

It's the Journey Request for Proposal
Grant Year March 1, 2022 – February 28, 2023

GRANT INFORMATION

Introduction

It's The Journey (ITJ) invites you to apply for a breast health/breast cancer grant of up to \$30,000 from funds raised through the Georgia 2-Day Walk for Breast Cancer. The amount of money available for grants is dependent upon the amount raised at the 2-Day Walk. Recruiting friends and neighbors to participate in ITJ events will help us give away more funds to help more people in our communities.

Grants will be awarded to Georgia non-profit organizations whose proposed breast health or breast cancer project aligns with ITJ's mission "to support Georgia breast health and breast cancer programs that focus on education, screening, diagnostics, support services, genetic counseling and testing, research, and serving the unmet needs of the Georgia breast cancer community." This is an extremely competitive request for proposal process, and each application is scored on its own, individual merits. Past funding from ITJ does not guarantee future awards. Grants will be paid in two installments: 50% at the time the contract is executed and 50% with the submission and satisfactory review of a 6-month progress report. Closing progress reports (due 30 days after the grant end date) are required. Furthermore, all organizations who are selected to receive grant funds are required to engage with ITJ and support ITJ events in some capacity.

What We Fund:

- Projects specific to breast health and/or breast cancer. If a project is a combined breast and cervical cancer project, funding may only be requested for the breast cancer portion
- Project applications from Georgia non-profit organizations that are tax-exempt under Section 501 (c) (3) of the Internal Revenue Code
- Projects that align with ITJ's mission including
 - Screening Mammograms Only**
 - Diagnostic Services Only**
 - BOTH Screening and Diagnostics Services**
 - Support Services (support groups, transportation assistance, etc.)
 - Direct Assistance
 - Genetic Testing and Counseling
 - Breast Education

**Refer to Appendix A: Approved Reimbursement Rates

- Indirect costs: Must not be more than 7.5% of the amount requested
- Salaries: Must be for personnel directly associated with the grant project
- Travel: Must be for travel expenses related to the grant project
- Organizations may submit multiple grant proposals; however, each project must be unique and independent of one another. Multiple grants from the same organization are graded on their own merit

Ineligible Requests

- Former grantees who have unapproved or outstanding 6-month and/or 12-month reports
- National organizations 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
- Startup cost for new organizations or organizations that have been in existence for less than 12 months

Grant Period: March 1, 2022-February 28, 2023

Important Dates

- Friday, October 22, 2021: Deadline to submit 2021-2022 grant application(s). Applications must be submitted by 2 p.m. on October 22, 2021, otherwise the grant will not be considered for funding. NO EXCEPTIONS!
- January 2022: Notification of grant status
- March 2022: First payment issued after receipt of a fully executed Grant Agreement, W-9 form, and electronic copy of the organization's logo
- Friday, September 9, 2022: Initial 6-month grant report due
- Friday, September 30, 2022: Second and final payment issued after 6-month report approved
- Friday, March 31, 2023: Final 12-month report due
- TBD: Prior notice will be given regarding a site visit from a board member, staff person, or representative sometime during the grant year

Please Note: Failure to submit satisfactory six-month and final reports by deadline dates may affect future funding

Instructions:

- Font size should be no smaller than a 12-point typeface
- Project description should not exceed 5 pages
- Include page numbers at the bottom of each page of your application
- Label each category i.e., Grant Summary, Organization Information, Problem to be Addressed, etc.
- The Project Description is extremely important! The grant reader should have a clear understanding of your project and how you plan to accomplish it. Give details and clear explanations
- Do not send letters, letters of support, recommendations, or program brochures
- If you are recycling a grant from a previous year, be sure to update it accordingly, otherwise, your application may be penalized
- If using statistics, use state or county statistics and include the source
- As a part of the 6-month and 12-month grant reports, grantees must report accurate and detailed demographic data on project participants. Plan accordingly if you do not already have a system in place to track this information. Please review Appendix B: Required Demographic Data
- Refer to Appendix C: Grant Writing Tips

Grant Scoring Considerations

- To be considered for funding, the application must be complete with all requested information and received by the deadline-NO EXCEPTIONS
- Even if you are a previous Awardee, please read the entire document as some requirements have changed
- How well the project aligns with ITJ's mission
- Impact project has on the community it serves
- Quality and completeness of the written application
- Goals and measurable objectives are specific and realistic. Refer to Appendix D: How to Write Goals And Objectives
- The budget and budget justification are realistic and reasonable
- Counties served by the project.
- Previous awardees: Degree of engagement with ITJ and participation in ITJ events

Submission Instructions

Only an electronic copy of the grant application is due on Friday, October 22, 2021, by 2 p.m. NO EXCEPTIONS!

Electronic Copy: Email separate electronic files as outlined below to Linda Shein: lshein@2daywalk.org

Section 1. Should be completed and saved as one document and include the following items:

- Grant Proposal Cover Page
- Grant Proposal Summary Page (300 words or less)
- Project Description (5 pages or less)
- Budget Justification
- Plans for Participation in The 2-Day Walk for Breast Cancer or other ITJ events

Section 2. Should include the following item:

- Completed Three Tab Excel Spread sheet (Provided by ITJ)

Section 3. Should include the following items and submitted as a single PDF file:

- Proof of current 501 (c) (3) Tax Exempt Status Visit: <https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations> You can either print the status from the web page or take a screen shot and include this with your application
- Copy of Current FDA Certification (screening and diagnostic grants only)
- Resume or CV for Project Director and key project personnel.
- Prior calendar year Form 990 Tax Return

