



2012 Community Grants FAQs

- Q: Can we use Komen grant funds to help a cancer patient with needs other than those related to breast cancer?**
A: Grant funds awarded through the Komen Twin Tiers Region Affiliate may only be used for screening, education or treatment services related to breast cancer.
- Q: Can we include lodging for patients in our budget?**
A: Expenses such as lodging can be included in your budget. The expense should be justified.
- Q: How much will Komen Twin Tiers distribute to eligible organizations in the 2012 Grant Cycle**
A: It is our primary objective to maximize our funding for community grants across our 9-county service region. We have budgeted \$89,000 for the 2012-13 grant cycle.
- Q: What is the typical grant request and funding level for approved projects?**
A: Grant awards are made at the discretion of the Community Grants Review Panel based on project merit and alignment with 2012 Komen Twin Tiers Funding Priorities. While grant request amount will be considered, the review panel may award partial funding for project applications.
- Q: Can we revise our budget during the grant cycle?**
A: Yes, you can request a "No Cost Change of Budget" form from the Community Grants Chair at churd@gstboces.org.
- Q: Can I get a copy of the Community Profile needs assessment that the Twin Tiers Region Affiliate has completed?**
A: Yes. It will be posted to the Komen Twin Tiers website at www.komentwintiers.org.
- Q: What is the budget limit on indirect costs?**
A: The limit for indirect costs is 15% of your total budget. Indirect costs include all costs that cannot be identified directly to a program or activity. An example of an indirect cost is a cost attributable to more than one program or activity – such as accounting salaries, office rent, utilities, and office supplies.
- Q: Sometimes it is difficult to design an evaluation tool without making it too elaborate. How do we know if our evaluation plan is appropriate?**
A: Keeping your evaluation as simple as possible is a good thing, but you also want to make sure that you are measuring the impact of your program and not just counting the number of people served. A pre-test and post-test can be a good method of evaluation or a survey. If you have questions about your evaluation method, contact the Community Grants Chair to discuss it before submitting your application.
- Q: When are applications due?**
A: Applications should be postmarked and emailed no later than 5:00PM on February 1, 2012.



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Q: When will funds be disbursed?

A: Upon receipt of a signed contract from Grantee, the first half of your award will be mailed, approximately during the first week in April 2012.

Q: Are there any reports due if we receive the grant?

A: Yes, a mid-term report and a final report. Both are used to evaluate the progress towards achievement of your goals. We will disburse the second half of your award after your mid-term review has been accepted.

Q: Are Grantees required to carry insurance?

A: Yes, a certificate of insurance will be required to fund the grant. Standard levels are indicated in the RFA; applicants can request to carry a different level of insurance by filling out the optional Insurance Disclosure Form.

Q: Is the review process done by staff or board members?

A: Neither. The Affiliate grant review process is based upon the peer-review formula that is used by the Komen Foundation Award and Research Grant Program and is recognized by the National Cancer Institute (NCI). A panel of independent volunteers reviews, scores, discusses and ranks the applications; these volunteers are kept anonymous to ensure no pressure is placed upon them.

Q. If I have received a grant from Komen Twin Tiers in the past, will I be more or less likely to receive funding again?

A. No. Each application is reviewed independently and evaluated against our funding priorities and for its impact in our service region.

Other questions may be emailed to churd@gstbooces.org. We will respond as quickly as possible.