



Letter Of Intent – Patient Navigation Collaboration Pilot Program

**LOI Submission Deadline is
Friday, April 27, 2018 at 5:00 PM**

FUNDING OPPORTUNITIES

Susan G. Komen® Greater New York City (Komen Greater NYC) is introducing a new funding opportunity for organizations that have current or proposed patient navigation programs within the four boroughs of New York City, Nassau, Suffolk, Westchester, and Rockland Counties. The purpose of this pilot program is to promote cross functional collaboration between organizations that each provide lay and/or nurse navigation services. Integrating the distinct roles of lay and nurse navigators will enhance delivery of care throughout each phase of the breast cancer continuum. Grant requests for the Patient Navigation Collaboration Pilot (PNCP) Program may be submitted for a maximum of \$100,000.

A formal Letter Of Intent (LOI) is a **mandatory requirement** in order to be considered for Komen Greater NYC grant funding. We recognize that at the LOI phase of the application process, some of the program information may be preliminary in nature and subject to modification prior to or at the time of the proposal submission. The purpose of the LOI is to provide Komen Greater NYC staff with a brief overview of the proposed PNCP program prior to submission of a full application. Staff members will review LOIs and notify organizations by **June 25, 2018** if they are invited to submit a full proposal.

Komen Greater NYC has identified the following funding priorities for the Patient Navigation Collaboration Pilot Program:

Priority will be given to applicants whose proposal focuses on women who are rarely or never screened individuals, under/uninsured populations residing in Komen Greater NYC's underserved service areas:

- Bronx
- Kings
- Queens
- Richmond
- Westchester
- Rockland
- Nassau
- Suffolk

Patient Navigation

Patient navigators serve a variety of functions including enhancing patient-provider communication, advocating for patient's rights, facilitating decision-making, offering psychological supports and linkages, and providing culturally appropriate services. In delivering these services, patient navigators can mitigate the barriers experienced by populations within the service area. For example, Black/African-American women and Hispanic/Latina women are more likely to be diagnosed at later stages of breast cancer. Additionally, death rates are

particularly high among Black/African-Americans. These disparities have been linked to barriers such as lack of transportation, overcrowded hospitals, and language barriers, resulting in loss of follow-up and failure to receive screenings and treatment. With the inclusion of patient navigators, these hurdles can be reduced by introducing services that can streamline the cancer care process and build trust with patients experiencing these difficulties in accessing care.

To enhance overall delivery of services, the lay and nurse navigators will have distinct and complimentary roles. This ensures standardization of care, delivery of services, unique responsibilities, and core competencies that each navigator should achieve. For the LOI, lay and nurse navigators should have clear job descriptions that define their specific roles and specify where the roles intersect on behalf of the patient.

The purpose of this pilot program is to promote cross functional collaboration between organizations that provide lay and/or nurse navigation services. The LOI should detail how patients benefit and what the measurable outcomes will be.

QUALIFICATIONS AND ELIGIBILITY

To be eligible to participate in Komen Greater NYC's LOI process, organizations must meet the following criteria:

- Applications will only be accepted from organizations with 501(c)3 status (such as educational institutions, hospitals or other medical facilities, or a community organizations) located in or providing services to one or more of the following locations:
 - Four boroughs of New York City (Bronx, Kings, Queens, and Richmond Counties)
 - Long Island (Nassau and Suffolk Counties)
 - Westchester County
 - Rockland County
- Proposed projects must be specific to breast health and/or breast cancer and address the priorities identified in the Affiliate's Community Profile. If a project includes other health issues along with breast cancer, such as a breast and cervical cancer project, funding may only be requested for the breast cancer portion.
- All past and current Komen-funded grants or awards to applicant must be up-to-date and in compliance with Komen requirements.
- Applicant has documentation of current tax-exempt status under the Internal Revenue Service code.
- If applicant, or any of its key employees, directors, officers or agents is convicted of fraud or a crime involving any other financial or administrative impropriety in the 12 months prior to the submission deadline for the application, then applicant is not eligible to apply for a grant until 12 months after the conviction.

INELIGIBLE REQUESTS

Applicants may not request funding for any of the following activities or expenditures:

- Medical or scientific research
- Scholarships or fellowships
- Construction or renovation of facilities
- Political campaigns or lobbying
- Endowments or capital campaigns
- Debt Reduction
- Indirect costs – these include those that are not direct expenses related to your program; for example, rent, telephone, or internet costs.

LETTER OF INTENT (LOI) SUBMISSION REQUIREMENTS

If your program meets our eligibility requirements, please review the instructions carefully and prepare a LOI. LOI must be submitted electronically by **5:00 PM on April 27, 2018**; submissions that arrive after that time will not be considered.

