



2017-2018 Tinina Q. Cade Foundation, Inc. Family Building Grant

The Tinina Q. Cade *Family Building Grants* are grants that will be awarded to infertile families to support them with the costs associated with fertility treatment or domestic adoption. Applications will be accepted twice a year. **Completed applications must be received by February 1, 2017 (for SPRING review) or July 1, 2017 (for FALL review) to be considered.** Grantees are expected to participate in the annual **Family Building Gala** which will be held in early November 2017, date to be determined. Grantees are expected to stay connected and participate in fundraising activities for the Cade Foundation to allow us to continue to provide support to families in future years through Family Building Grants.

All information applicants provide in this grant application is considered confidential and will not be shared with any agency or person outside of the Cade Foundation Board of Trustees and agents of the Tinina Q. Cade Foundation.

Teleconference Question and Answer Sessions – see www.cadefoundation.org for details

Timeline for 2017 Grant Applications

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| February 1, 2017 (SPRING) July 1, 2017(FALL) | Completed applications and fees are due |
| June 1, 2017 (SPRING) October 15, 2017 (FALL) | Funding decisions announced via email |
| August 1, 2017 (SPRING), January 1, 2018 (FALL) | Funds available for use by SPRING grant recipients |
| November 2017 (date TBA) | Cade Foundation Family Building Gala (acknowledges grant recipients formally – grant recipients are required to attend this) |
| July 31, 2018 (SPRING), December 31, 2018 (FALL) | Grants must have been used for fertility treatment or adoption. All money that is not used by this date is forfeited unless approved by the Tinina Q Cade Foundation Board of Trustees. |

Family Building Grant Details

- (1) Part 1 (of the grant application must be completed online at <https://cadefamilybuildinggrant.eventbrite.com>. This first step of the process collects basic information about the applicants for initial processing and registration.
- (2) Part 2 of the application is available at <http://www.cadefoundation.org>. Applications must be either typed (preferred) directly on the computerized pdf before printing or handwritten in neat legible handwriting.
- (3) Due to the significant costs associated with our extensive review and processing of applications, each grant applicant must remit a non-refundable \$50 processing fee. Applicants may remit payment during the on-line registration process (Part 1) via credit card (with payment of a small processing charge) or may remit payment with the Part 2 Application in the form of a cashier's check or money order made out to the Tinina Q. Cade Foundation. **Please do not send a personal check or cash.** We recommend reviewing the entire application to ensure you can complete it before remitting the processing fee. Should an applicant withdraw their application or fail to submit Part 2 of the application after making payment, a donation receipt for the value of the fee will be sent to the applicant.
- (4) Grant funding **will not** exceed \$10,000 per family.
- (5) Grant money can only be used for services not yet received. Money is dispensed **directly to the service provider** (fertility clinic or adoption agency) and not to the family applying for the grant.
- (6) Support is considered only for couples or individuals who are legal permanent U.S. residents, residing in the United States (citizens or green card holders) **with documented infertility.**
- (7) You may submit an application to receive a grant to assist with the cost of an IVF refund program (cycle bundle or shared risk), but this must be specified in the grant request.
- (8) The grant **MUST** be used for the purposes described in the original grant application. For example, if you apply for funding for IVF- the grant money cannot be used for adoption or surrogacy or for a different fertility treatment plan other than the one you originally described in the grant application. If you apply for funding of 1 IVF cycle- those funds cannot be applied toward a cycle bundle or shared risk program (i.e., pay a certain amount for several cycles).
- (9) Applications must be complete to be considered. **Applications missing information or attachments will not be reviewed and considered withdrawn.**
- (10) Applicants seeking assistance with adoption do NOT need to complete the medical history forms; such applicants only need to complete the fertility history.
- (11) If a grant recipient becomes entitled to a refund of fees from an adoption agency, a fertility clinic, or FOR ANY REASON the Cade Foundation must be reimbursed IN FULL before the grantee receives a portion of the refund.
- (12) Families who adopt domestically may be eligible to receive a tax credit for money spent for adoption. Money received as a result of this grant is not taxable and a refund cannot be claimed for any funds used from the grant
- (13) Any changes in fertility or family status; the clinic, physician, or adoption agency with whom an applicant is receiving treatment or services; or in contact information that occur following the submission of an application should be reported to the Cade Foundation immediately. Failure to do so may result in forfeiture of the grant money. Please note that applicants will be notified by email about funding decisions.

