



## **2022 Community Partner Grant Application**

Through Community Partner Grants, Tower Cancer Research Foundation is able to extend the reach of its patient support programs. Our focus is on funding organizations that are providing cancer support services to the Southern California community.

### **We would like to encourage those addressing the following to apply:**

- Programs or organizations that focus on childhood and/ or young adult cancer.
- Programs or organizations with a cancer related mission supporting underserved and underrepresented individuals, families and communities.
- In recognizing the racial inequities that exist within our field of care and research, we encourage organizations to apply that demonstrate equity in its practices and services

### **Eligibility requirements:**

- Applicants must be from a 501 (c)(3) organization providing cancer related psychosocial services, financial aid, free screening, or psychosocial/quality of life research related to cancer patients and/or their families.
- Applicants must be Southern California based and providing cancer support services to the Southern California community.
- Applicants must submit all requested attachments in addition to the application.
- Applicants must demonstrate a commitment to diversity, equity and inclusion in their organizational practices
- *If you have any questions as to your eligibility status, please email [magnoliahouse@towercancer.org](mailto:magnoliahouse@towercancer.org)*

### **Submission Procedures**

- Completed applications must be submitted electronically with the subject line 2022 Community Partner Grant Application to Magnolia House at [magnoliahouse@towercancer.org](mailto:magnoliahouse@towercancer.org) by 5:00pm on September 1, 2021. Applicants will receive an email confirming receipt of the submission. Applications sent after this deadline will not be considered.
- Applications will be reviewed by the Community Partnership Grant Committee of Tower Cancer Research Foundation. Applicants will be notified by December 15, 2021 of the committee's decision.
- For questions about the application or application process please email [magnoliahouse@towercancer.org](mailto:magnoliahouse@towercancer.org) or call 310-299-8473.

### **Funding Terms**

- Grant awards cover a period of January 1, 2022 - December 31, 2022. Payments are made in two installments with second payment contingent upon approved progress report. All grant awards are for one year only with no guarantee of renewal.
- The final terms and conditions of any grant award, including the amount or payment terms, may vary from those requested by the applicant or those discussed during the grant process.
- Community Partner Grants typically range from \$2,500- \$50,000.



## Formatting Guidelines

- Email the application as 1 PDF document, no other document formats will be accepted.
- Include a header with the organization's name in the upper right-hand corner and a footer with the page number on the bottom right hand corner of each page of the application.
- Suggested fonts are Times New Roman or Arial font, no smaller than size 11.
- Follow the section order of the outline listed below and adhere to the page maximums indicated for each section. Only complete and correctly ordered applications will be considered.

Write the section heading in bold at the beginning of each portion of the application (use the exact titles indicated in the following outline)

Please use the following outline as the format for your application. Applicants should succinctly address each bullet point listed below.

### **I. Grantee Identification (Maximum of 1 page)**

1. Name of institution/ organization
2. Mission of institution/ organization
3. Briefly describe institution/ organization's commitment to Diversity, Equity, and Inclusion
4. Name of program requesting funding
5. Amount of funding being requested
6. Complete name and email address of primary contact
7. Complete name and mailing address of person to whom the payment should be sent
8. Text for "memo" line of check
9. Summary of grant application (300 words maximum)

### **II. Proposal Narrative (Maximum of 6 pages)**

#### **A. Purpose of Request and Anticipated Results**

1. Describe the need(s)/problem(s) to be addressed
2. Describe the target population and how they will benefit from the proposed program
3. Describe program goals, measurable objectives, action plans
4. Describe other partners in the program and their roles
5. Identify any similar programs that exist
  - 5.1. Describe how the proposed program will differ from these similar programs
  - 5.2. Describe collaboration efforts with these similar program



## **B. Evaluation and Implementation**

1. Explain how success will be defined and measured
2. Timetable for implementation
3. Explain who will be responsible for the success of the project and explain staff responsibilities.
4. Long term strategies for program sustainability
5. If project receives only partial funding from Tower, explain if and how project would still be feasible

## **C. Budget**

1. Create a proposed program budget for January 1, 2021 - December 31, 2021. Please indicate priority items within the budget.

## **III. Required Attachments**

1. Copy of current IRS determination letter indicating 501(c)(3) tax-exempt status
2. Financial statement independently audited or Form 990
3. Annual report, if available