

# Tinina Q. Cade Foundation, Inc. Family Building Grant Instructions

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, (for SPRING review) or July 1 (for FALL review) to be considered.** Grantees are expected to participate in the annual **Family Building Gala** which will be held in early November (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](http://www.cadefoundation.org) for details***

## **Timeline for 2019 Grant Applications**

February 1 (SPRING) July 1 (FALL)	Completed applications and fees are due
June 1 (SPRING) October 15 (FALL)	Funding decisions announced via email
August 1 (SPRING), January 1 (FALL)	Funds available for use by SPRING grant recipients
November	Cade Foundation Family Building Gala (acknowledges grant recipients formally – grant recipients are required to attend this)

July 1 of the year FOLLOWING award recognition (SPRING), December 31 of the year FOLLOWING award recognition (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**

Part 1 (of the grant application must be completed online at <https://2019cadegrant.eventbrite.com>. This first step of the process collects basic information about the applicants for initial processing and registration.

Part 2 of the application will be emailed to you via a link to DocuSign in the confirmation email following Part I registration. You must SCROLL DOWN on the Part I confirmation to see your link to PART 2. Once you have completed Part 2- you will receive a confirmation email containing a link to share with your physician so that they can submit your medical information. The physicians form is ALSO on the website (<https://cadefoundation.org/familygrants/5>.)

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[www.cadefoundation.org](http://www.cadefoundation.org)

## Frequently Asked Questions:

*How much will the grant provide?* Grant funding **will not** exceed \$10,000 per family. Please make sure your request is for that amount or less.

*Do we need to submit 2 sets of tax documents if we file separately?* Yes. If there are two partners applying –**partner 1** must complete and submit their portion before **partner 2** receives their portion of the application

*Can I change the application once it has been completed and submitted?* No. Submitted complete applications **cannot** be changed. Please review and verify that your application is correct before you submit the final application.

*If we // have trouble logging back on to my application- should I just start a new one?* No. Applicants should only start and complete one application. Multiple applications started will result in all applications being discarded. Call the office or email us for help if you have trouble logging back in after you log out of the application.

*Can I get reimbursed for money I have already spent on fertility treatment or adoption?* No. 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.

*Can someone from outside the US who is not a citizen or resident apply for the Grant?* No. Support is considered only for individuals or couples or individuals who are citizens or legal permanent U.S. residents, residing in the United States (citizens or green card holders) **with documented infertility** .

*I am able to get pregnant but my doctor has recommended that we not get pregnant for a reason (high risk pregnancy, sick baby in the past, genetic disease runs in the family etc.)* No, unfortunately the grants are only available for families with documented infertility. Our raffle prizes are available to anyone who wants fertility treatment but grants are restricted to individuals/ families with infertility.

*If I am funded but change my family building plan before I receive the grant- can I still use the grant on my new plan?* 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. If you change your family plan you must communicate with the Cade Foundation CEO about your plan. 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).

*What if I don't file taxes?* If you are a U.S. Resident and you did not file taxes, you must complete a Tax Return Transcript (verification of non-filing). This can be obtained from the IRS at (800) 829-1040.

If I start a grant application and don't complete it- will it still be usable for the next cycle? No. Applications must be complete to be considered. **The electronic grant submission process will not allow you to finalize an application until all required sections have been completed.** Submit all complete applications through the electronic system. Incomplete applications will be processed and rejected.

*Do adoption applicants need to complete the medical history forms?* No. Applicants seeking assistance with adoption do NOT need to complete the medical history forms; such applicants only need to complete the fertility history. You must still get a letter stating that you have infertility and have that submitted to the Tinina Q Cade Foundation.

*What if I get funded but decide want to go through with the adoption or fertility treatment?* 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.

*If I receive an adoption tax credit after receiving the grant- do I have to pay Cade Foundation back?* 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

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 final decision about funding. All complete applications are reviewed and considered regardless of race, religion, ethnicity or national origin, age, income or sexual orientation.