

RFA #0710311035
Questions and Answers

A. Questions Regarding Eligibility

1. It appears that not-for-profits such as Susan G. Komen org. (national affiliation), small community-based rural hospitals such as ours (Carthage Area Hospital - governing board does not have breast cancer survivors in significant decision-making roles) or other community-based orgs. in the North Country would not be eligible to apply for this grant. The breast cancer survivors support group is not incorporated (therefore no official governing board) so they would not be eligible to apply. After discussing this with other appropriate colleagues the question is: What organizations/groups are eligible to apply?

Rural hospitals provide many services to those in their communities diagnosed with cancer. The intent of this RFA, however, is to provide funding to community-based agencies which include breast cancer survivors and are not affiliated in any way with a larger organization.

Applicants must be grass roots, freestanding, not-for-profit organizations, utilizing a large number of volunteers, which offer a broad range of education and support services free of charge, for individuals diagnosed with breast cancer. *For purposes of this RFA, a grass roots, freestanding organization is defined as a community-based organization which is not part of or affiliated with a statewide, national or international organization or a major medical or academic institution.* The successful applicant organization must include breast cancer survivors who have significant decision-making responsibilities within the organization.

2. In your guidelines under “Who May Apply,” you say that “applications must be a grass roots, freestanding organization...defined as a community-based organization which is not part of or affiliated with a statewide, national, or international organization or a major medical or academic institution.” *CancerCare* is considering applying for this grant, but it provides services to people affected by cancer throughout the country. Would that make us ineligible?

Yes, *CancerCare* would be ineligible to apply due to its national affiliation.

3. I am the director of a small non-profit organization, GIFT (Giving Inspiration, Fighting Together), started in 2001. The 501(c) is under the umbrella of the Stony Brook Foundation. All work we do, and funds we raise, benefit the breast cancer patients at Stony Brook University Medical Center. I am an employee at SBUH and a breast cancer survivor who received all her treatment at SBUH. Does the fact that we are listed under the 501(c) 3 as SB Foundation disqualify us for applying for this grant?

Yes, GIFT would be ineligible to apply due to its affiliation with the medical center.

4. I would like to know if the organization has to be non-for-profit to put in for funding. (At present I have no funding coming in and am seeking funding at some degree.)

Yes, all applicants must be not-for-profit organizations. As stated on page 4 of the RFA, applicants must be incorporated and registered as an incorporated entity with the Secretary of State (further information can be obtained from the NYS Department of State at: www.dos.state.ny.us .

5. Should I assume that although the Adelphi NY Statewide Breast Cancer Hotline & Support Program is financially self sufficient from the University but is under the University's 501 (c) 3 we are now considered ineligible?

Yes, the Adelphi NY Statewide Breast Cancer Hotline & Support Program would be ineligible to apply due to its affiliation with the university.

6. Women at Risk (WAR) is a program of New York-Presbyterian Hospital, but WAR is solely responsible for raising funds needed to continue and expand its programs. Given the nature of WAR's affiliation with a major medical institution, is WAR considered to be ineligible to apply to RFA# 0710311035?

Yes, WAR would be ineligible to apply due to its affiliation with the hospital.

B. Questions Regarding Application Page Limits

7. Section V- Can you please clarify the page limits for the Project Summary section of the proposal, as well as the Statement of Need, Project Design and Workplan subsections? They are listed 2 different ways:

On page 11:

a. Application Content

Project Summary (Maximum page limit: 6)

On page 14:

b. Project Summary

1. Statement of Need: (CANNOT exceed 4 pages)

2. Project Design (Including Workplan) (CANNOT exceed 8 pages.) This second notation suggests a maximum total of 12 pages for Project Summary, which includes Statement of Need (4 pages) plus Project Design and Workplan (8 pages Combined)

Question: Is this correct?

This discrepancy in page limits was an error in the RFA. The correct page limit for the Project Summary section of the proposal is a maximum total of 12 double-spaced pages which includes Statement of Need (up to 4 double-spaced pages) and a Project Design and Workplan (up to 8 double-spaced pages.)

C. Questions Regarding Budget/Budget Justification page limits

8. Section V - Can you please clarify the page limits for the Budget Justification section of the proposal? It is listed in two ways:

- **On page 13: D. Budget Justification.....Justification of each cost should be submitted in narrative form and limited to two single-spaced pages or less.**
- **On page 14: B. Application Format C. Budget and Budget Justification (No Page Limit)**

The budget and the budget justification should be single-spaced. The budget justification should be completed in two single-spaced pages or less. However, these pages are not “counted” as part of the application page limits.

D. Fiscal Questions

9. Do costs for advertising the programs qualify for funding?

Yes, advertising costs for the purposes of recruitment and outreach may be included.

10. Section V On page 13:

Budget justification, it states in paragraph 2, “These funds may not be used to supplant funds for currently existing staff or activities.” Does this mean that salaries (or portions of salaries) for current staff who will be assigned to expand/new activities, or to the planning of expanded/new activities, cannot be included in the budget?

Salaries or portions of salaries for existing staff members who will spend a percentage of their time dedicated to activities funded under this contract can be included in the budget. The budget justification should include sufficient explanation to support this request.

E. Questions regarding the definition of “trained professional”

11. Section III, on page 4 in Project Narrative/Workplan Outcomes refers to a “trained professional:” Can you please define who is considered a trained professional? For example: Is a staff person with a bachelor’s degree, who is a breast cancer survivor, and who has been trained by and receives ongoing supervision from a LMSW, considered to be a “trained professional?” “Professional one-on-one counseling:” How is this defined? Is it defined based on the definition of “trained professional” in item # 1?

12. In Section III: Project Narrative/Workplan Outcomes,” there is a numbered section listing possible program offerings under this grant. The first two suggestions mention professionally-facilitated support groups and professional one-on-one counseling. Are there requirements regarding the type of professional this must be?

For the purposes of the activities cited in these questions, a “trained professional” is an individual with training in social work, psychology or related counseling fields, preferably with experience providing services to those with cancer.

F. Questions Regarding the Workplan

13. Regarding the section on Project Design, page 12, paragraphs three and four focused on the workplan for this RFA, the directions are that “goals should address the entire five year contract period” (paragraph 3) while “the workplan should detail objectives and activities only for the time period corresponding to the first contract year of the five year period ...” (paragraph 4.) Can you please clarify what is meant by including 5 year goals, but a workplan that addresses only the first contract year?

Applicants are required to reflect only the first 12 months of the contract proposal in the workplan, budget and budget justification. A brief description of the proposed activities for the remaining four years of the initiative should be provided in the Project Design.

14. Can we include letters of support to demonstrate that our organization has developed extensive community collaborations? Is this optional or do you not want organizations to send these letters?

Letters of support are suggested but not required.

15. Are exercise programs with peer support sessions considered “support programs” or do only discussion-based support groups qualify for funding?

Support programs other than discussion-based support groups will be considered for funding.

16. Can you address more than one category of the eight service categories listed in Section III?

Yes, applicants can address one or more of the eight service categories.