Please submit the LOI as a PDF or Word document attached to an email cover letter and send it to Mandy Lin, Manager of Grants and Public Policy, at mclin@komennyc.org. If you have questions, feel free to call Ms. Lin at 212-461-6189.

ABOUT SUSAN G. KOMEN®

Susan G. Komen is the world's largest breast cancer organization outside of the federal government, funding more breast cancer research than any other nonprofit while providing real-time help to those facing the disease. Since its founding in 1982, Komen has funded more than \$956 million in research and provided more than \$2.1 billion in funding to screening, education, treatment and psychosocial support programs. Komen has worked in more than 60 countries worldwide. Komen was founded by Nancy G. Brinker, who promised her sister, Susan G. Komen, that she would end the disease that claimed Suzy's life. Visit komen.org or call 1-877 GO KOMEN. Connect with us on social at ww5.komen.org/social.

ABOUT SUSAN G. KOMEN® GREATER NEW YORK CITY

Founded in 1990, Susan G. Komen Greater NYC has awarded more than \$51 million in grants to a wide variety of community partners and invested in cutting-edge breast cancer research programs. In the last five years alone, Komen Greater NYC has helped 657,000 women, men and families in New York City, on Long Island, and in Westchester and Rockland Counties. This year, Komen Greater NYC is awarding more than \$700,000 to 24 local breast health programs, as well as \$562,000 for national breast cancer research to find the cures. For more information, please visit www.komennyc.org or call 212-293- CURE.

LETTER OF INTENT (LOI) PREPARATION GUIDELINES

- LOI's must be submitted by the individual authorized to sign for the organization.
- The LOI must not exceed two (2) pages (excluding the cover page and checklist).
- Include any relevant attachments.
- *Fax copies will not be accepted.*

Failure to adhere to these guidelines will result in delayed processing or refusal of the application.

Inquiries should be addressed or directed to Mandy Lin, Manager of Grants and Public Policy, at mjin@komennyc.org or 212-461-6189. (Please allow adequate time before the deadline for responses to any inquiry)

****Additional resource to assist you in writing your LOI can be found here:**

<http://grantspace.org/tools/knowledge-base/Funding-Research/proposal-writing/letters-of-inquiry>

CBH Letter of Intent – Checklist



The following is a checklist of the LOI requirements for your request to be complete and considered for funding.

PROJECT DIRECTOR: Please initial each line to certify understanding and acknowledgement of Komen Greater NYC LOI regulations.

1. _____ Letter is submitted by 5:00 PM on April 27, 2018
2. _____ I understand that the Grant Period for this LOI is October 1, 2018 to September 30, 2019.
3. _____ Project is specific to patient navigation and breast health and/or breast cancer.
4. _____ Applicant is a US nonprofit 501(c)3 (federally tax-exempt) organization.
5. _____ Services are provided in the Komen Greater NYC service area, which is comprised of the four boroughs of New York City, Rockland, Westchester, Nassau and Suffolk Counties.

Please note: The LOI is the first step in the application process. **Receipt of your LOI will be acknowledged.** If Komen Greater NYC finds the request appropriate and within the scope of our funding priorities, an invitation to submit an application will follow by **June 25, 2018.**

CBH Letter of Intent – Cover Page



Letters Must Be Submitted by April 27, 2018 by 5:00 PM
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Please Indicate the Type of Application

Title of Project	
Estimate of Total Dollar Amount Requested (Maximum: \$100,000)	
Name of Institution or Organization	
Street Address	
City, State, Zip	
Name of Project Director	
Title of Project Director	
Phone Number	
Email Address	

Signature of Approving Personnel (Other than program director)

Date

Title of Approving Personnel (Other than program director)

CBH Letter of Intent Form



Letters Must Be Submitted by April 27, 2018 by 5:00 PM
The Grant Period for this LOI is October 1, 2018 to September 30, 2019.

A Letter of Intent must demonstrate understanding of the requirements of the grant program for which you wish to apply. To complete a LOI, be sure you are familiar with the guidelines of the grant program. Please make certain that your request addresses the Komen Greater New York City's identified needs and/or funding priorities. Please answer the questions below (not to exceed the two [2] page maximum).

1. Please provide a brief description of your organization and why you are positioned to submit this letter of intent.
2. Briefly describe the project. This should include an overview of what your organization proposes to do, how much you are requesting, how the proposed project relates to the Affiliates identified priorities and the timeline for completing the project.
3. Briefly describe the need this project will be addressing, how your organization identified the need and how this project will contribute to eliminating the need. Be sure to include any pertinent statistics or research.
4. Briefly describe your project evaluation plans. Be sure to include your goals and objectives and how you will know you have accomplished them. Projected outcomes should be clear and measureable.
5. Identify the partner organizations' contact person, address, their mission, budget that are necessary to complete the project.
6. Provide estimates of project budget (such as Salaries, Supplies, Travel, Patient Care Costs, In Kind, etc...).