

## **M. PATRICIA CRONIN FOUNDATION TO FIGHT OVARIAN CANCER, INC.**

### **Grant Procedures**

The following are the procedures of the M. Patricia Cronin Foundation to Fight Ovarian Cancer, Inc. (the “Foundation”) in the awarding of grants (the “Grant Procedures”).

#### *1. The Selection Process — Candidates for Grants*

The Foundation will select grantees on the basis of criteria reasonably related to the purposes of the grant, including the merits of the proposal, credentials of the potential grantee and the relationship of the proposal to the Foundation’s program activities. A summary of the Foundation’s general guidelines for awarding grants is set forth in the Foundation’s Grant Guidelines, a copy of which is attached hereto as Exhibit A. A copy of the Mission Statement is also attached (in the Goals section of Exhibit A)..

A grantee may be selected (1) from a group of qualified candidates or (2) without reference to a group of candidates because it is, in the opinion of the Foundation, qualified to carry out the mission and the charitable purposes of the Foundation.

(1) *How to apply:* Applicants are solicited through the distribution of flyers with accompanying letters to the following sample organizations, including, but without limitations, New England hospitals, cancer treatment centers, hospices, community centers, ovarian cancer support groups, the American Cancer Society and other organizations with expertise or an interest in ovarian cancer and/or ovarian cancer patients.

(2) *How selected:* All applicants are required to submit a letter to the Foundation’s President summarizing the proposed project. For grants over \$5,000, in addition to the initial letter, applicants selected to move to the next step of the application process are required to submit the Grant Application and all necessary attachments thereto. The Grants Committee may waive this requirement. A copy of the Grant Application is attached hereto as Exhibit B.

(3) *Screening Board(s):* There is a preliminary screening of all candidates by one or more screening board(s), consisting of individuals who, in the opinion of the Foundation, are qualified to weigh and evaluate the applicant’s grant proposal (the “Screening Board(s)”). The persons who select grantees shall not be in a position to derive a private benefit, directly or indirectly, if certain potential grantees are selected over others. The field is narrowed to certain candidates proposed by the Screening Board(s) to the Foundation’s Board of Directors, which makes the final selection of grantees. Neither employees nor directors of the Foundation nor their affiliates are eligible for grants.

#### *2. Terms and Conditions under which the Foundation Makes Grants*

The terms and conditions of each grant are contained in a letter and addendum thereto (collectively, the “Grant Letter”) sent to each grantee, substantially in the form attached hereto as Exhibit C. The grantee is required to communicate its acceptance of the terms and conditions of the Grant by returning to the Foundation an executed copy of the Grant Letter, within the time frame stated in the Grant Letter.

Grants are generally made for a one-year period, although in certain circumstances a grant may be made for a longer period, as stated in the Grant Letter. Ongoing funding decisions may depend upon the success of the program as annually reported by the grantee in accordance with the reporting requirements set forth below. Renewal of a grant for any succeeding period will be made in accordance with these Grant Procedures.

3. *Procedures for Review of Grantee Reports, for Investigation where Diversion of Grant Funds from their Specified Purposes Is Indicated, and for Recovery of Diverted Grant Funds*

(a) *Review of Grantee Reports*

A committee of the Foundation's Board of Directors is responsible for following the progress of the grants, reviewing each report submitted by the grantee, determining whether the grant purposes are being or have been fulfilled, and looking into any questions requiring further scrutiny or investigation. The Board of Directors reserves the right to request information on an ongoing basis from a grantee after the approval of a grant. Reports are expected to be submitted on an ongoing basis, at least every six months, unless otherwise specified.

(b) *Investigation where Diversion of Grant Funds from their Specified Purposes is Indicated*

Where reports to the Foundation or other information (including failure to submit reports after a reasonable time has elapsed from their due date) indicates that all or any part of grant funds are not being used for the purposes of such grant, the Foundation will initiate an investigation. While conducting the investigation, the Foundation will withhold further payments to the extent possible until it has determined that no part of the grant has been used for improper purposes, and until any delinquent reports have been submitted. The Foundation expects all reports to be submitted in a timely manner.

