



TO CELEBRATE LIFE
BREAST CANCER FOUNDATION

Guidelines and Instructions for 2017 Grant Applicants

To Celebrate Life Breast Cancer Foundation is pleased to announce the availability of funds for grant year 2017 (April 1, 2017 – March 31, 2018). Grant awards generally range from \$5,000 – \$15,000. For further grants information, please visit www.tocelebratelife.org/grants/.

2017 GRANTS CALENDAR	
December 15, 2016	Applications are available on the To Celebrate Life website www.tocelebratelife.org/process/ .
February 1, 2017	Fifteen (15) collated copies of the application and one (1) electronic copy must be received by To Celebrate Life by February 1. Applications received after February 1st will not be considered.
February – March 2017	To Celebrate Life Grants Review Board reviews proposals and meets to recommend 2017 grantees to Board of Directors.
April – 2017	Funds are awarded.
September – October 2017	Mid-year reports are due by September 30, 2017. All grant recipients receive a site visit in October 2017.

PLEASE REVIEW the following information regarding the 2017 application process.

APPLICATION DEADLINE

February 1, 2017 – There are no exceptions.

QUALIFICATIONS

- Applications are accepted from U.S. nonprofit institutions
- Applicants must be a US nonprofit IRS 501(c)(3) tax-exempt organization. Nonprofit organizations, government agencies and Indian tribes are eligible

RESTRICTIONS and GUIDELINES for APPLICATIONS

- The project must be specific to breast cancer and/or breast health
- Applicant organizations must provide services to women and men living in the San Francisco Bay Area (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, or Sonoma counties)
- Salaries, if requested, are for personnel specific to this project only
- Equipment costs should be used exclusively for this project and will be considered on a case by case basis
- The application must be submitted by the Project Director

FUNDING

To Celebrate Life FUNDS the following:

- **Emergency Services** (Rent, utilities, co-pays, prescriptions, dental)
- **Direct Services** (Food, transportation, support groups, prosthetics, post-surgery/lymphedema garments, clinical breast exam, and other non-salary costs)
- **Diagnostic Testing**
 - Screening and diagnostic mammograms – at negotiated rates
 - Diagnostic sonograms and ultrasounds – at negotiated rates
 - A limited number of MRIs for surgical decision-making – at negotiated rates
 - A limited number of ultrasound guided biopsies – at negotiated rates
 - A limited number of stereotactic biopsies – at negotiated rates
- **Navigational Services** (Translation, traversing the medical system, follow-up)
- **Complementary Therapies** (Holistic modalities – therapeutic massage, recovery fitness training, Jin Shin Jyutsu, manual lymph drainage, guided imagery, nutrition consultation)

To Celebrate Life does NOT fund:

- Any surgical procedures
- Research pertaining to breast cancer
- Salaries for Executive Directors
- Education
- Indirect costs (Organization/agency rent, utilities, printing, postage, etc.)

2017 GRANT APPLICATION CHECKLIST

1. **Email completed application pdf file** to: Kristen Bennett – Msbenett7@comcast.net with cc to Jane Pallas – pallasj1@comcast.net
2. **Mail completed collated application packets** (15 copies) to:
To Celebrate Life Breast Cancer Foundation
Atten: Grants Review Board
PO Box 367, Kentfield, CA 94914
3. **Each application “packet” MUST include:**
Proof of non-profit status for the applicant organization
List of the current Board of Directors for the applicant organization
Mid-year and Year-end evaluation (combined) if currently funded by To Celebrate Life
Optional: One example of material/literature may be attached at the end of the application

APPLICATION SUBMISSION

- Mailed applications must be **RECEIVED by FEBRUARY 1, 2017** and sent to:
To Celebrate Life Breast Cancer Foundation
Atten: Grants Review Board
PO Box 367, Kentfield, CA 94914
- Send 15 collated copies of each application
- Submit an electronic copy of the application to Kristen Bennett – Msbenett7@comcast.net with cc to Jane Pallas – pallasj1@comcast.net
- Only **one** extra item such as a letter of support or promotional material will be accepted, preferably short. Attach this to the end of the application.
- Applications should be bound by staples or clips only
- Fax copies will not be accepted
- All grant inquiries should be directed above or call **415-455-5882**

HAND or EXPRESS DELIVERED APPLICATION SUBMISSION

(Please call to arrange in advance)

Kristen Bennett, *Grants Chair*
6 Amicita Ave, Mill Valley, CA 94941
415-302-8122

Msbenett7@comcast.net or grants@tocelebratelife.org

REVIEW

Applications received that are complete and meet compliance with application guidelines will be submitted for review by the Grants Review Board, established by the To Celebrate Life Board of Directors. **Failure to adhere to application guidelines will result in delayed processing or refusal of the application.**

The Grants Review Board reviews and recommends the list of organizations for grant funding to the Board of Directors of To Celebrate Life Breast Cancer Foundation. The Grants Review Board consists of community health leaders, breast cancer survivors, and representatives from To Celebrate Life Board of Directors. To Celebrate Life Board of Directors has final grants approval.

GRANTS ANNOUNCEMENT FOR 2017

Announcement of grants awarded will be made in April 2017. Executive Directors and/or Project Directors will be notified of the outcome of the review in writing prior to announcement.

GRANT PERIOD

Grant period begins April 1, 2017 and will conclude on March 31, 2018.

CONTRACTS

A signed grant contract will be the legal mechanism for funding and will articulate the funding restrictions.

PAYMENT AND REPORTING

Payments will be made no later than thirty (30) days after receipt of the fully executed contract. Mid-year reports are due September 30, 2017. Year-end reports are due February 1, 2018 if applying for another grant; or March 31, 2018, if not reapplying.