

Application Review Process - “In good standing”

During the application review process, Komen Greater NYC will share with the review panel whether the organization submitting an application is in good standing. In good standing for this purpose is defined below.

Category	Definition	In Good Standing	Not In Good Standing
General Conduct	All applicants and grantees should maintain general standards of decorum including (but not limited to): <ul style="list-style-type: none"> - Responds to all communication by stated deadlines - Treats fellow grantees, clients, and Komen staff with respect - Acts as an ambassador of Komen Greater NYC at public events 	Maintained general standards of decorum	Did not maintain general standards of decorum
Reporting <ul style="list-style-type: none"> - Timely reporting - Meets Goals and Objectives 	Grantee’s required quarterly and final reports met reporting standards including: <ul style="list-style-type: none"> - Submits them in full by due date or receives an approved extension - Responds to inquiries and comments within a week - Makes requested changes/edits to reports within a week - Meets Goals and Objectives outlined in their application unless adequately justified - Uses grant funds as set forth in the Grant Application, unless a budget modification has been submitted and approved - Submits requests for grant changes as soon as grantee is aware of any changes to their funded project. 	Last progress and final reports met reporting standards	Last progress and final reports did not meet reporting standards
Unused Funds	Grant programs that have not used all approved funds by the end of the grant year may: <ul style="list-style-type: none"> - Submit a request for a no cost extension by the reporting deadline - Return all unused funds 	Submitted request for no cost extension or returned unused funds by deadline	Submitted request for no cost extension or returned unused funds after deadline or not at all

Personnel Change	Grant programs must notify Komen Greater NYC of any Komen-funded staff or key personnel changes related to the project as soon as grantee is aware of any changes	Notified Komen Greater NYC of staff changes within two weeks of staff change	Did not notify Komen Greater NYC of staff changes within two weeks of staff change
Grantee Materials	All materials that use the Komen Greater NYC name or logo must be approved before use	Submitted all appropriate materials for approval before use	Did not submit all appropriate materials for approval before use
Rescinded Funding/Termination of Contract*	Grant programs that have been identified as no longer viable and the grant contract is terminated early; grant funds may or may not be requested for return.	No history of rescinded funds due to poor performance.	Funds were rescinded from the last grant cycle because the program was no longer viable and contract was terminated; organization has not satisfactorily documented how they will improve the viability of the program.

*There are several steps involved before Komen Greater NYC chooses to rescind funding and terminate a contract based on a major contract breach. The following corrective measures will be taken:

1. Verbal Warning
2. Written Warning- signed and acknowledged by Grantee and Affiliate, corrective action plan put in place
3. Written Warning- formal letter from local legal counsel seeking to cure breach
4. Termination of contract