(c) *Recovery of Diverted Funds*

If the Foundation determines that any part of a grant has been used for improper purposes, the Foundation will take all reasonable and appropriate steps to recover diverted grant funds or to insure the restoration of diverted funds and the dedication of other grant funds held by the grantee to the purposes being financed by the grant. These steps will include legal action unless such action would in all probability not result in the satisfaction of execution of a judgment.

If the Foundation determines that any part of the grant has been used for improper purposes and the grantee has not previously diverted grant funds to any use not in furtherance of a purpose specified in the grant, the Foundation will withhold all further payments on the particular grant until (1) it has received the grantee's assurances that future diversions will not occur, (2) any delinquent reports have been submitted, and (3) it has required the grantee to take extraordinary precaution to prevent future diversions from occurring. If the Foundation determines that any part of the grant has been used for improper purposes and the grantee has previously diverted Foundation grant funds, the Foundation will withhold further payment until the three conditions of the preceding sentence are met and the diverted funds are in fact recovered or restored.

4. *Termination of Grant*

If the Foundation determines that the project is not being executed in substantial compliance with the proposal, as amended, or that the grantee cannot complete the work of the project for certain reasons, the Foundation will have the right either to withhold funds until the situation is corrected or to terminate the grant.

## **EXHIBIT A GRANT GUIDELINES**

### **Philosophy**

#### **Goals**

The mission statement of the M. Patricia Cronin Foundation to Fight Ovarian Cancer is attached. The Foundation hopes to be able to provide support in a number of ways to women with ovarian cancer, families, and their friends. The Foundation's Web site offers guidance and resources for women with ovarian cancer. The Foundation also supports projects in all areas of ovarian cancer research, including awareness, screening and prevention, basic science, treatment, and behavioral sciences.

In addition to providing funding to other groups and organizations, the Foundation itself initiates programs to meet the goals set forth in the mission statement of the Foundation.

#### **Eligibility**

Any tax-exempt organization is eligible to apply for a grant, including but not limited to hospitals, health centers, hospices, long-term care providers and educational institutions. The Foundation generally will not pay for permanent salaries but grant dollars can be used to pay for a portion of an employee's time, exclusive of fringe benefits. The Foundation does not pay for overhead expenses for existing programs. The Foundation reserves the right to include a site visit to the grantee organization before making a final determination on awarding a grant.

#### **Grant Range**

Grants range up to \$20,000 per year, although the average grant is likely to be in the range of \$5,000 to \$8,000.

#### **Geographic Focus**

Preference is given to programs in the Northeast. The Foundation does not fund programs outside the United States.

#### **Important Note**

The above information is intended to give guidelines and preferences only. The Foundation may consider, subject to Board review, proposals that do not meet all of the guidelines.

### **How to Apply**

#### **Application Procedure**

##### ***For grants of more than \$5,000***

Initial contact with the Foundation can be made with a brief letter to the President. That letter, though not a formal application, should include a summary and brief description of the proposed project and how it furthers the goals and objectives of the Foundation, an estimate of funds required, and the approximate duration of the project.

If the initial letter is favorably reviewed, the Foundation will request a full proposal as outlined in the attached application.

***For grants of \$5,000 or less***

For grants of **\$5,000** or less, it is not necessary to fill out the grant application. A two-page letter should be sent to the President including:

- a description of the project and how it meets the Foundation's goals;
- an explanation of how the project will be evaluated both during and at the end of the project and how other organizations will learn about its success;
- three independent references who can describe the value and contributions of your organization or program; and
- an itemized budget.

The President or a member of the Board of Directors will contact you if more information is needed.

**Notification**

Grant applications are reviewed at least annually, and decisions are communicated in writing as soon as possible. Decisions can be made more promptly if the situation warrants.

**Reporting Requirements**

For projects that are funded for one year, the Foundation requires a detailed evaluation report to be completed six months or one year from the date of the award (the Foundation will specify the specific requirement in its award letter).

For multi-year projects, the Foundation requires detailed evaluation reports to be submitted annually on the anniversary of the award. Ongoing funding decisions may depend on the success of the program.

