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***‘Home Away from Home’ Initiative***

By Foundation S and Childhood Cancer International (CCI)

Request for Proposal Application form

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September 11, 2023

# GUIDELINES

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| **Main Principles** | CCI will organise and manage this “Request For Proposals” (RFP), which is financially supported by Foundation S.  The organisations which already have accommodation facilities, that is have a Home Away From Home, or plan to build / acquire one, can apply for this grant by submitting a proposal.  For this initiative to ensure that the local civil society organisation has got credibility and a good track record, only CCI members organisations that have been in operation for a minimum of one year, and in this period have demonstrated commitment and ability to support children/adolescents with cancer and their families, will be eligible. Both CCI Full Members and Associate Members can apply, but they must be in good standing (and not with outstanding fees).  Recipient organisations benefiting from the Home Away From Home grant may be mentored by another organisation in their country or another country which has greater capacity and a history of successful development provision and management of homes away from home, as well as with expertise in family support in general. |
| **Scope & Targets** | To assist organisations, CCI members, who provide accommodation to children/adolescents with cancer and their cares; and/or to assist CCI members organisations who don’t currently provide accommodation but wish to do so.Geography. This initiative is for low to middle income countries (LMIC). For the definition of LMICs we shall apply the World Bank definition. A LMIC can be on any continent, but within this is the aim to have at least one project sponsored in each of the main LMIC regions (that is at least one in Latin America, Africa, and Asia).Project framework and requirements. The initiative will contribute to the accommodation for young people with cancer and their parent /caregiver accompanying them in five ways.Assisting with the building of a new home.The expansion of an existing home.Funding for rent. (While generally the ideal is to own a home, in some cases renting is suitable, even preferred, providing there is a guarantee of a long-term commitment from the landlord / a long-term rental agreement.)Funding improvements and maintenance of a home.Funding operational costs for the running of a home for a fixed period. (This will be seen as a temporary assistance and used as an opportunity to assist the organisation providing the home to gain sustainability, including assisting the host organisation attracting new donors - especially local supporters - for their ongoing costs.) |
| **Guidelines** | Generalities   * Incomplete/draft documents or imprecise information will not be considered. * Do not change document formats (no copying or pasting of budgets or timelines). * The 1st version received will be the only one evaluated. * Complete the document in English, Portuguese, Spanish or French   Team/Organization   * CCI members organisations that have been in operation for a minimum of one year, and in this period have demonstrated commitment and ability to support children/adolescents with cancer and their families. * Project leader (also the contact) must be committed for the full duration of the grant. Identify only ONE contact. * Attach the CV of the project lead.   Finances   * Funds requested shall be between 25,000 € to €250,000 (Euros). * a minimum of 30% of the income/funding of the total budget will come from other donors, which includes local donors. * Name all co-founders. * Budget should be as precise as possible and accurately estimated. * A robust business plan describing the sustainability for minimum of three years that a financial projection, and a fundraising plan that includes local funders.   Project evaluation   * Immediate outcomes/metrics:   + Number of beneficiaries served (patients, parents, carers, family members)   + Number of bed nights provided.   + Number of meals provided.   + Number of transport trips provided.   + Number of beneficiaries benefiting from other services provided by the home (such as schooling/education, counselling services and skills training for parents/caregivers). * Intermediate outcomes (it will be collected through two surveys, one at the beginning and one each year for multi-years projects or one month before the end of the year for project limited to one year). The items collected in these surveys will be addressed to      * + Beneficiaries: * Beneficiaries report that what Home Away From Home provides for their essential accommodation needs * Beneficiaries express how they feel at home in int the Home Away From Home * Beneficiaries report the changes provided by that having a Home Away From Home has changed in their thinking or attitude towards continuing with the treatment * Beneficiaries share their plan towards future adherence, and they are more likely to adhere to treatment going forward. * Marked and material difference in the abandonment rates prior to the establishment (or enlargement) of the home, then thereafter is collected.      * Treatment team (health care professional in charge of the children’s care and designated to fulfil the survey): * Marked and material difference in the abandonment rates prior to the establishment (or enlargement) of the home, then thereafter is collected. * Level of Improve the physical (fever, infection occurrence, fatigue….), and mental health, and to improve the well-being of the children. * Collection of Improve the nutrition status. * Evolution of Facilitate the treatment understanding and coordination of the childcare. * Level of mental health, and well-being of the caregiver. |
| **Criteria for selection** | CCI/Foundation S selection committee will select and prioritize projects based on  **Required:**   1. The project must be for LMICs, according to the World Bank definition. 2. CCI members organisations (based in a LMIC or a high-income country with projects for LMICs) that have been in operation for a minimum of one year, and in this period have demonstrated commitment and ability to support children/adolescents with cancer and their families. 3. A complete proposal (see documents to submit), in line with the RFP, and within the submission deadline. 4. The proposal should include and well thought out project description indicating that the applicant understands what is required to make an accommodation facility a suitable Home Away From Home for children and adolescents with cancer. 5. Funds requested shall be between 25,000 € to €250,000 (Euros). 6. Include a robust business plan describing the home’s sustainability for minimum of three years. Such a plan will include a financial projection, and a fundraising plan that includes local funders. 7. Minimum of 30% of the income/funding of the total budget of the housing project will come from other donors, which includes local donors. 8. A plan of action that explains how the organisations will act to help ensure children/adolescents will adhere to treatment. 9. The current or proposed home shall not be more than 25 kilometres/16 miles from the paediatric oncology unit or /the relevant healthcare service.     **Preferred**: preference will be given to proposals with the following additional items added, which will strengthen the chances of award success:   1. A demonstrated strong connection with children healthcare services, with a letter of recommendation from the paediatric oncology unit at a hospital. 2. Recognition (demonstrated through letters, awards or accreditation received) from local or national institutions, or key stakeholders in paediatric oncology sector, and/or by the community/communities where the offer their support and care services. 3. Audited annual financial statements. |
| **Documents to submit** | Some general documents will be required for all applicants:   1. A complete application form with all fields fulfilled. 2. Project lead CV 3. A High-Level Plan (Gantt chart) of the project (template available) 4. The budget template (template available) 5. Financial report reviewed or audited (if possible) by an independent body 6. Legal compliance documents. Your NGO / non-profit registration and If in your country you need to register a home for children at any state ministry, please attach certificate(s) of registration or compliance.   Additional and relevant documents are required according to the scope of the project:   * For the projects aiming at building a new home or expanding an existing one: submit a proof of ownership or long-term lease (50 to 99 years), plans and estimated building costs. * For the projects aiming at funding for rent: submit a long-term rental agreement. * For the projects aiming at funding improvements and maintenance to a home: submit plans and estimated costs. * For the projects aiming at funding operational costs: submit the list of the assistance and costs related |
| **Submission deadline** | **January 5th, 2024**  The list of grantees will be informed about the outcome of the RFP second half of February. |
| **In practice** | * Documents to be submitted by email to admin@cci.care * Email title: Home Away From Home [COUNTRY] [Project lead Name] * All the required documents attached. * The 1st version received will be the only one evaluated. |

