



COMMUNITY FOUNDATION
OF GREATER BIRMINGHAM

The Women's Breast Health Fund of the Community Foundation of Greater Birmingham

GRANT APPLICATION GUIDELINES

BACKGROUND AND MISSION

The Women's Breast Health Fund (WBHF) of the Community Foundation of Greater Birmingham is a Field of Interest Fund established to support holistic breast cancer care for women and their loved ones throughout the region served by the Community Foundation (Jefferson, Shelby, Walker, Blount and St. Clair counties). The WBHF mission covers the breast cancer continuum from diagnosis through follow-up care throughout the life of the survivor with this focus: to make life better for women and their loved ones who are facing this disease.

GRANTMAKING PROCESS

Qualifying nonprofit organizations interested in competing for a grant first must submit a **LETTER OF INTENT (LOI)** by **January 17, 2012**. Single and multi-year grant awards are expected to range from \$100,000 to \$300,000. Smaller exploratory or seed grants will also be considered if they have potential for significant impact. Prior to submitting the LOI, each organization should read the 2011 Breast Health Community Assessment conducted by WBHF and Susan G. Komen for the Cure North Central Alabama, especially conclusions 3 and 4 on Page 29.

Selected LOIs will be notified by February 1, 2012, about whether they will move forward in the process by submitting a **FULL PROPOSAL** (see below for Full Proposal deadlines).

LETTER OF INTENT

A Letter of Intent (LOI) is a one-page letter, signed by the director and board chair of the organization, which must be submitted by January 17, 2012. Content must include:

- Name, address, phone and fax numbers, and e-mail address of your organization.
- Name and title of the contact person if other than the director.
- A concise summary of your project using no more than one paragraph
- Amount of funds requested
- **Priority consideration will go to organizations that indicate collaboration with other breast cancer organizations and programs within the five-county region.**

LOI deadline: LOI must be postmarked or hand delivered to **WBHF**, c/o the Community Foundation of Greater Birmingham, 2100 First Avenue North, Suite 700, Birmingham AL 35203, by **January 17, 2012**. E-mail submissions will not be accepted.

Notification deadline: The Advisory Committee of the WBHF will review the LOI and recommend whether the project will move forward to submit a full proposal. Representatives of nonprofit organizations may be contacted for more information about the proposal or grant

amount and will be notified about this decision by February 1, 2012.

FULL PROPOPAL

In the second stage of the process, after selection to move forward, the nonprofit organization must submit a Full Proposal by March 1, 2012, based on the Letter of Intent previously submitted. The Full Proposal must include:

- One-page cover letter
- Full Proposal (maximum 4 double-sided pages)
- Financial information
- Additional information as specified below

Original and six copies of the Full Proposal must be submitted on **8 ½ x 11-inch paper, printed on both sides**, without binders, notebooks or folders. The Full Proposal must include the following:

COVER LETTER: One page, one side only, signed by director and board chair, including:

- Name of organization, address, phone and fax numbers, e-mail address
- Name and title of the contact person if other than the director, plus direct phone or e-mail if available.
- Amount of funds requested.
- A concise summary of your project using no more than one paragraph.

FULL PROPOSAL: No more than 8 pages (max. 4 sheets, printed on both sides):

- Agency background, to include:
 - History including major programs or accomplishments
 - Current collaborations with similar organizations
- Proposed project or program, including:
 - Need or issue to be addressed
 - Target population
 - Total cost of the project or program and amount requested
 - Goals and objectives
 - Strategies or activities that will be carried out to accomplish the objectives
 - Timeline for project or program, including proposed benchmarks or indicators of progress toward goals
 - Qualifications of key personnel
 - Collaborators (other organization) involved in project or program
- Plans for project continuation, if on-going:
 - Plans for continuing the project after the funding period
 - Future funding sources
- Project evaluation, to include:
 - Criteria for effectiveness
 - Methods of analysis to show progress toward goals
 - Mechanism or organization that will provide results assessment

FINANCIAL INFORMATION

- Project line-item income and expense budget.
- Other foundations or sources to which proposal has been submitted, with current information on funds committed, declined or pending for this project.
- Organization's current annual operating budget, including sources of income.
- Income and expense statement for organization's last fiscal year, including sources of income.

ADDITIONAL MATERIAL

- Current Board of Directors including primary professional and/or civic affiliation of each member.
- Letter of support from collaborating organizations

- Other letters of support (limit 2)
- Organization's tax exempt letter from the IRS

NOTE: Priority consideration will go to organizations that indicate collaboration with other breast cancer organizations and programs within the five-county region.

Full Proposal deadline: One original and six copies of the Full Proposal must be postmarked or hand delivered to **WBHF**, c/o the Community Foundation of Greater Birmingham, 2100 First Avenue North, Suite 700, Birmingham AL 35203, by **March 1, 2012**. E-mail submissions are not accepted at this time.

Notification deadline: The Advisory Committee of the WBHF will review Full Proposals and notify submitted organizations by **April 16, 2012**. During the review period, representatives of the WBHF committee may ask for additional information or schedule a site visit. Also during this period, please advise if circumstances change to affect any aspect of your request.

After grants are awarded, reports and updates will be provided every six months through the grant period. In order to assess future results, the WBHF committee may request updates after the award period on a mutually agreed timetable.

PROCESS TIMELINE

- January 17, 2012: LOI deadline
- February 1, 2012: Notification to selected agencies to submit full proposal
- March 1, 2012: Full proposal due
- April 16, 2012: Notification of grant awards

Address applications to:

Women's Breast Health Fund
 Community Foundation of Greater Birmingham
 2100 First Avenue N., Suite 700
 Birmingham, Al. 35203-4223

For additional information, contact Kathryn Corey, Vice President Donor Relations, at the Community Foundation of Greater Birmingham at 205-327-3828.