Foundation funds may be used only on the project for which they were intended. Any unused funds must be returned to the Foundation.

The Foundation reserves the right to make a site visit at least once a year with reasonable notice to be provided to the grantee.

**For Further Information**

M. Patricia Cronin Foundation to Fight Ovarian Cancer, Inc.  
P.O. 101  
Quincy, MA 02170  
Attention: Nancy Farrell  
croninfoundation@gmail.com



---

---

---

5. Do you operate under any other name(s) or at any other location(s)?

---

---

6. Please identify the director(s) of the proposed project.

---

7. Please state the name, address, telephone number and e-mail address of at least one other contact person from your organization:

---

---

8. Please attach answers to the following questions, using a total of five or fewer double-spaced typewritten pages for the combined text.

- a. What is your group's primary purpose?
- b. Please describe the project for which funding is being requested and how it helps to meet the goals of the M. Patricia Cronin Foundation to Fight Ovarian Cancer.
- c. What are the project's goals, and how will performance be evaluated both during and at the end of the project?
- d. How will the project be implemented?
- e. How will this project help solve the general problem being addressed?
- f. How will this project meet your organization's long-term plans?
- g. How will other organizations learn about the project's successes?
- h. What other sources of funding for the project have you received or do you anticipate receiving? Please attach a list of other companies, foundations and resources being approached to fund this program, including requested amounts and the status of your request (pending or secured).
- i. Please attach a board-approved itemized budget and a budget justification for this project in the form attached hereto. Please be sure this form includes both the entire program budget and the specific expenses for which you are seeking the Foundation's support.

9. Please submit a copy of your organization's a) most recent financial statement (audited, if available) and b) overall budgets for the last complete, present, and next projected fiscal years as approved by the board.
10. Please be sure to attach a copy of your most recent section 501(c) (3) determination letter from the Internal Revenue Service.
11. Please submit any letters of support for your proposed project.
12. Please include copies of brochures, news clips, leaflets, or other materials that will help the M. Patricia Cronin Foundation to Fight Ovarian Cancer understand your organization and the activities for which funding is requested.
13. Please attach the curriculum vitae of the project director(s) and three references that the Foundation can contact for more information on your organization.
14. Please attach a list of current board members.
15. If this is a request for renewed funding of a program previously supported by the Foundation, please include a rationale for any increase or renewal in funding requested.

\* \* \* \* \*

All of the information supplied by the applicant on this Grant Application (including attachments) is true and correct.

I have read and understood the M. Patricia Cronin Foundation to Fight Ovarian Cancer eligibility requirements and determined that \_\_\_\_\_ (name of applicant) is eligible under them.

Certified by:

\_\_\_\_\_

Name (please type)

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**M. PATRICIA CRONIN FOUNDATION TO FIGHT OVARIAN CANCER**

**Grant Program  
Proposed Budget**

Organization Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Grant Period: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

**Proposed Budget**

<b>Personnel</b>	<i>Total Salary &amp; Benefits (FTE)</i>	<i>X</i>	<i>% of Time Allocated to Program</i>	<i>=</i>	<i>Total Program Budget</i>	<i>Amount Requested from Foundation</i>	<i>2001/2002 Foundation Grant*</i>
<i>Job Title</i>							
			<b>Total Personnel:</b>				

<b>NON-PERSONNEL</b>			
Attorney's Fees			
Other Consultant's and Professional Fees (incl. audit fees)			
Insurance			
Equipment			
Supplies			
Printing and Copying			
Telephone and Fax			
Postage and Delivery			
Training			
Other (please specify)			
<b>Total Non-Personnel:</b>			
<b>TOTAL EXPENSES</b>			

If total expenses are more than amount requested from the Foundation, please detail additional program revenue source below. Note whether support is currently available, or subject to a pending funding decision.

