

2024-2025 CCMF GRANT APPLICATION GUIDELINES CCMB INFRASTRUCTURE

The CancerCare Manitoba Foundation (CCMF) is an independent fundraising agency whose purpose is to develop resources that support CancerCare Manitoba (CCMB) in the provision of optimal cancer control services to Manitobans. Upon acceptance of specific proposals, funds raised by the Foundation are granted for specific projects and equipment. The Foundation is one of CCMB's major partners and its contribution through this annual activity supports major patient and research platforms and programs.

These guidelines outline the process to follow for those requesting annual funding for their programs.

APPLICATION FORMS

CCMB infrastructure grants are classified into the following (3) three categories:

- (1) Clinical Trials,
- (2) Training and Education,
- (3) Patient Experience.

Applications must be completed using the appropriate 2024-2025 grant application forms and templates available on the [CCMB internet website](#).

CONTACT INFORMATION

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CRITERIA

Priority for funding will be given to applications submitted by Department or Program Heads that meet one or more of the following criteria:

1. Helps address one or more specific goals identified in the [Roadmap to Cancer Control Manitoba](#)
2. Helps leverage further funds or reduce reliance on internal funding, including but not limited to partnership opportunities.
3. Evaluates technology, tools, data, and processes to improve organizational effectiveness.
4. Maintains or develops programs of strategic importance to CCMB/CCMF but which may fall outside Manitoba Health's funding envelope.

APPLICATION PROCESS AND EVALUATION

1. Requests for financial support may only be submitted by a staff member of CCMB to the individual's Department Head.
2. Department Heads will submit a one-page PDF "Expression of Interest" (EOI) document prioritizing the requests which represent **all** funding asks within their portfolio by **October 13, 2023**, to CCMFGrantComp@cancercare.mb.ca
3. Executive Leadership at CCMB will review and evaluate the EOIs based on CCMB's strategic priorities and needs. The President and CEO of CCMB will provide each applicant with a decision before November 10, 2023, on whether the request will move forward. Only approved EOIs will be invited to move forward to the application phase. Instructions on next steps will be provided at that time.
4. If required, full applications are due to CCMFGrantComp@cancercare.mb.ca by **January 12, 2024**, and must be signed by the Program/Department Head and include the EOI approval letter.
5. Where new or expanded space is required, a detailed plan indicating how this space will be acquired and funded must be provided. This is in addition to the detailed budget information required for the grant application.
6. Applications will be evaluated by the CCMB Executive Leadership Team.
7. CCMB President & CEO will inform the CCMF President and CEO of the outcome.
8. The CCMF President & CEO will present the outcome to its Projects, Grant, and Awards Committee (PGAC), Finance Committee, and Board of Directors for review and approval.
9. The CCMF President & CEO will notify successful applicants in writing before the end of May 2024.
10. Funds for successful applicants will be made available on July 1, 2024.

ACCEPTANCE OF THE AWARD, ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants will be informed of the results by the Foundation sometime before the end of May 2024. The applicant must provide CCMF with confirmation of acceptance within 30 days of notification.
2. Applicants must agree to submit an End of Grant Report to CCMF on or before **August 31, 2025**. If this deadline is missed, the applicant may be deemed ineligible for future funding.
3. Publications, posters, and presentations (internal and external) arising from the grant must acknowledge the support of CancerCare Manitoba Foundation and incorporate the CCMF logo, which is available from CCMF’s Director of Marketing & Communications (Laura Curtis at Lcurtis4@cancercare.mb.ca).
4. When speaking about the project, acknowledgement of the funds provided by CCMF must be made in addition to a statement declaring that all gifts to the Foundation remain in Manitoba.

IMPORTANT DATES FOR YOUR CALENDAR

October 13, 2023

January 12, 2024

July 1, 2024

August 31, 2025

Expression of Interest Due

Deadline for Full Application, if applicable

Funding made available by CCMF

Deadline for Annual/End of Grant Report