

**2020-2021 CCMF INFRASTRUCTURE GRANT APPLICATION GUIDELINES for
 CCMB**

GENERAL

CancerCare Manitoba Foundation (CCMF) grants are to be used to support strategically important activities that fall outside the scope of funding from Manitoba Health. CCMF will provide financial support to the staff of CancerCare Manitoba (CCMB).

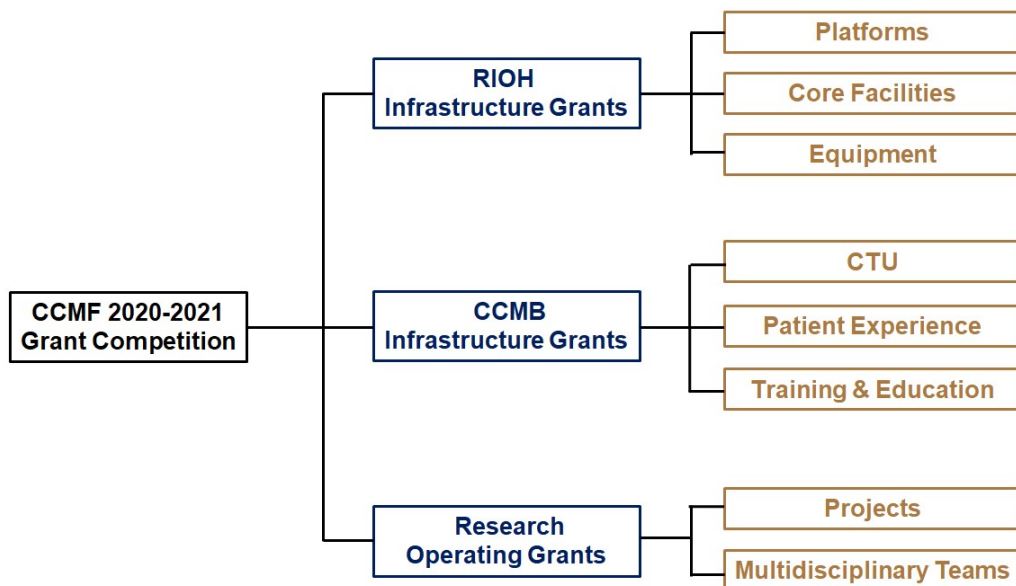
Application Forms

Applications must be completed using the appropriate 2020-2021 Grant Application Form and Template available on www.cancercare.mb.ca/Research/research-institute-at-cancercare-manitoba/funding as well as on the [CCMB intranet website](#) .

SUMMARY OF 2020-2021 CCMF GRANT APPLICATION CHANGES

Changes have been made to the CCMF grant application process and forms this year. The diagram below summarizes the *overall* CCMF grant competition structure, effective for the funding year 2020-2021.

CCMF GRANT COMPETITION STRUCTURE



CCMB INFRASTRUCTURE GRANT PROCESS

The following summarizes the major changes to the Infrastructure grant process for CCMB grants.

CCMF Infrastructure Grants for CCMB will be broken down into three categories, as follows:

- Clinical Trials Unit (CTU)
- Patient Experience
- Training and Education (includes training in research)

Major changes include:

- a. Revised application forms
- b. Each category has its own specific application form and proposal template.
- c. CCMB Infrastructure Grants have their own set of guidelines.
- d. The Patient Experience form should be used for all new CCMB equipment requests.

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 Manitoba Cancer Plan (2016-2021). http://www.cancercare.mb.ca/home/about_us/manitoba_cancer_plan/
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 in order 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 Program/Department Head.
2. Program/Department Heads will submit a one-page "Letter of Intent" (LOI) prioritizing the requests which represent all funding requirements within their portfolio by **November 15, 2019** with a PDF copy to CCMBCCMFcompetition@cancercare.mb.ca.
3. CCMB Senior Leadership and CCMF President & CEO will review, prioritize and evaluate the LOIs. CCMB Executive Office will provide a letter to the applicant of the decision. Only approved LOIs will be invited to submit a full application.
4. Full Applications are due to CCMBCCMFcompetition@cancercare.mb.ca by **January 17, 2020** and must be signed by the Program/Department Head and include the LOI 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 CCMB Senior Leadership Team and CCMF President & CEO.
7. CCMB President & CEO will submit the final funding request to CCMF President & CEO. CCMF will review the request in the following order:
 - a. CCMF Projects, Grants and Awards Committee (PGAC)
 - b. CCMF Finance Committee
 - c. CCMF Board for final approval
8. CCMF President & CEO will advise CCMB President & CEO of the funding results.
9. CCMF President & CEO will notify successful applicants in writing.
10. Funds will be made available on July 2, 2020.

Funds are awarded on an annual basis. Funds remaining at end of “award” year will be returned to the Foundation. A formal request for extension of grant funding must be submitted to CCMF President & CEO for consideration prior to June 30, 2021.

ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants must acknowledge acceptance of the grant to CCMF within 30 days of notification.
2. Applicants must submit an End of Grant Report to CCMF on or before **August 13, 2021** or 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.
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 TO REMEMBER

November 15, 2019 – Deadline for CCMB to receive Letter of Intent

January 17, 2020 – Deadline for CCMB to receive Full Applications

July 2, 2020 – Funding is made available by CCMF

August 13, 2021 – End of Grant Report due to CCMF