<b>Source</b>	<b>Status</b>	<b>Amount</b>

**\*If the program received Foundation funding in a previous grant year, please provide approved budget here.**

**EXHIBIT C  
GRANT LETTER**

**M. PATRICIA CRONIN FOUNDATION TO FIGHT OVARIAN CANCER, INC.**

[DATE]

[CONTACT NAME]  
[NAME OF ORGANIZATION]  
[STREET ADDRESS]  
[STREET ADDRESS]  
[CITY, STATE ZIP CODE]

Dear [CONTACT NAME]:

Congratulations on having been selected to receive a grant from the M. Patricia Cronin Foundation to Fight Ovarian Cancer, Inc. (“the Foundation”) in the amount of [**\$ GRANT AMOUNT**] to be used to support the activities described in your proposal entitled [**INSERT PROPOSAL DESCRIPTION**]. As a grant recipient, you are now a member of the Foundation’s circle of leaders committed to the fight against ovarian cancer. I am writing to provide you with further details relating to the grant.

**Agreement to Accept Conditions for Support**

As noted on the grant application, grant funds may not be used for institutional overhead, indirect costs or other organizational levies that are not related to this specific grant. Failure to comply with this provision could indicate a diversion of grant funds and would require action to be taken by the Foundation. In addition, the addendum attached to this letter includes further conditions for support relating to the grant, such as a requirement that you furnish the Foundation with periodic reports on the progress of your project.

**Payment of Grant**

To accept your grant, please have this letter signed on behalf of your organization and return the signed copy no later than \_\_\_\_\_ to the M. Patricia Cronin Foundation to Fight Ovarian Cancer, Inc., P.O. Box 101, Quincy, MA 02170, Attention: President. By

signing and returning this letter, you and your organization are agreeing and confirming that (i) work on the project will begin immediately upon receipt of the grant; (ii) the terms set forth above and in the attached addendum are acceptable; and (iii) the names and addresses above are correct. We will not issue your check until we have received a duly signed copy of this letter.

Assuming prompt receipt of the signed copy of this letter, the grant check will be mailed to you [identify time period based on liquidity]. The check will be payable to **[NAME OF ORGANIZATION]** and will be mailed to your attention at the above address.

On behalf of the Foundation, I extend our best wishes for your organization's continued success, and I look forward to receiving periodic reports on your research progress. We are proud to work with you and **[NAME OF ORGANIZATION]** in the fight against ovarian cancer.

Sincerely,

M. PATRICIA CRONIN FOUNDATION TO FIGHT  
OVARIAN CANCER, INC.

By: \_\_\_\_\_

Nancy Farrell  
President

**Accepted and Agreed:**

**[NAME OF ORGANIZATION]**

By: \_\_\_\_\_

\_\_\_\_\_  
Name of Authorized Person

\_\_\_\_\_  
Title

## ADDENDUM

### M. PATRICIA CRONIN FOUNDATION TO FIGHT OVARIAN CANCER, INC.

#### Further Conditions for Support

In consideration of a cash grant in the amount of \$\_\_\_\_\_ (the "Grant") by the M. Patricia Cronin Foundation to Fight Ovarian Cancer, Inc. (the "Foundation") to \_\_\_\_\_ (the "Recipient"), the Recipient agrees to the following conditions of the Grant:

1. Use of Grant Funds. All funds advanced by the Foundation under the Grant shall be used by the Recipient solely for the activities described in the proposal submitted to the Foundation or a revised work program approved in writing by the Foundation (the "Project") and, in either event, only for religious, charitable, scientific, literary, or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code of 1986, as amended (the "Code"). The Recipient acknowledges that the Foundation has not earmarked the use of the Grant or any portion thereof for any other organization or individual. The Grant funds may not be used for any of the following purposes: to attempt to influence legislation or the outcome of any specific public election; to carry on, directly or indirectly, any voter registration drive; to make grants that do not comply with the requirements of Section 4945(d)(3) or (4) of the Code or to undertake any activities for any purpose other than one specified in Section 170(c)(2)(B).

2. Proprietary Interest. The Recipient's ownership and use of the research results relating to the Project shall be consistent with the criteria set forth in Treasury Regulation Section 1.501(c)(3)-1(d)(5) for scientific research in the public interest. Specifically, the Recipient represents and warrants to the Foundation that the Grant funds will be used to carry on research for the purpose of discovering a cure for ovarian cancer and that the Recipient will timely publish the results of the research undertaken during the performance or as a result of the Project, including all relevant information, in a treatise, thesis, trade publication, or in any other form that is available to the interested public as promptly after completion of the funded research as is reasonably possible without jeopardizing the Recipient's right to secure patents or copyrights necessary to protect its ownership or control of the research results and without jeopardizing any pre-existing contractual commitments relating to the subject research.

