



THE AMERICAN SOCIETY OF BREAST SURGEONS
FOUNDATION

2024 CALL FOR GRANT PROPOSALS

**Submission Deadline:
11:59 pm EST on January 17, 2025**

Send us your proposals for innovative patient breast care and patient education and research! Please review the following instructions for submitting your grant proposal, criteria, required outcomes reports for awarded grants, and deadlines. You may direct any questions about these grants to grants@breastsurgeonsfoundation.org.

Grant Focus

The Education, Community Outreach, and Research grants must focus on and/or be related to patient breast care and patient education.

Funding Amounts

The maximum funding amount for each Education, Community Outreach, and Research grant is up to \$5,000.

Eligibility

Education, Community Outreach, and Research Grant applications are not limited to American Society of Breast Surgery (ASBrS) members. ASBrS Board and Foundation Board members are eligible to submit grant applications and/or may assist others in submitting applications.

While grant applications from nonprofit 501c3 organizations are encouraged to apply, all organization types are eligible to apply. If you are a 501c3 organization, please provide proof of nonprofit status (such as a certified copy of the nonprofit's certificate of incorporation).

Service Areas

The Education, Community Outreach, and Research grant proposals may be submitted for projects in the US or other countries.

Grant Categories

Three grant categories are available:

- Education
- Community Outreach
- Research

Requirements by Grant Category

Education Grant

- **Purpose:** To raise awareness of breast cancer and increase the capabilities of effective patient breast health education programs. Education grants are intended to support costs associated with a

project (e.g. purchase of educational materials, brochure development, printing, etc.) and/or expenses related to the development and hosting of an educational meeting or conference.

- **Eligibility:** The grant project must be specific to patient breast health and/or patient breast cancer education.
- **Recognition Requirements:** The American Society of Breast Surgeons Foundation must be recognized in all materials. Prior to printing, all materials must be approved by The ASBrS Foundation. PDFs of these materials may be emailed to grants@breastsurgeonsfoundation.org for review.

Community Outreach Grant

- **Purpose:** To partner with community-based nonprofit organizations to provide education on breast health and screening to underserved, uninsured and/or low-income populations.
- **Eligibility:** The grant project must be specific to medically underserved, uninsured and/or low-income areas.
- **Recognition Requirements:** The ASBrS Foundation must be recognized in all materials. If a program or service is funded by this grant, the Foundation must be recognized as a funding source. Prior to printing, all materials must be approved by The ASBrS Foundation. If the community outreach program includes an in-person activity, the organizers must provide registration for at least two (2) ASBrS Foundation representatives and a display area if appropriate.

Research Grant

- **Purpose:** To foster research activities of the grantee. Funds may be used for activities necessary to undertake or complete a research project (examples: providing support for ongoing projects, IRB submission fees, clinical research assistance or statistical support).
- **Eligibility.** The project must be specific to patient breast health and/or breast disease. The Foundation grant does not have to be the sole source of funding for the project, although any commercial funding must be disclosed to the ASBrS Foundation.
- **Recognition Requirements:** The ASBrS Foundation must be recognized as a supporter of the grant and recognition given on any publications resulting from the research.

Use of Funding

Education, Community Outreach, and Research Grant funds may only be used for the following types of program expenses:

- Salaries and fringe benefits, if applicable, and should not exceed 10% of program cost
- Clinical services or patient care costs
- Educational materials
- Meeting costs
- Supplies
- Equipment for educational purposes
- Other direct program expenses; indirect expenses are not to be included

Grant Proposal Submission Requirements

Deadline: 11:59 pm EST on January 17, 2025

For Education, Community Outreach, or Research Grants

Grant Proposals must be emailed in a Word document to grants@breastsurgeonsfoundation.org. Proposals that are sent by fax or mail will not be accepted. Incomplete proposals will also not be accepted. Your proposal should be a maximum of 6 pages, in Arial font, font size 10. Please include a title page as your first page (not counted towards the 6-page maximum) that includes a Table of Contents with links to the sections in your proposal. The proof of nonprofit status also does not count towards the

6-page maximum. Please be sure to include your grant application and proof of nonprofit status all in one email; do not submit separately.

