



TO CELEBRATE LIFE  
BREAST CANCER FOUNDATION

## Guidelines and Instructions for 2016 Grant Applicants

To Celebrate Life Breast Cancer Foundation is pleased to announce the availability of funds for grant year 2016 (April 1, 2016 – March 31, 2017). Grant awards generally range from \$5,000 – \$15,000. For further grants information, please visit [www.tocelebratelife.org/grants/](http://www.tocelebratelife.org/grants/).

2016 GRANTS CALENDAR	
<b>December 15, 2015</b>	Applications are available on the To Celebrate Life website <a href="http://www.tocelebratelife.org/process/">www.tocelebratelife.org/process/</a> .
<b>February 1, 2016</b>	Fifteen (15) collated copies of the application and two (2) electronic copies must be received by To Celebrate Life by February 1. <b>Applications received after February 1<sup>st</sup> will not be considered.</b>
<b>February – March 2016</b>	To Celebrate Life Grants Review Board reviews proposals and meets to recommend 2016 grantees to Board of Directors.
<b>April – 2016</b>	Funds are awarded.
<b>September – October 2016</b>	Mid-year reports are due by September 30, 2016. All grant recipients receive a site visit in October 2016.

**PLEASE REVIEW** the following information regarding the 2016 application process.

### APPLICATION DEADLINE

February 1, 2016 – 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, 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.)

### 2016 GRANT APPLICATION CHECKLIST

Items must be included with application

1. Completed and signed (15 copies) application form
2. An electronic copy of the application submitted to Jane Pallas – [pallasj1@comcast.net](mailto:pallasj1@comcast.net) and Kristen Bennett – [Msbenett7@comcast.net](mailto:Msbenett7@comcast.net)
3. Proof of non-profit status for the applicant organization
4. List of the current Board of Directors for the applicant organization
5. If you are currently funded by To Celebrate Life (2015-16) please submit your combined Mid-year and Year-end Evaluation Report with this proposal
6. *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, 2016** 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 Jane Pallas – [pallasj1@comcast.net](mailto:pallasj1@comcast.net) and Kristen Bennett – [Msbenett7@comcast.net](mailto:Msbenett7@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)

Jane Pallas, *Grants Co-Chair*

7 Tern Court, San Rafael, CA 94901

415-454-8665 or 415-518-3220

[pallasj1@comcast.net](mailto:pallasj1@comcast.net) or [grants@tocelebratelife.org](mailto:grants@tocelebratelife.org)

Kristen Bennett, *Grants Co-Chair*

6 Amicita Ave, Mill Valley, CA 94949

415-302-8122

[Msbenett7@comcast.net](mailto:Msbenett7@comcast.net) or [grants@tocelebratelife.org](mailto: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 2016**

Announcement of grants awarded will be made in April 2016. 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, 2016 and will conclude on March 31, 2017.

## **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, 2016. Year-end reports are due February 1, 2017 if applying for another grant; or March 31, 2017, if not reapplying.