3. Termination. If the Foundation, in its sole discretion, shall determine that the Project is not being executed in substantial compliance with the proposal (or revised work program) or that the Recipient is incapable of satisfactorily completing the work of the Project as a result of a principal investigator's ceasing to be affiliated with the Recipient or the Project or for any other reason, the Foundation may, in its sole discretion (i) withhold payment of funds until in its opinion the situation has been corrected or (ii) declare the Grant terminated. If the Foundation terminates the Grant, it shall so notify the Recipient, whereupon it, if so requested by the Foundation, shall promptly refund and pay back to the Foundation any unexpended balance of the Grant funds in the Recipient's hands or under its control. All such determinations by the Foundation under this paragraph will be final, binding and conclusive upon the Recipient.

4. Periodic Reports. The Recipient will submit a full and complete report to the Foundation six months and one year from the date of receipt of the Grant by the Recipient, which report shall discuss the progress made toward achieving the Project's goals. If the Grant funds

have not been fully applied by the first anniversary of the Grant, the Recipient shall submit further reports annually thereafter until the Grant funds have been expended in full or the Grant has been otherwise terminated. Such reports will be furnished to the Foundation within thirty days of the dates set forth above and shall be consistent with any specific report criteria that the Foundation shall specify from time to time. In addition, the Recipient will make reasonable efforts to accommodate a visit by a Foundation representative to the facility at which the research is being conducted, which visit may include an interview with a principal investigator of the Project. The Foundation reserves the right to perform site visits at least once a year, upon reasonable notice to the recipient.

5. Final Report. Within sixty days after the use of the Grant funds is completed, the Recipient will make a final report with respect to the progress made toward the goals of the Grant. This report may be made public.

6. Status of Recipient. In carrying out the Project, the status of the Recipient with respect to the Foundation shall be that of an independent contractor. The Foundation shall neither have nor exercise any direction or supervision over any person engaged by the Recipient for work or other activity, of whatever nature, on or in connection with the Project, and the Foundation shall have no duty, obligation or liability, of whatever nature, to any such person.

7. Acknowledgment of Foundation Support. All manuscripts, papers, releases, exhibits or interviews prepared for scientific meetings, the public or private press, magazines, periodicals, radio, television, or other means of communication dealing with the activities or achievements of the Project shall acknowledge the Foundation's support in a form approved in advance by the Foundation.

8. Maintenance of Exempt Organization Status. In carrying out the Project, the Recipient shall comply with all applicable federal, state and local laws and regulations. The Recipient certifies that (i) it has been determined by the Internal Revenue Service to be a tax-exempt organization under Section 501(c)(3) of the Code, or (ii) in the absence of such determination, is a "government unit," as described in Section 170(c)(1) of the Code, or an agency or instrumentality of a governmental unit, including, without limitation, a state college or university within the meaning of Section 511(a)(2)(B) of the Code. If the Recipient is not such a governmental unit or not such an agency or instrumentality of a government unit, the Recipient agrees (i) to provide the Foundation a copy of the determination letter from the Internal Revenue Service recognizing the Recipient's tax-exempt status and, at the request of the Foundation, a copy of the most recent Form 990, Return of Organization Exempt from Income Tax, and (ii) to notify the Foundation immediately of any change in or challenge by the Internal Revenue Service to its status as such a tax-exempt organization.

9. Violation of Terms; Change in Status. In the case of any violation by the Recipient of the terms and conditions of the Grant, or in the event of any change in or challenge by the Internal Revenue Service of the Recipient's status as a tax-exempt organization, the Foundation reserves the right in its absolute discretion to terminate the Grant. The Foundation's determination of any such violation or change in or challenge to the Recipient's status will be final and will be binding and conclusive upon the Recipient.