



# CHARITABLE GRANTS

We support the building of teen friendly environments, enhancing the hospital experience and work in collaboration with hospitals to develop care programs that address the unique challenges of teens and young adults facing cancer.

Please note: over the past years Teen Cancer America has come to realize the critical need for program managers and or patient/nurse navigators for the development of comprehensive programs and facilities. While we prioritize and favor investments in these areas, we enthusiastically welcome discussion in other areas. TCA does not pay for indirect costs such as dean's tax, fringe benefits, grant tax, etc.

## HOW TO APPLY

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

Grants are available to hospitals that provide services for adolescent and young adults with cancer in the United States. Teen Cancer America requires that all applicants have an established relationship and familiarity with TCA hospital staff to be considered. A hospital assessment must be completed and at least one exploratory call and one follow up call with our Director of Hospital Programs conducted, as set by the Teen Cancer America team.

### STEP 2: Submit a LOI

Teen Cancer America accepts letters of intent (LOI) on biannual basis from qualified organizations—see requirement above. Formal applications will be accepted on an invite-only basis.

Letters of intent should address the following criteria:

- Overview of any consultation or relationship with TCA (requirement)
- Brief description of organization
- Brief description of proposed project/program
- Geographic area(s) and population served
- Amount and term requested
- Request contact information
- Copy of the organization's IRS 501(c)(3) tax exempt status letter or a foundation 501(c)(3)

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



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

**Mail:**

Grants Manager  
Teen Cancer America  
11835 Olympic Blvd. #265 E  
Los Angeles, CA 90064

**E-Mail:**

alexandra.kruis@teencanceramerica.org  
Alexandra Kruis  
Hospital Partnerships

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

Teen Cancer America program staff screens all LOIs on a biannual basis. Applicants will be either invited or declined to submit a proposal and will be notified by email.

*See key dates for submissions below.*

- Cycle 1- LOI due June 1, 2018 and proposal invitations sent by June 15, 2018.
- Cycle 2- LOI due November 1, 2018 and proposal invitations sent by November 15, 2018.

### **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.*

- Cycle 1- Proposal due September 1, 2018, announcements made end of September 2018.
- Cycle 2- Proposals due February 1, 2019, announcements made end of February 2019.

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

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

All proposals will be scored by members of the Teen Cancer America grant advisory committee. A proposal review will also include a phone interview and/or site visit as Teen Cancer America 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, Teen Cancer America will fully consider each proposal.

Teen Cancer America 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 Teen Cancer America. We are pleased to be working with so many wonderful hospital partners and can't wait to continue to grow and connect with others.