



Guidelines and Instructions for Applicants

Important Dates:

August 3, 2020:	Announcement of RFA
August 31, 2020:	Applications due – All applications must be received electronically no later than 5:00 PM EST on this date
September, 2020:	Grant awardees notified of funding and disbursement of funds
October 1, 2020:	Grant cycle begins
April 1, 2021:	6-Month Interim Progress Report Due
September 30, 2021:	End of Grant cycle
November 30, 2021:	Final Report Due

Eligibility: Only Florida non-profit community-based organizations that are tax-exempt under Internal Revenue Code section 501(c)(3) and Florida governmental entities are eligible to apply for funding, e.g., Florida tax-exempt non-profit organizations, Florida tax-exempt educational institutions, Florida governmental agencies, and Indian tribes within the State of Florida. US citizenship or residency is not required. Applications must be submitted in English.

Areas of Interest:

The intention of this award is to provide funding to organizations providing living expenses to breast cancer patients in active treatment that have been impacted by COVID-19. Services of interest for this RFA include, but are not limited to:

- Travel
- Groceries
- Child Care
- Rent / Mortgage
- Utilities
- Household Cleaning
- Yard Maintenance

Restrictions:

- Services provided can only be for living expenses for Floridians in active treatment for Breast Cancer.
- Individual grants to be given to Floridians are a maximum of **\$500.00** per person.

Review: Applications received that are complete and meet compliance with all guidelines will be submitted for review by a panel established through the FBCF Direct Service Committee.

The grant application process is competitive. Whether or not an organization has received a grant in the past, funding in subsequent years is never guaranteed.

Budget Description:

- Amount of Services Provided: Proposal to specify the type and total number of services, and cost per service to be provided for the requested amount.

Agreements: A grant agreement will be the legal mechanism for funding.

Acknowledgement of Donor Source: Each organization website and project materials must contain an acknowledgment that the funds for the project come from the Florida Breast Cancer Foundation. All printed and electronic announcements for projects and marketing materials for projects must contain FBCF Logo and an acknowledgment that the funds for the projects come from the Florida Breast Cancer Foundation.

Grant period: Grant period shall begin on October 1, 2020 and will conclude on September 30, 2021.

Payment and Reporting: The payment will be made no later than thirty (30) days after receipt of the fully executed agreement. A progress report is due at the end of six (6) months of the start of the grant period and a final report is due no later than sixty (60) days after the completion of the grant period. If reports do not meet the assigned deadlines, all funds may be requested to be returned to the Foundation.

Letters of support and additional materials: DO NOT send additional materials (i.e. reprints, complete curriculum vitae, or letters of support). Any additional materials will not be reviewed.

Announcement: Announcement of grants awarded will be made in September 2020. Project directors will be notified of the outcome of the review in writing.

Number of grants to be awarded: The Florida Breast Cancer Foundation anticipates awarding up to ten (10) awards of up to \$5,000 each, dependent on quality of applications received and budget availability. The actual number of awards will depend on the amount of funding granted per organization. The Florida Breast Cancer Foundation reserves the right to award a partial grant for which funds are requested. The partial award will be for a minimum number of Floridians and the total amount of the awards for assisting the specified number of Floridians.

Applications should include and be ordered as follows:

1. **Cover Page** (Form Attached)

Note: Signature of approving institutional personnel, if other than project director, required.

2. **Abstract Page** (Form Attached)

3. **Financial Information** (Form Attached).

a. Individual grants to be given to Floridians are a maximum of \$500.00 per person.

4. **Proof of non-profit status for applicant institution, must include EIN number.**

All grant applications MUST be submitted in ELECTRONIC Form.

Please email the proposal to Jessica Parker-Kerr at e-mail address:
Jessica@FloridaBreastCancer.org and Assistant@FloridaBreastCancer.org

Important: Failure to meet the above criteria will automatically exclude the grant application from being considered for review and, hence, funding. Any applications postmarked after the deadline will NOT be considered.