

2011 COMMUNITY GRANT

APPLICATION CHECKLIST

- Application Cover Pages 1 - 3**
 - Approving Institutional Personnel Signature
 - Questions 1 - 2 answered
 - Abstract (limit 200 words)
 - Permission to publish check box
 - Signature under permission to publish
- Organization Capability** (Not to exceed 1 page)
 - Breast health/breast cancer services currently provided
 - Experience providing the proposed services and any related services
 - History serving proposed population
 - Evidence of success in delivering services to proposed population
 - Ability to conduct program evaluation and quality management
 - Ability to coordinate activities with other providers of related services
 - Fiscal capability to manage the proposed services and to ensure an adequate audit trail
- Problem Statement & Needs** (Not to exceed 2 pages)
 - A description of the population to be served
 - Evidence of risk/need within that population
 - Statistics specific to Orange County
- Project Description** (Narrative not to exceed 3 pages & work plan not to exceed 3 pages)
 - Explanation of the proposed project and how it addresses one or more of the gaps identified in the Statement of Need (on page 2 of RFA)
 - Description of project goals and objectives
 - Description of activities planned to accomplish the project objectives and timetable
 - Description of other organizations or entities, if any, participating in the project
 - If applicable, a Memorandum of Understanding with a collaborative partner(s)
 - A review of comparable programs
 - Description of the evaluation plan
 - Work Plan (**Form**)
- Financial Information**
 - Copy of organization's current audited financial statements for the most recent available year.
 - Copy of organization's current annual budget.
 - List of other sources of current funding for the project, amounts received or to be received from those sources.
 - List of other organizations with whom you have grant applications pending.
 - Long term strategies for funding of the project after initial funding.
 - Total budget (**Form**)
 - Budget justification (**Form**)
- Resume or curriculum vitae of the project director and project personnel listed in the budget request attached to each set of the application**
- Copy of an IRS determination letter indicating nonprofit or 501 (3)(c) tax-exempt status**
- Copy of Current W-9 Form**
- 10 sets of each application (one original and 9 copies)**
- 1 electronic copy of the application on a CD-Rom labeled "2011 Komen RFA", AND [Organization's Name]" All information should be included in ONE electronic document.**