**For your application to be valid, all questions below and requested documents must be completed and included in your application.**

*IDENTIFICATION*

Project title

|  |
| --- |
|  |

Project country

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#### **Organization**

|  |  |
| --- | --- |
| Name |  |
| Legal statutes of the organization |  |
| Address |  |
| Phone |  |
| Website |  |
| Head of the organisation name and contact details |  |

#### **Project lead (attach a CV)**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Position (job) |  |
| Lenth of time in position |  |
| Phone |  |
| Email |  |

Supportive team members and their role for the project?

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Position (job) |  |
| Role in the project |  |
| Name |  |
| Title |  |
| Position (job) |  |
| Role in the project |  |
| Name |  |
| Title |  |
| Position (job) |  |
| Role in the project |  |

# QUESTIONNAIRE (selection criteria check)

# Before completing the application, please ensure the association addresses all the required criteria by completing the following questions:

1. **What is the scope of your project?**

* Assisting with the building of a new home
* The expansion of an existing home
* Funding for rent
* Funding improvements and maintenance of a home
* Funding operational costs for the running of a home for a fixed period

*If you are in one of the situations above, please answer the following questions. If not, your project is not in the scope of Home Away From Home initiative and therefore, cannot be selected.*

*In addition, please enclose to your application all documents required according to the scope of the project (see details in “documents to submit” in guideline section)*

1. **The project is for a LMIC (according to the World Bank definition)**

* Yes
* No

*If you answered yes, you are invited to answer the following question.*

1. **The organization is a CCI member (Full or Associate) for a minimum of one year.**

* Yes
* No

*If you answered yes, you are invited to answer the following question.*

1. **The funds requested shall between 25, 000 and 250,000 euros.**

* Yes
* No

*If you answered yes, you are invited to answer the following question.*

1. **A minimum of 30% of the income/funding for this housing project will come from other donors (including local donors)**

* Yes
* No

*If you answered yes, you are invited to answer the following question.*

1. **The current or proposed home shall not be more than 25 km/16miles from the paediatric oncology unit or the relevant healthcare system.**

* Yes
* No

*If you answered yes, you can complete the application form below.*

# CONTEXT

General information on Childhood Cancer in your country or implementation area.

*Please provide relevant background information/challenges or opportunities to illustrate why the support of your organization including home and related services are critical in your country or for a larger geography. In this chapter, we expect to check the team commitment and ability to support children/ adolescents with cancer and families. What type of unmet accommodation need is critical in your country/region and why?*

*Type your answer below (200 words max.- font: verdana 10)*

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|  |

General information about how your project will address the unmet need. *Home Away from Home* rationale. (If multi-site, please specify).

*Please, provide a justification of the added value of working with CCI and Foundation S to build/ expand or/and facilitate a new home for children and adolescents with cancer and their families. In this chapter, we expect to check the specific impact of the project on the beneficiaries. How this project will address disparities of access to treatment and care experienced by poorer and/or minority groups? To what extent, beneficiaries are engaged in this project (in the design of the homes/the project, involvement in the housing and related support decisions that affect them)?  Type your answer below (200 words max.- font: verdana 10)*

# PROJECT OVERVIEW

Please, answer these general questions that need to be fulfilled independently from the scope of project and completed by all applicants.

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| *Please provide relevant information to explain the project. What is the design of the project? What are the main characteristics of the project? How do you plan to execute and succeed with this project? When should be the starting date of the project and the collection of its benefit? Who are the key players within your organization and outside who will execute the project?*  *Type your answer below (500 words max.- font: Verdana 10)* |
|  |
| *Please provide the overall and main project goal?*  *What are the secondary objectives?*  *Type your answer below (500 words max.- font: Verdana 10)* |
|  |

Please, answer the question according to the scope of your project.

* Building a new home

|  |
| --- |
| *Please provide the list of activities or services that will be available thanks to this new home. Please, quantify the target audience/beneficiaries (500 words max.- font: Verdana 10)* |
|  |

* Existing home expansion

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| --- |
| *Please provide the list of activities or services that you already offer with the existing home and specify the ones that you will develop with expanding the existing home.*  *Quantify the current audience/beneficiaries and precise the targeted beneficiaries with the project (500 words max.- font: Verdana 10)* |
|  |

* Funds for rent

|  |
| --- |
| *Please provide the details of the services and accommodations delivered besides the rent.*  *Quantify the current audience/beneficiaries if any and precise the targeted beneficiaries with the project*  *(500 words max.- font: Verdana 10)* |
|  |

* Funds for improvements or maintenance

|  |
| --- |
| *Please provide the list of the improvements and maintenance planned with this project.*  *Please, precise to what extend beneficiaries are engaged in the project.*  *Quantify the current audience/beneficiaries and precise the targeted beneficiaries with the project*  *(500 words max.- font: Verdana 10)* |
|  |

* Funds for operational costs

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| --- |
| *Please share the list of the operational costs planned in this project.*  *Develop how this project is an opportunity for the organisation to gain sustainability, including assisting the host organisation attracting new donors – especially local supporters – for their ongoing costs (500 words max.- font: Verdana 10)* |
|  |

# BUDGET

|  |  |  |  |
| --- | --- | --- | --- |
| ***Overall Budget*** *for the project described (in euros)* | | ***Level of contribution expected*** *from CCI and Foundation S through this RFP (in euros)* | |
| *Total* |  | *Total* |  | |
| *Per Year* |  | *Per Year* |  | |

|  |
| --- |
| ***List of co-funders names***  *(Minimum of 30% of the income/funding of the total budget will come from other donors, which includes local donors)*  *In case you have letters of commitment from donors regarding this project, please submit these letters with your application* |
| *Local Donors* |
| *Others* |

