a grant will be notified in January 2018.

We are pleased to partner with you to help fight breast cancer. Please follow all guidelines carefully as we are only able to accept applications that adhere to the grant application guidelines. If you need additional information about the grant process or application, please contact Laurel Sybilrud, Board and Grants Chair, at lsybilrud@2daywalk.org.

For submission instructions, please review "Checklist for Completion and Submission Instructions" (found on page 6 of this document).

The application deadline is 2:00 PM on Friday, September 22, 2017.

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Application Guidelines

- Project must be specific to breast health and/or breast cancer: i.e. if a project is a combined breast and cervical cancer project, for instance, funding may be requested for only the breast cancer portion.
- Applications are accepted from Georgia non-profit organizations that are tax-exempt under Section 501 (c) (3) of the Internal Revenue Code.
- Indirect costs, if applicable, may be no more than 7.5% of the amount requested.
- Salaries, if requested, must be for personnel directly associated with the project for which the grant is requested.
- Travel, if requested, must be for travel expenses related only to the project.
- An organization may submit multiple applications; however, projects must be independent of one another.
- Organizations requesting funds for genetic testing must also provide genetic counseling.

Ineligible Requests

- National organization without a Georgia program or focus
- Campaigns to elect candidates to public office
- Individual efforts, such as educational scholarships or research
- Endowment campaigns or debt reduction
- Projects of a sectarian nature or that require religious participation as a condition for receiving services
- Building funds
- Start up cost for new organizations or organizations that have been in existence for less than 12 months

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Grant Period

The grant period will begin March 1, 2018 and end February 28, 2019.

Payment and Reporting

The first payment will be made on March 5, 2018 at our Grantee Celebration (after receipt of a fully executed Grant Agreement, W-9 form, and an electronic copy of the organization's logo). Attendance at the Grantee Celebration is a requirement to receive your first payment. The initial 6 month grant report is due Friday, September 7, 2018. You will receive your second and final payment on September 21, 2018 after receipt and approval of the 6 month report. A final 12 month report is due April 5, 2019. Failure to submit satisfactory reports by the deadline will affect future funding.

Site Visits

A board member, staff person or a representative may conduct a site visit during the grant period. Prior notice will be given.

Letter of Support and Additional Materials

Please do not send additional materials such as cover letters, letters of support or recommendation, or program brochures.

Involvement in the Atlanta 2-Day Walk for Breast Cancer

It's The Journey produces the Atlanta 2-Day Walk for Breast Cancer each year to raise money for breast health and breast cancer programs. If your program is chosen to be funded, involvement in the annual Atlanta 2-Day Walk for Breast Cancer is highly recommended. There are many different opportunities to get involved that have varying degrees of commitment.

For more information about how to get involved, please call us at 404.531.4111 or visit our website at www.itsthejourney.org.

Inquiries

If you need additional information about the grant process or application, please contact Laurel Sybilrud, Board and Grants Chair, at lsybilrud@2daywalk.org.

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Application should include the following:

Section 1 (to be completed within this fillable document)

- A. Grant Proposal Cover Page *(Complete Page 7 within this fillable document)*
- B. Grant Proposal Summary Page *(Complete Page 8 within this fillable document)*
- C. Project Description – this section ***should not exceed*** four typewritten pages. Font sizes should be no smaller than a 12 point typeface with 1 inch margins *(Complete Pages 9-12 within this fillable document)*
 - 1. Organization Information: Explanation of project, including brief summary of organization's history, description of current programs, activities and accomplishments relevant to the project.
 - A. Please do not include national statistics. If state or county statistics are used, please cite the current source.
 - 2. Problem to be addressed – Brief description of constituency to be served, organization's experience serving the target population, and how they will benefit from the services.
 - 3. Goals and Objectives
 - A. Description of program goals and specific and measurable objectives.
 - B. Activities and Timeline – Description of activities planned to accomplish these goals. Is this a new or ongoing activity?
 - C. Evaluation – Description of how the organization will measure the success of the program.
 - 4. Collaboration and Sustainability
 - A. Description of other organizations, if any, participating in this program.
 - B. Description of long term strategies for funding of the program.
 - C. List of other sources of current or pending funding for the project. Please include the amount.
- D. Budget Justification – Description of each budget item to be funded by It's The Journey *(Complete Page 13 within this fillable document)*
- E. Financial Assistance and Charity Care Page *(Complete Page 14 within this fillable document)*

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Section 2 (to be completed within the Excel Workbook provided by It's The Journey)

- A. Grant Excel Workbook
 - 1. Tab 1: Program and Organization Budget - If you are a stand-alone operation/organization, please provide your full organization budget in addition to your project budget. If you are part of a larger organization, hospital, university, etc., please provide your project budget only.
 - 2. Tab 2: Cost and Services Breakdown
 - 3. Tab 3: Counties Served - Please mark the Georgia counties that **this specific project is aiming to serve.**

Section 3 (to submitted as one PDF file)

- A. Proof of Tax Exempt Status under Section 501(c) (3) of the Internal Revenue Code – (a copy of the organization's Internal Revenue Service determination letter is preferred).
- B. Copy of current FDA Certification (for Screening & Diagnostic Services grant applicants).
- C. Personnel – Curriculum vitae or resume for project director and personnel listed in budget request (no more than 2 pages per person) - **include in electronic submission only.**
- D. If you are a stand-alone operation/organization, please provide your prior calendar year Form 990 Tax Return - **include in electronic submission only.**

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Project Description

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Project Description (continued)

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Budget Justification

Description of each budget item to be funded by It's The Journey.

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Financial Assistance and Charity Care Page

Organization: _____

Title of Project/Program: _____

Please provide the following information from your organization's 990 - Schedule H.

4. Does your organization have a financial assistance policy for free and/or discounted care?

If yes to the above question, is it a written policy? *If so, please attach a copy.*

5. Did your organization use Federal Poverty Guidelines as a factor for determining eligibility for providing free and/or discounted care?

If yes, what was the percentage of the FPG family income limit for eligibility?

6. What percentage of total care is free and/or discounted care?

Additional comments regarding financial assistance and charity care: