



**2024 CALL FOR GRANT APPLICATIONS  
For COCA Members ONLY  
Open for Submissions: February 23 – March 31, 2024**

Care Camps is pleased to provide an annual opportunity for members of the Children’s Oncology Camping Association (COCA) to apply for funding through a grant application process.

Requirements to apply for a Care Camps grant are as follows:

- Your camp or parent organization must be a member of COCA and dues must be paid for the current membership year.
- Your camp must be currently engaged or accredited with COCA’s Gold Ribbon Quality Program.

*For questions or more information about COCA’s membership or their Gold Ribbon Quality Program, contact Jennifer Amundsen, COCA Executive Director, at [jennifer.amundsen@cocai.org](mailto:jennifer.amundsen@cocai.org).*

**Funding Opportunities**

Care Camps grant application includes two opportunities and separate sections to apply for each type of funding – **Operational Grants and Capital Improvement Grants:**

1. **The Operational Grant** funds expenses related to the operations of providing your camp’s services and programs, such as salaries, rent, materials, etc. This grant is where the majority of Care Camps funding is awarded.
2. **The Capital Improvement Grant** is a separate section at the end of the application where your camp can request funding to purchase specific items to improve your camp’s services and programs, such as sports equipment, new mattresses, canoes, computer upgrades, first aid equipment, personal protection equipment, etc. *Funding is limited to up to \$1,000.*

*Funds received from both the operational and capital improvement grant must be spent within the funding year and cannot be carried forward.*

*If awarded funding for a capital improvement grant, a receipt showing proof of the specific item/s purchased is required to receive payment and must be submitted before December 13, 2024.*

**NOTE:** *On pages 3 & 4 of this document, we provide details on some of the information you will need to complete the application. **We strongly recommend that you gather the required information before you begin filling out the application.***

**Grant Terms and Requirements**

In addition to completing the grant application, the items below are required to receive funding from Care Camps.

## Financial

**Submit the following five documents from your camp no later than March 31, 2024:**

1. Your charity's most recent IRS 990 form or their Canadian T3010
2. Certificate of liability insurance stating the current amount of liability coverage
3. Financials for 2023 (if final numbers are not available yet, then drafts may be submitted)
4. Projected budget for 2024
5. Audited financial statements for 2023, if available (or 2022, if 2023 is not yet available)

*Please email the supporting documents for the financial requirements to [info@carecamps.org](mailto:info@carecamps.org).*

## Marketing and Communications

**Before submitting your application:**

- **Link to the [Care Camps website](#)** on your camps' website. (Please add the link before submitting your application.)
- **Follow Care Camps on social media:** Facebook, Instagram, and LinkedIn. Please like, tag, and share with us as we grow our social sphere to increase funding for camps.

**After receiving funding and during your camp sessions:**

- **Add the [Care Camps logo](#)** to your promotional materials as a sponsor when possible. *Note: Our current logo has a Gold Ribbon in the box at the top, not a KOA logo.*

**By or before September 15, 2024:**

- **Submit three impact photos** from your camp that Care Camps can use with our marketing and communications:
  - Choose three impact photos, preferably of the child alone, with siblings, or of the family.
  - Provide a signed photo release for each impact photo submitted.
  - Provide a brief description of what occurred when that photo was taken, and include the age, first name, and cancer diagnosis (if feasible). If possible, include a quote related to each impact photo (Example: child sitting on large dinosaur; quote is "The best part of camp is the dino nuggets, Trevor, age 10, Leukemia").
  - When possible, Care Camps will credit your camp's name and location when using the photo.

**By or before December 15, 2024:**

- **Submit an end-of-year report from your camp.** We will send the report template/survey to all the grant recipients **by November 15** so you can showcase your accomplishments, outcomes from your camp's programs, and any new programs or activities.

