

2021 Medical Research Competitive Grant Guidelines for Pervasive Disease Cause and/or Cure



The Community Foundation uses a competitive grant process to award medical cause and cure research grants from its Kenneth R. Finken and Dorothy Hallam Finken Endowment Fund. This is the **ONLY** Medical Research Competitive Grant Cycle scheduled for 2021. Information and guidelines about the competitive grant process are outlined below. If there are questions, call our office at 321.752.5505.

2021 RESEARCH GRANTS TO FIND CAUSE AND/OR CURE FOR ALZHEIMER'S, CANCER, AND OTHER PERVASIVE DISEASES

GENERAL INFORMATION

- This is a special grant application specifically designed for medical research grants. The application will be available to download on **May 17, 2021** on the Community Foundation website – ***The application is not completed online and must be downloaded.*** Applicants must download the grant application on this link: cfbrevard.org/grants/grant-opportunities/medical-research-grant-application/
- Applications are **due no later than June 17, 2021 at 5:00 p.m. EST**. To submit please email your application, a complete set of attachments and the budget form sheet to donnas@cfbrevard.org.
- The grants will be awarded by **August 31, 2021** for a one-year grant.
- Recommended maximum grant request is \$43,000.

GENERAL CRITERIA FOR SUBMITTING A REQUEST

All applications must be *complete* to be further reviewed by the Grant Committee and its review teams. A complete application consists of:

- ONE completed application** (all questions answered) including all required documents, submitted on or before the deadline of 5:00 p.m. EST on June 17, 2021. Late and incomplete applications will be disqualified from further consideration. If technical support is needed, please contact our office.

Attachments to upload with your proposal (and when not needed):

- IRS letter with tax exemption ruling
 - Unless listed on ConnectBrevard.org or a school or government entity. Applicants must be qualified to receive tax deductible contributions as defined by the IRS – generally a 501(c)(3) public charity tax status.
- Current Board of Directors/Officers/Research Advisors and professional affiliation (if in workforce).
- Copy of the letter from the Florida Department of Agriculture and Consumer Services indicating Compliance with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act.
 - Unless exempt. If unsure, check with Florida Department of Agriculture and Consumer Services.
- Copy of most recent independent audit, review or compilation and management letter.
 - If no independent audit, review, or compilation; then evidence that Board of Directors has conducted an internal financial review.

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- Articles of Incorporation and bylaws
- Budget for project/proposal (*Must use template provided by CFB*)
- Current financial statements for current fiscal year through no earlier than September 30, 2019 (include statement of financial position – assets and liabilities as well as statement of activities – income and expenses). (Note: This is not the budget)
- Most recent IRS Form 990

OTHER INFORMATION

- **Principle Investigators (PI) are ineligible to apply for funding if they have received two consecutive years of support for the same pervasive disease. Previously-funded applicants may reapply after one-year hiatus.**
- If funded, organizations are required to submit a final project and financial report within the amount of time specified in the award letter.
- If you received funding from CFB in previous year, an interim grant report will be required with proposal.
- Unapproved variances between the budget submitted and actual expenditures can result in a return of grant dollars; thus, carefully prepare the budget and monitor grant expenditures, if a grant award is received.

Generally, grant awards will not be made for the following:

- Endowments or debt reduction
- General administrative operational support
- Annual fundraising or capital campaigns
- Event sponsorships and advertising
- Sectarian purposes, except nonsectarian educational, health, or human service projects undertaken by faith-based organizations
- Associations or other professional fees
- Political activities
- Scholarships or individual grants or awards

Applicants should be aware that grants for the cost of trips and/or conference attendance are not typically viewed as a committee priority.

COMPETITIVE GRANT REVIEW PROCESS

Upon submitting a complete application, it will be reviewed and scored by a Grant Review Team comprised of medical and/or research-knowledgeable community leaders. Scores and reviewer comments are then submitted to the CFB Grant Committee for final review and award recommendations to the Board of Directors. The grant review process is competitive – there are always more funding requests than available funding. The Foundation will give highest priority (and scores) to proposals based on the following:

- qualifications of lead researcher or research team,
- research significance,
- innovation,
- specific research plan and how the grant dollars will be used, i.e. what the grant will fund,
- collaborations and available resources,

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- outcomes anticipated, and
- proposed budget.

Additionally, the Grant Committee honors donor intent in grant awards; will consider the number served by finding a cause or cure. The Foundation funds medical research principally conducted in Brevard County, Florida institutions, though it is open to excellent research projects conducted in other regions throughout the United States.

The Grant Committee will recommend awards to the Board of Directors and grant recipients will be notified of award thereafter. Based on available funds, some grant applications may be approved, but not funded or only partially funded. In such cases, the CFB will inform other perspective donors of the opportunities and needs, if the application indicates permission.

SUBMITTING AN APPLICATION - DEADLINE

Grant applications must be submitted to donnas@cfbrevard.org by **5:00 p.m. EST on June 17, 2021**. Other documents should be uploaded by June 17, as well. If necessary, these additional documents may be hand-delivered or mailed and postmarked no later than June 17.