

APPLICATION FOR SMALL GRANTS, CONFERENCE GRANTS, AND TRAVEL SCHOLARSHIPS



The Susan G. Komen
Breast Cancer Foundation

**Inland Empire
Small Grant Application**

Project Director & Title _____

Institute _____

Address _____

Phone () _____

Fax () _____

Email _____

Title of Project/Conference _____

Total Amount Requested _____

Signature & Title of
Approving Personnel
(*other than Program Director*) _____

Name & Title of Approving
Institutional Personnel (*typed*) _____

Date _____

Small Grant **Conference Grant** **Travel Scholarship**

Guidelines and Instructions for Applicants:

Small Grant:

Small grants are intended to support some of the “unexpected” costs associated with a project (e.g. purchase of educational materials, food costs for a presentation, survivor recognition, etc.). Small Grants are NOT intended to support salary or services for an individual (e.g. mammography, ultrasound), development of materials, etc.

Only funding requests that meet the following criteria will be considered for a small grant:

- ⌘ Specific to breast health/breast cancer
- ⌘ **Relevant to the Komen Mission to eradicate breast cancer as a life threatening disease by advancing research, education, screening and treatment.**
- ⌘ Funding request is less than \$2,000
- ⌘ Willingness to acknowledge support of Komen Affiliate
- ⌘ Report financial and progress to Affiliate
- ⌘ Allow participation of Affiliate representative where appropriate
- ⌘ Not for a fundraising activity

All applications must include all items listed below and should be presented in the same order:

1. Completed cover page (previous page)
2. Narrative including the following (2 page maximum):
 - a. Purpose of funding request
 - b. Project goals and objectives
 - c. Benefit to Komen Affiliate
 - d. Timeline
 - e. Other participating sponsors/organization
3. Detailed budget and budget justification
4. Proof of non profit status

Conference Grant:

Conference Grants are intended to support local scientific or educational conferences, symposia and meetings, with an emphasis on those that enhance the interaction between the advocate, healthcare and scientific communities.

Only funding requests that meet the following criteria will be considered for conference sponsorship:

- ⌘ 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
- ⌘ Funding request is less than \$5,000
- ⌘ Acknowledgement of support from Komen Affiliate in all printed materials
- ⌘ Participation of Affiliate representatives where appropriate
- ⌘ Complimentary registration for at least two (2) Affiliate representatives
- ⌘ Display area where appropriate

⌘ Activity report following conference that includes number of participants, evaluation of program, and impact of Affiliate sponsorship and participation

All applications must include all items listed below and should be presented in the same order:

1. Completed cover page (previous page)
2. Narrative including the following (2 page maximum):
 - a) Conference program outline
 - b) Target audience and number expected to attend
 - c) Specific sponsorship opportunities (i.e., representation of the Foundation at events, on panels or as speakers, where appropriate; complementary registration provided for at least two Foundation representatives; exhibit space in visible, conspicuous location)
3. Proof of non profit status
4. Detailed budget and budget justification

Travel Scholarship:

The purpose of this funding opportunity is to provide travel assistance to grantees, health care professionals and advocates to attend, participate in and/or present at meetings, conferences, or symposia that would increase the community knowledge of breast health and breast cancer and facilitate the exchange of ideas and communication between the scientific and lay public.

Only funding requests, which meet the following criteria, will be considered for a travel scholarship:

- ⌘ Conference is relevant to breast cancer as demonstrated by agenda, etc.
- ⌘ Funding request is less than \$1,000 domestic or \$2,000 international (to include registration, coach airfare/train/mileage, moderate hotel [room and taxes only], meals, cab fare and tips)
- ⌘ Applicant is able to quantify participation and benefit to community
- ⌘ Applicant must attend majority of conference or apply for the continuing education credits offered
- ⌘ Written report or presentation should be made to Affiliate after Conference

All applications must include the items listed below and should be presented in the same order:

1. Completed cover page (above)
2. Narrative including the following (2 page maximum):
 - a) Conference goals and/or program outline
 - b) Statement of how program is relevant to breast health
 - c) Specifics of participation and benefit to traveler describing ability and intention of traveler to spread information to Komen Affiliate service area
3. At least two letters of recommendation. Including one from the employer, if applicable
4. Detailed budget and justification

**Please contact the
Inland Empire Affiliate of the Susan G. Komen Breast Cancer Foundation
with any questions.**

**Katie Parker
Executive Director
26765 Madison Avenue #108
Murrieta, CA 92562**