If you have questions, feel free to contact:

Dale M. Israel, RN, MN
Board Member and Grants' Chair
disrael@2daywalk.org
(770) 823-6257

Stephani Tucker
Executive Director
Executivedirector@2daywalk.org
(404) 531-4111 ext. 203

Linda Shein
Accountant & HR Specialist/Office Manager
lshein@2daywalk.org
(404) 531-4111 ext. 205

Appendix A: Approved Reimbursement Rates

SERVICE	RATE
Clinical Breast Exam	\$ 40.00
Screening Mammogram - Digital	\$ 140.00
Screening Mammogram - 3D	\$ 200.00
Diagnostic Mammogram - Unilateral Digital	\$ 140.00
Diagnostic Mammogram - Unilateral 3D	\$ 195.00
Diagnostic Mammogram - Bilateral Digital	\$ 175.00
Diagnostic Mammogram - Bilateral 3D	\$ 230.00
Ultrasound	\$ 110.00
MRI - Unilateral	\$ 255.00
MRI - Bilateral	\$ 260.00
Cyst Aspiration	\$ 115.00
Fine Needle Aspiration	\$ 105.00
Ultrasound Guided Breast Biopsy - 1st Lesion	\$ 650.00
Ultrasound Guided Breast Biopsy - Additional	\$ 525.00
Stereotactic Guided Breast Biopsy - 1st Lesion	\$ 665.00
Stereotactic Guided Breast Biopsy - Additional	\$ 540.00
MRI Guided Breast Biopsy - 1st Lesion	\$ 665.00
MRI Guided Breast Biopsy - Additional	\$ 790.00
Pathology Fee (level IV only)	\$ 75.00
Excisional Biopsy (excision breast lesion)	\$ 580.00
Surgical Consultation	\$ 170.00
Core Breast Biopsy - percutaneous, without imaging guidance	\$ 160.00

Appendix B: Required Demographic Data

Organizations awarded grant funding are required to collect demographic data on those who receive assistance through ITJ grants. This information helps ITJ identify populations in need and measure the impact we're making on communities throughout Georgia. Below is a list of data that must be collected and reported on in the 6 -month and 12-month reports. An Excel workbook will be provided by ITJ at a later date.

Please provide the total unduplicated NUMBER, not percentage for each of the following:

- Total number served through *ITJ grant funding*
- Gender
 - Male
 - Female
 - Nonbinary
 - Trans
 - Other
 - No response
- Age
 - 19-24
 - 25-29
 - 30-39
 - 40-49
 - 50-59
 - 60-69
 - 70+
 - No response
- Race
 - White
 - Black or African American
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or Pacific Islander
 - Mixed
 - Other
 - No response
- Ethnicity
 - Hispanic, Latino, Spanish descent
 - Not of Hispanic, Latino, Spanish descent
 - No response

- Counties
 - Counties served
 - Number of people served in each county

Screening and Diagnostic Services Grants Only

For women diagnosed with breast cancer through ITJ funding:

- Gender
- Age
- Race
- Ethnicity
- County of residence
 - Stage of breast cancer, if possible

Appendix C: Grant Writing Tips

1. If you are unsure of the validity of your requests, please reach out to Dale, Stephani, or Linda before submitting your grant
2. Be Prepared: Think about your funding needs before the funding opportunity becomes available.
3. Write with the Reviewers in Mind: Make their job of reading and scoring grants as easy as possible. *Assume that the reader knows nothing about your community, organization, or project*
4. Follow the Directions: Read the directions carefully. Re-read them often so that you do not overlook a small detail
5. Don't Underestimate the Time it Takes to Craft a Strong Proposal: Don't wait until the last minute to write the proposal
6. Get Input and Edits from Others: Get feedback from a colleague not familiar with your project
7. Highlight Your Strengths, Not Your Needs: Funders want to hear about the impact on the community and solutions to community challenges
8. Partners: Funders like seeing collaborative efforts and resource sharing
9. Demonstrate You Have Developed a Cost-Effective Budget: Show that you are maximizing all available resources and used cost-saving measures
10. Tell a story with a personal impact. Grant readers like hearing personal stories of how you have helped others and the impact your services provided

Appendix D: How to Write Goals and Objectives

It is important to learn how to write effective project goals and objectives. You will be asked to provide an update on both in your 6-month and final reports

Goals

- Describes what you want to accomplish with the project
- Relates directly to the problem statement
- Describes future expected outcomes
- Focuses on the end, not the means
- Are achieved through the objectives
- Should be SMART:
 - S-Specific; should be clear with a specific endpoint
 - M-Measurable; to be able to track the project and judge if the goal is met
 - A-Attainable; If too ambitious, you will struggle
 - R-Relevant; Pertinent to your project
 - T-Time Bound; time frame helps you quantify and keeps you focused

Objectives

- Tells how you will meet your goal i.e., what activities will be used to meet the goal
- Should be clear, realistic, specific, measurable, and time-limited, statements of action which when completed, will move towards goal achievement

Example:

Which is better? Goal #1 or Goal #2?

Goal #1: The goal of this project is to feed Atlanta's homeless

Goal #2: The goal of this project is to feed 1,000 of Atlanta's homeless three meals a day from Sept. 1, 2013, to Dec. 31, 2014

Objectives:

1. Identify five outlets that offer free or discounted food by August 15th
2. Sign up 50 volunteers to cook and serve food by August 10th
3. Contact 3 homeless shelters to start outreach by August 1
4. Secure four facilities near where the homeless gather for cooking and serving meals by July 15

Rev. July 2021