# 3. IMPORTANT INFORMATION

## **General information about the organization**

*What are the existing resources (logistical, psychological, informal) in your organization supporting the children with cancer and their parents/ caregivers?*

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| --- | --- | --- |
| Transportation to the hospitals | Yes | No |
| Bedrooms for the children | Yes | No |
| Bedrooms for the family | Yes | No |
| Proximity of a pharmacy | Yes | No |
| Food provided / nutritional program | Yes | No |
| Palliative care program | Yes | No |
| Social services | Yes | No |
| Emotional support, including parent support and/or Navigators | Yes | No |
| Organization of events inside the accommodation | Yes | No |
| Knowledge about childhood cancer (brochure, videos, education sessions, etc) | Yes | No |
| Education (schooling program, …) | Yes | No |
| Counselling services | Yes | No |
| Skills training for parents/ caregivers | Yes | No |
| Hobbies/ cultural activities | Yes | No |
| Others (please precise) |  | |

*What are the healthcare services in the proximity (that is less than 10 kms) of your accommodation?*

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| --- |
| Specify the healthcare service and the distance |
| Specify the healthcare service and the distance |
| Specify the healthcare service and the distance |
| Specify the healthcare service and the distance |
| Specify the healthcare service and the distance |

*Describe the business plan for minimum of three years describing the home’s sustainability and including financial projections as well as a fundraising plan that includes local funders.*

Letter of support mention (out of budget but mention here)

*Igf you have a strategic financial plan that explain your sustainability for min 3 years, please submit it and no need to complete this field*

|  |
| --- |
| Year 1 |
|  |
| Year 2 |
| Year 3 |

*Describe the plan of actions explaining how the organization will act to help ensure well the adherence of treatment*

Stakeholders in the country, their involvement in the project and their contribution.

This dimension contributes to evaluate how the project is providing social and organizational innovation.

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder (name)  List the main stakeholders in childhood cancer | Involved in the project? | | Type of involvement/contribution? |
|  | yes | no |  |
| *Health Authorities (please specify)* |  |  |  |
| *Professional institutions providing support (such as Counselling services, Social Workers,* *Psychologists, Nutritionists, therapists) Additional stakeholder (name):* |  |  |  |
| *Additional stakeholder (name):* |  |  |  |
| *Additional stakeholder (name):* |  |  |  |

# PROJECT EVALUATION PLAN

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| *Measurable parameters are expected, such as the number of children and families/ caregivers served and beneficiaries to be impacted by this project. See ‘Project Evaluation’ under ‘Guidelines’ to anticipate how the project will be evaluated. Describe here how you plan to proceed to collect the data and achieve the goals.*  *What is the plan to measure these parameters? Please include a description of how you already support young people with cancer and their parents/caregivers accompanying them. In addition, providing information on why this project can expand the support offered to decrease treatment abandonment and improve cancer journey of the child and the family. In other words, the social return on investment for the communities and the stakeholders will be carefully examined.* |
| *Describe the evaluation plan/design* |
|  |
| *Immediate outcomes / metrics*  *(Please, refer to the immediate outcomes / metrics presented in the guideline (page 3) and list all metrics considering the activities supported by this grant)* |
|  |
| *Intermediate Outcomes (Please, refer to the intermediate outcomes presented in the guideline (page 3) and list all considering the activities supported by this grant)* |
|  |
| *What would be the ultimate i*mpact*?*  *In one or at most two sentences, please connect the impact with the project objective of decreasing the abandonment of treatments for children and adolescents with cancer – This is what you will hold yourself accountable for achieving, and what you would regard as success.* |
|  |
| *What are the project’s potential challenges/ limitations and risk mitigation/ contingency plan?* |
|  |
| *Exit strategy and sustainability plans/strategies at the end of the grant.*  *This overview should ensure a common understanding and a clear path forward to maintain and expand project results and impact. Please note that simply stating that the success of the project will inspire the government to continue the program is a weak plan for sustainability.* |
|  |