



## Guidelines and Instructions for 2024 Grant Applicants

To Celebrate Life Breast Cancer Foundation is pleased to announce the availability of funds for grant year 2024 (April 1, 2024 – March 31, 2025). Grant awards generally range from \$5,000 – \$15,000. For further grants information, please visit [www.tocelebratelife.org/grants/](http://www.tocelebratelife.org/grants/).

2024 GRANTS CALENDAR	
<b>December 15, 2023</b>	Applications are available on To Celebrate Life’s website <a href="http://www.tocelebratelife.org/process/">www.tocelebratelife.org/process/</a> .
<b>February 1, 2024</b>	Application must be received by To Celebrate Life by February 1. <b>Applications received after February 1 will not be considered.</b>
<b>February – March 2024</b>	To Celebrate Life Grants Review Board reviews proposals and meets to recommend 2024 grantees to Board of Directors.
<b>April – 2024</b>	Funds are awarded.
<b>September – October 2024</b>	Mid-year reports are due by September 30, 2024. All grant recipients receive a site visit in October 2024.

**PLEASE REVIEW** the following information regarding the 2024 application process.

### APPLICATION DEADLINE

February 1, 2024 – 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** (e.g. financial assistance, housing, utilities, co-pays, prescriptions, dental)
- **Direct Services** (e.g. lymphedema garments/services, prosthetics, meals, grocery vouchers, transportation vouchers, support groups)
- **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** (e.g. translation, traversing the medical system, follow-up)
- **Complementary Therapies** (holistic modalities e.g. therapeutic massage, recovery fitness training, guided imagery, Jin Shin Jyutsu, nutrition consultation, acupuncture, manual lymph drainage)

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.)

## 2024 GRANT APPLICATION CHECKLIST

**Each application MUST include the following attachments:**

- Proof of nonprofit status for the applicant organization
- List of the current Board of Directors for the applicant organization
- Attach your latest 990 tax filing (alternatively: if your organization's total annual budget is \$50,000 or less, attach your current year Nonprofit Financial Statement)
- **Optional:** One example of material/literature may be attached at the end of the application

## APPLICATION SUBMISSION

- Submit the online application **by FEBRUARY 1, 2024**
- Only **one** extra item such as material/literature will be accepted, preferably short
- Only online applications are accepted
- Fax or mailed application copies will not be accepted
- All grant inquiries should be directed to [grants@tocelebratelifelife.org](mailto:grants@tocelebratelifelife.org) or call **415-455-5882**

## REVIEW

Applications received that are complete and meet compliance with application guidelines will be submitted for review by the Grants Review Committee, 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 Committee 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 Committee consists of community health and financial leaders, breast cancer thrivers and representatives from To Celebrate Life Board of Directors. To Celebrate Life Board of Directors has final grants approval.

### **GRANTS ANNOUNCEMENT FOR 2024**

Announcement of grants awarded will be made in April 2024. 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, 2024 and will conclude on March 31, 2025.

### **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, 2024. Year-end reports are due March 31, 2025.