Proposals must include the following sections, in the order provided here:

1. Grant Category (choose one: Education, Community Outreach, or Research)
2. Your Program/Project Title
3. Name and website of the organization requesting the grant
4. Name and contact information for the person submitting the grant proposal (contact for application questions)
5. Brief description of your organization's activities/mission
6. Status of membership in the American Society of Breast Surgeons (membership not required; if applicable, include the name of the active member)
7. Program/Project Goals and Objectives
8. Statement of Need
9. Program/Project Description and Outline
10. Timeline of Activities, including anticipated completion of the program/project/research
11. Itemized Budget with brief description of how funds will be used
 - a. Personnel Costs
 - b. Supplies
 - c. Equipment
 - d. Patient Care Costs
 - e. Travel
 - f. Other Expenses (please explain)
 - g. Total Actual Expenses (total of a-f above)
12. Target Audience
13. Number of Attendees/Participants Anticipated
14. Marketing Plan (not applicable for Research grant application)
15. Copy of Program/Project Evaluation (used to measure outcomes; not applicable for Research grant application)
16. If your Program/Project includes sponsors, exhibits, or other commercial support, provide the sponsor/exhibitor/commercial supporter benefits
17. Short summary of the project/grant request (2 – 3 sentences maximum) and picture/logo to be published on our website if grant is awarded
18. If applicable, proof of Nonprofit Status (such as a certified copy of the nonprofit's certificate of incorporation) for grant requests (may be emailed as a separate file, but must be emailed at the same time as the Grant Proposal; does not count towards the 6 pages of your grant application)

Grant Proposal Review Process

The Foundation has assembled a committee to review Grant Proposal submissions, and a set of objective criteria will be used to select proposed programs/projects for funding. Funding decisions are made at the sole discretion of the American Society of Breast Surgeons Foundation and are subject to availability of funds. Preference may be given to a member of the American Society of Breast Surgeons. Due to the anticipated volume of grant applications, the Foundation will not be able to provide specific feedback on grant applications that do not receive funding.

Notification

All Grant Proposal submissions will be acknowledged by email upon receipt. Those who submitted complete grant proposals will also receive official notification of the Foundation's decision by email by April 15, 2024.

Awarding Grant Funding

Grant awards will be announced during the Annual Meeting of The American Society of Breast Surgeons, April 30-May 4, in Las Vegas, NV. Education, Community Outreach, and Research grant recipients are not required to attend the Annual Meeting. Funding decisions are made at the sole discretion of the American Society of Breast Surgeons Foundation and are subject to availability of funds. Any awarded funds will be disbursed after the 2025 Annual Meeting.

Required Grant Outcomes Report for Funded Activities

If you are one of the recipients we select for the Education, Community Outreach, and Research grants, you will be required to email a Grant Outcomes Report to the Foundation at grants@breastsurgeonsfoundation.org within 45 days of completing the funded activity. Failure to meet this requirement may result in denial of future grant requests. We hope to use this information to help us learn more about the projects funded, increase awareness of the Foundation's programs, and share how the Foundation's programs are helping patients with breast disease.

The Grant Outcomes Report must be sent in a Word document and include all of the following sections, in the order requested below.

Required Grant Outcomes Report Sections:

1. Grant Category (choose one: Education, Conference, Community Outreach, or Research)
2. Name and website of the organization awarded the grant
3. Name and contact information for the person submitting the grant report (contact for questions and any budget reconciliation follow up)
4. Your Project Title (title used in the original grant application)
5. Year that your grant was funded
6. Date of this Grant Outcomes Report
7. A one-paragraph synopsis written in language understandable to a layperson, which provides a brief overview of the project, your major accomplishments since the grant began, how these accomplishments are relevant to patients with breast disease, and how many patients/individuals this reached/affected.
8. Final grant expenditures/reconciliation (all non-expended funds must be returned to The American Society of Breast Surgeons Foundation within 45 days of project completion), which may be subject to an audit by the Foundation:
 - a. Personnel Costs
 - b. Supplies
 - c. Equipment
 - d. Patient Care Costs
 - e. Travel
 - f. Other Expenses (please explain)
 - g. Total Actual Expenses (total of a-f above)
 - h. Amount to be returned to The American Society of Breast Surgeons Foundation
9. Briefly summarize the major accomplishments, your key objectives achieved and/or evaluation results related to the funded grant.
10. Describe the significant successes and challenges you experienced related to the funded grant.
11. Describe what you learned based on the results, successes and challenges. Address programmatic, evaluative, organizational and/or professional changes that will be made based on these lessons learned.
12. Share anything else that happened during the grant period that impacted you, your organization, your colleagues and/or patients positively or negatively.
13. Please include a list of publications (published, accepted, in preparation) in the past year that are related to this grant. Include reprints when available. List presentations made, abstracts accepted or in press based on this work/grant. Please include a copy of the abstract.
14. Comments you have regarding The American Society of Breast Surgeons Foundation or suggestions
15. 2-3 pictures with captions/1-2 sentence description that illustrate the project, which could include photos of attendees/participants where possible/appropriate (the pictures may be emailed to us as JPG or TIF files separate from this Word document, but sent in the same email as the Word document)
16. If applicable, any brochures or promotional materials used for the activity (these may be emailed to us as PDFs separate from this Word document, but sent in the same email as the Word document)