

# CHARITABLE GRANTS



Teen Cancer America (TCA) supports the building of youth-friendly environments, enhancing the hospital experience, and working in collaboration with hospitals to develop care programs that address the unique challenges of adolescents and young adults facing cancer. TCA encourages you to think about the AYA program as a whole. Ensure that your submission discusses the areas in which you are requesting support, as well as other aspects of the AYA program.

Please note: TCA realizes the importance of program managers, patient/nurse navigators, and facility development for a comprehensive program. While we prioritize and favor investments in these, we enthusiastically welcome discussion in other areas. TCA also understands that while physical space within the hospital and/or clinics can be challenging to find, **there must be some vision for future space to be considered. TCA does not pay for indirect costs such as dean's tax, fringe benefits, grant tax, etc.** When applying for a grant with TCA you agree that these will not be requested from your institution.

## HOW TO APPLY

### STEP 1: Qualify for a Teen Cancer America Grant

Grants are available to hospitals that provide services for adolescents and young adults with cancer in the United States. TCA requires that all applicants have an established consultation relationship with TCA within the last 6 months to be considered.

### STEP 2: Submit a LOI

TCA accepts letters of intent (LOI) on an annual basis from qualified organizations (see requirement above). Formal applications will then be accepted on an invite-only basis. Click [here](#) to visit our FAQs for more information.

Letters of intent require the following criteria:

- Hospital Assessment (worksheet can be received from TCA team to be completed by the Hospital)
- Brief overview of consultation relationship with TCA
- Brief overview of adult and pediatric hospital(s)
- Background and significance
  - A. Discuss the specific disease burden of your AYA population
  - B. Discuss the specific need(s) that would be met by the program
  - C. What impact will this program have on your healthcare system
  - D. Discuss the evidence of the program's importance
  - E. Geographic area(s) and population served
  - F. Number of newly diagnosed AYA cancer patients per year
  - G. Diversity with respect to age, gender, and race ethnicity
  - H. Socioeconomic status
- Capabilities and resources for both institutions if partnering
  - A. Brief description of current programs, activities, and accomplishments relevant to AYA oncology. Additionally, please address any current or planned efforts at your facility.
  - B. SWOT analysis for AYA program
- Outline of proposal for funding
  - A. Mission, vision, and goals for both the hospital(s) and the AYA program
  - B. AYA program description (current and future)
  - C. Plan for dedicated space
  - D. List adult and pediatric co-leads of the AYA program
  - E. List key staff involved in the grant proposal process, including background and relevant experience/expertise, and their roles
  - F. List key staff that it would take to make a comprehensive, multi-disciplinary AYA program including pediatric and adult partners
  - G. Patient and stakeholder engagement plan
  - H. Amount of funding requested
  - I. Terms of request
- Organization's IRS 501(c)(3) tax exempt status letter or a foundation 501(c)(3)
- Audited Financial Statement - **send as a separate document**

**Only LOIs that fulfill the above criteria will be considered for review.**

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If your request of funds is for space only please provide a detailed outline of your comprehensive, multi-disciplinary AYA program in the project description.

Letters of intent that do not have all required information will not be considered.

The organization may submit a signed LOI via e-mail, as well as questions about the process or submission:

**E-Mail:**

Kara@teencanceramerica.org

Kara Noskoff

Hospital Programs and Services Manager

## **STEP 3: Letter of Intent Review**

TCA program staff screens all LOIs on an annual basis. Applicants will be either invited or declined to submit a proposal and will be notified by email.

*See key dates for submissions below.*

- LOI due Monday, June 1, 2020 and proposal invitations sent by Wednesday, July 1, 2020.

## **STEP 4: Submit Full Proposal**

Approved applicants who are invited to submit a full proposal will receive detailed information by email, including grant proposal guidelines and key dates.

*See key dates for submissions below.*

- Proposal due Thursday, October 1, 2020, announcements made December 2020/January 2021.

*If you are awarded a grant, a draft agreement will be sent for you to review - payment installations and terms will be outlined and agreed upon.*

## **STEP 5: Proposal Review and Awarding**

All proposals will be scored by members of the TCA grant advisory committee. A proposal review will also include a phone interview and/or site visit as TCA program staff gather more information about your proposed project and readiness of your team. A grant proposal is a request for funding and not a guarantee of an award. Unfortunately, not every worthy request can be funded nor the full amount requested; however, TCA will fully consider each proposal.

TCA has the ability to update the deliverables proposed with the help of the submitting organization to ensure alignment with the mission and goals of both organizations.

Thank you so much for your submission to TCA. We are pleased to be working with so many wonderful hospital partners and can't wait to continue to grow and connect with others.