Selection Process

The Tinina Q. Cade Foundation Selection Committee is responsible for the review of all *Family Building Grant* applications and makes the decision about funding. All complete applications are reviewed and considered regardless of race, religion, ethnicity or national origin, age, income or sexual orientation.

Grant Application Checklist:

- (1) Complete the online registration at <https://cadefamilybuildinggrant.eventbrite.com>.
- (2) Submit one complete hard copy of the Application (by mail ONLY).
- (3) If you did not remit a processing fee during the online registration, include a \$50 cashier's check or money order (*no personal checks*) made payable to the **Tinina Q Cade Foundation, Inc with the Application**.
- (4) **Include the following within the Application:**
 - (a) Completed "face sheet"
 - (b) 2 identical copies of the household budget and 2 identical copies of your grant budget. Therefore, completed applications should contain 4 budgets
 - (c) **Personal statements written neatly in clear large script or typed individually by each applicant**
 - (d) Completed medical questionnaires for both applicants for requests for grants to support fertility treatments (this does not need to be completed for requests to support adoption costs)
 - (e) Signed consents
- (5) **Include the following attachments with the application:**
 - (a) For fertility treatment applications, the form completed by the applicant's physician's office (located at the end of this application) that verifies infertility, the length of time you have been trying to conceive and cause of infertility if known. The physician can mail the form to the Foundation separately (preferable) or fax it to 410-741-3701 or can give it to the applicant to include in your packet (the applicant) in a sealed and signed envelope.
 - (b) **For adoption applications**, a letter from the applicant's physician office needs to document that you have a diagnosis of infertility, and the cause, if known.
 - (c) A copy of your last ONE year of US Federal Tax Returns (Form 1040) for all adults included on each grant application including schedule C & E if applicable. Your tax returns **MUST** be signed even if they were prepared by someone other than the applicants.
 - a. If you are a U.S. Resident and you did not file taxes, then you must complete a Tax Return Transcript (verification of non-filing). This can be obtained from the IRS at (800) 829-1040. Please provide a complete and signed Request for Transcript Application (form 4506-T) with your application. You need not submit a check to pay for retrieval of tax record. If it is necessary, Cade Foundation will pay fees associated with 4506-T Application.
 - (d) If either applicant is a permanent resident, please provide a copy of your green card.
 - (e) One 4x6 photo with your application. The photo may be utilized if you are chosen as a grant recipient (see consent statement below).
- (6) Please do not re-number pages (*including all attachments and financial statements*). Please label attachments starting with page 15.
- (7) Please **do not staple** your final application.

Submit completed applications to:

Tinina Q. Cade Foundation, Inc.
Family Building Grant Application
10211 South Dolfield Road
Owings Mills, MD 21117
(must arrive complete by deadline)

Name(s): _____

Sample Grant Budget Proposal:

For grant for 1 cycle of IVF:		For grant for domestic adoption:	
Cost of 1 cycle of IVF (Physician)	\$8,000	Agency Fees:	\$5000
Cost of 1 cycle of IVF (Hospital)	\$2000	Home Study	\$4000
Cost of medications for 1 cycle	\$3,200	Legal Fees	\$2500
Total Need:	\$13,200	Physician Fees	\$0
<u>Assets:</u>		Hospital Fees	\$0
Current Savings:	\$4000	State Fees:	\$250
Anticipated future savings:	\$2000	Court fees:	\$100
Equity:	\$0	Filing fees	\$100
Insurance benefits:	\$0	Total Need:	\$12,200
Employer sponsored benefits:	\$1000	<u>Assets:</u>	
Stocks	\$0	Savings:	\$4000
Total Assets:	\$7000	Anticipated future savings:	\$2000
		Equity:	\$0
		Insurance benefits:	
		Employer sponsored benefits	\$1000
		Stocks	\$0
		Total Assets:	\$7000
Total Need:	\$6200	Total Need:	\$5200