Children's Cancer Foundation Grant Funding Policy & Procedure

Purpose

The Children's Cancer Foundation is dedicated to raising and investing funds to develop new and improved cancer treatments, as well as providing support for children and their families. This policy outlines the context, criteria, and process for awarding grants to projects that align with the Foundation's mission.

Vision

By 2029, Australian children with cancer will have access to world-class treatment and support to survive and thrive.

Grant Funding Context

The Children's Cancer Foundation, established in 1992, is dedicated to enhancing the welfare of children and adolescents with cancer. By funding clinical care, research, and family support programs, the Foundation works to ensure that every family receives comprehensive support throughout their journey. The Grant funding process is pivotal in advancing cancer care.

All initiatives funded through the Grant process aim to create new opportunities and avoid duplication of resources and services. Unlike other organisations, the Foundation does not engage in public raffles or telemarketing. Instead, it relies on donations, sponsorships, grants from partner philanthropic organisations, and revenue from its annual fundraiser, The Million Dollar Lunch, to sustain its project funding.

Funding Focus Areas

The Foundation supports and accepts applications for projects that assist in bringing the highest standards in diagnosis, treatment, research into practice, and family support to children and adolescents with cancer. Grant Funding is available for projects in the following areas:

- Equipment for cancer care
- Family welfare and family support initiatives
- Projects focused on implementing cancer research into clinical care
- Clinical care projects that improve cancer care in hospital or at home
- Projects that support cancer care and family support in regional and rural areas

Clinical research is a key focus area for the CCF and is supported with funding to the Children's Cancer Co-Lab which works with key stakeholders to accelerate research, innovation and collaboration.

Funding rounds

The Children's Cancer Foundation conducts an annual funding round in November of each year. The Grant funding round is announced in advance, with key stakeholders notified about the application process and submission deadlines. Applications are only considered within the designated funding round. Prior to each round, an information session is held for potential applicants.

Eligibility Criteria

To be eligible for funding, projects must:

1. Align with the Foundation's mission and vision.
2. Demonstrate potential for significant impact on the diagnosis, treatment, or support of children and adolescents with cancer.
3. Be able to be completed within the time-frame of the provision of funding with milestones and endpoints clearly defined in the application.
4. Be led by qualified individuals or organizations with a proven track record in cancer care or research translation into practice.
5. Where possible include co-funding from the sponsoring organisation.

Application Process

1. **Submission**: Applicants must submit a detailed proposal outlining the project's objectives, methodology, budget, and expected outcomes using the CCF application template
2. **Review**: Proposals will be reviewed by a panel of experts in paediatric oncology, research, and family support who form the CCF Grants committee.
3. **Decision**: Successful applicants will be notified within three months of submission.

Reporting and Accountability

Grant recipients are required to provide 6 monthly progress reports and a final report upon project completion. These reports should detail the use of funds, project impact and outcomes, and any challenges encountered and be provided using the CCF template.

Information from project reports on impact and outcomes will be reviewed by the CCF grants committee and utilised by the CCF Board, Fundraising team to engage with Donors.

Funding Focus Areas – Detailed information

- **Clinical care and Equipment**
  The focus of this funding area is to support the provision of clinical care and equipment that (a) cannot be funded from organisational budgets; or (b) which

enhances the clinical service funded by the hospital; or (c) responds to a short-term need due to increased patient loads. The Foundation does not provide long-term funding of an individual clinical position or a clinical program.

Co-funding: The Foundation may require co-funding from the organisation applying for a grant and a commitment to the organisation operating budget providing ongoing funding if needed within a specific time frame. Under this model the Foundation contribution commences in Year 1 at 75% of costs, reducing to 50% in year 2, and 25% in year 3, on condition that the funding becomes a permanent part of the organisation operating budget thereafter if a continuing service.

- **Family Welfare and Family Support**
  Childhood cancer deeply impacts the family unit. Priority is given to projects that address the psychosocial, emotional and educational needs of children and adolescents with cancer and their families.

- **Research into practice Projects**

  The Children's Cancer Foundation, through the Children's Cancer Co-Lab, supports world-leading research in children's cancer care. Often, there are delays in translating this evidence-based care into clinical practice. Grant funding is available to organizations undertaking projects focused on bridging this gap and implementing evidence-based care in clinical settings.

- **Clinical care projects that improve care in hospital or at home**
  These projects are designed to enhance how clinicians deliver care, whether in hospital settings or at home. The focus is on refining care processes to increase access and timeliness, reduce the trauma associated with treatment, improve comfort and patient experience for both children and their families, and strengthen the skills and capabilities of healthcare providers.

- **Projects that support cancer care and family support in rural and regional areas**

  While a substantial portion of cancer care for children and young people takes place in metropolitan expert cancer centres, there remain important opportunities to deliver care closer to home—particularly in rural and regional communities. Recognising the value of familiarity and support, the focus of this funding area are projects that bring healthcare and essential family support services to these areas. The focus is on initiatives led by rural or regional providers, or developed in close collaboration with metropolitan cancer centres, all with the goal of making care more accessible and supportive for families in their own communities.

Grant Funding Budget

The Board will endorse a maximum funding amount each financial year during the Budget development process. Applications will not be endorsed outside the allocated Grant funding budget.

Grants Committee

The Grants Funding Committee is a subcommittee of the Board. It has two main functions:

1. To Support the annual Grant funding round by reviewing all grant funding applications and making recommendations to the CCF Board for final decisions on successful applications.
2. To review funded projects progress and final reports and provide information on impact and outcomes of projects, which the CCF can use to engage Donors and support further fundraising.

Funding Exclusions

Examples of projects that will not generally be funded by the Foundation:

a. Capital works, including renovations;

b. Administrative staff.

c. Projects that are already funded by other cancer charities

Funding Conditions

For all successful applications the Foundation will prepare a funding agreement for signature by the host institution(s). General conditions are outlined below:

a. Funds to be used exclusively for the project as described in the approved application and not for any other purpose without prior written consent;

b. On costs for staff salaries capped at 25% excluding administration costs;

c. Milestones will be set for major funding programs, with ongoing funding dependent on achievement of milestones;

d. Funds not to be used for the payment of administration fees or levies by the host institution;

e. Projects involving patients must have the appropriate ethics approvals, with the ethics approval letter submitted to the Foundation before funding can commence;

f. Project to be completed in accordance with the timeline in the approved application unless otherwise agreed in writing;

g. Funding for any project which has not commenced within 1 year from the date of the Foundation's letter of award period will be forfeited;

h. Any change that may affect the recipient's ability to undertake or complete the project as described in the approved application must be notified immediately in writing to the Foundation;

i. Acknowledgement to be given to the Children's Cancer Foundation for its support of the project in all publications, reports and marketing;

j. Annual financial acquittal and outcomes report to be submitted by the agreed reporting date using the Foundation template;

k. Unused funds to be returned to the Foundation.