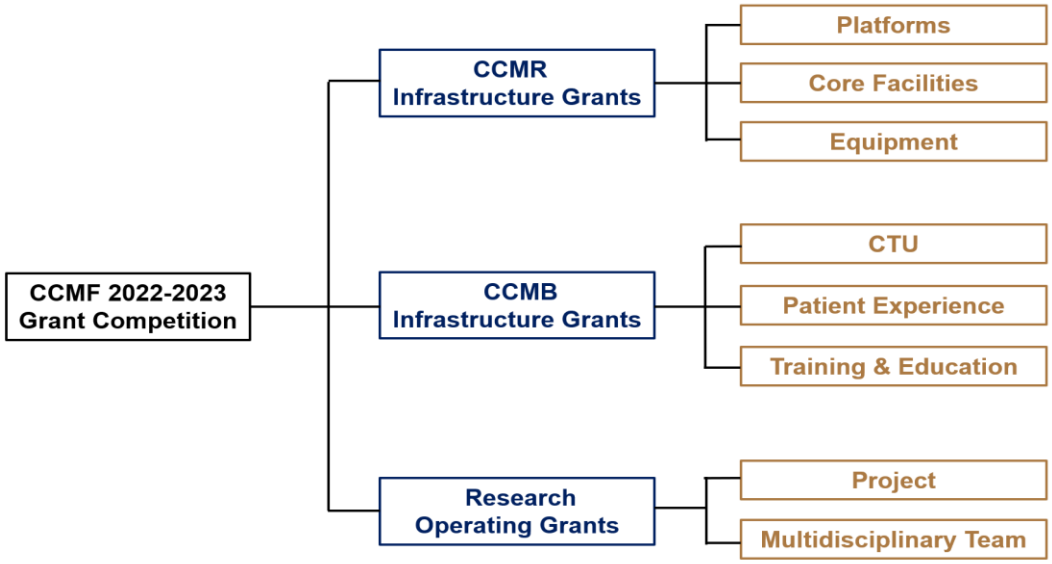
2022-2023 CCMF GRANT APPLICATION GUIDELINES for CCMB INFRASTRUCTURE

The CancerCare Manitoba Foundation is an independent fundraising agency whose purpose is to develop resources that support CancerCare Manitoba 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.

CCMF GRANT COMPETITION STRUCTURE

The diagram below summarizes the *overall* CCMF annual grant structure, effective for the funding year 2022-2023.



APPLICATION FORMS

Applications must be completed using the appropriate 2022-2023 grant application forms and templates available on the CCMB internet website. CCMB infrastructure grants are classified into the following 3 three categories: (1) Clinical Trials, (2) Patient Experience, and (3) Training and Education.

CONTACT INFORMATION

Ms. Ashley Sitarz, Administrative Officer
CancerCare Manitoba Research Institute (CCMR)
ON5008-675 McDermot Avenue
Winnipeg, MB, R3E 0V9
CCMFGrantComp@cancercare.mb.ca

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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 CCMB Roadmap to Cancer Control for 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 "Letter of Intent" (LOI) prioritizing the requests which represent all funding asks within their portfolio by **November 12, 2021** to CCMFGrantComp@cancercare.mb.ca .
3. Senior Leadership at CCMB will review and evaluate the LOIs based on CCMB's strategic priorities and needs. The President and CEO of CCMB will provide each applicant with the decision in early December. Only approved LOIs will be invited to move forward. Instructions on next steps will be provided at that time.
4. If required, full applications are due to CCMFGrantComp@cancercare.mb.ca by **January 14, 2022** 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 the CCMB Senior 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 Finance Committee, Projects Grant and Awards Committee (PGAC) and their Board of Directors.
9. The CCMF President & CEO will notify successful applicants in writing.
10. Funds for successful applicants will be made available on July 1, 2022.

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, 2023.

ACCEPTANCE OF THE AWARD, ACKNOWLEDGEMENTS AND PROGRESS REPORTS

1. Applicants will be provided with an acceptance letter of the award which is to be signed by the applicant. The acceptance letter must be submitted to CCMF within 30 days of notification.

2. Applicants must agree to submit an End of Grant Report to CCMF on or before **August 30, 2023**. 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.

OUT-OF-CYCLE REQUESTS

1. Throughout a grant cycle where funding may be necessary but cannot wait until the next grant competition, a request may be made for consideration. These would be considered out-of-cycle requests.

2. All out-of-cycle requests must be directed to the CCMR Research Office, Attn: Dr. Mary-Ann Lindsay, Manager of Research Operations at mlindsay4@cancercare.mb.ca

IMPORTANT DATES FOR YOUR CALENDAR

November 12, 2021	**Letter of Intent Due**
January 14, 2022	**Full Application, if applicable, due**
July 1, 2022	**Funding made available by CCMF**
August 30, 2023*	**End of Grant Report due**

* CCMB Finance will forward the end of year reconciliated grant account balance to each grant holder prior to the due date.