*Please email impact photos, photo releases, and additional information to [info@carecamps.org](mailto:info@carecamps.org).*

## Timeline and Review Process

- **February 23:** Grant application open for submission.
- **February 29** COCA/Care Camps webinar #1 for potential applicants.  
[Click here to register.](#)
- **March 7:** COCA/Care Camps webinar #2 for potential applicants.  
[Click here to register.](#)
- **March 31:** Grant application closes for submission.

- **April 22-26:** Camps notified via email re: grant awards.
- **May 1-15:** Awarded funds will be distributed payable to camps.

**NOTE:** Care Camps grant budget is based on our previous year's revenue. While our goal is to provide as much funding per your request as possible, please be prepared to be receive partial funding depending on what our budget allows.

## **Operational Grant Application Preparation**

### **WHO CAN APPLY:**

- **Care Camps funding is provided only to Pediatric Oncology Camping Programs (POCP).** For the purposes of this grant application, a “Pediatric Oncology Camping Program” (POCP) is: *An entity that operates experiential camp programs for children living with cancer (ages 6-18) and their family members. Programs and services may include some, or all, of the following: day camp, overnight camp, family retreats, virtual camp experiences, as well as other similar camp-like experiences.*
- **Organizations that operate camping or other programs for other populations** (such as children with non-cancer, life-limiting illnesses, or disabilities; adults with cancer; children with parents or siblings who have cancer) in addition to a POCP, **may apply for funds ONLY for the POCP.** *All information on the application must pertain ONLY to the POCP.*
- **Funding is available only to members of the Children’s Oncology Camping Association (COCA).** If the camp, or parent organization, is not a member, you can apply for membership on the [COCA website](#). Once your membership has been accepted, you can apply for Care Camps funding.

### **INFORMATION YOU WILL NEED TO COMPLETE THE APPLICATION:**

- **Geographic Location** – Latitude and Longitude of all camping locations
- **Programs and Services**
  - Total Number of each of the following that participated in any of the POCP programs and services in 2023. *Include all programs and services. COUNT each person ONLY ONCE no matter how many days/nights they participated in camping programs.*
    - Campers
    - Siblings
    - Parents
    - Other family members
    - Others not listed above
  - Total Number of each of the following camping programs provided to any and all of the people listed above.
    - Days (out of 365) of in-person day camp only (do not include two-day weekend programs or virtual camp days)
    - Overnights (in person and sleeping overnight)
    - Weekends (programs of at least two days) out of 52
    - Virtual camp days (out of 365)
    - “Camp-in-a-Box” kits or equivalent
- **Financial Information**
  - Total yearly operating expenses of the umbrella/parent organization (if there is one)
  - Total operating expenses allocated for the individual POCP named in the application

- Dollar amounts of income from each of the following: Foundations, Grants/Contracts, Gifts (individual or corporate donors), Fundraising Activities/Special Events
- Amount of any fees paid by campers/families (if any)
- Estimated or average Cost Per Attendee (camper, parent, family member, and/or other) Per Day, not including transportation, for each of the following: (1) Day Camp attendees, (2) Overnight Camp attendees, (3) Weekend-long Program attendees
- Estimated or average cost to transport one attendee to and from each of the following: Day Camp, Overnight Camp, Weekend-long Program.
- Total cost of all virtual programming
- Total cost of all staff salaries

**TIPS ON COMPLETING THE APPLICATION:**

- Use the NEXT button to move through the application. Use the PREV button to go back to any prior page. Do not use the browser forward (>) or back (<) buttons.
- For any numerical or currency (dollar) responses: Enter WHOLE NUMBERS ONLY, without commas, periods, or currency signs. If you enter incorrectly, you will not be moved to the next page, and an error message will appear above each question where the format is incorrect. You must correct the format in order to proceed.
- You can exit the application and return at any time (even after completion) to review or change your answers. You can leave and return as many times as you wish before the application closes on March 31.
  - To leave the application before it is completed, click on the **EXIT** button in the top right corner of the page. To re-enter the application, click on the original link (in the email) you used to get started. The application will open on the page where you exited.
  - To return to the application any time after you click the DONE button at the end (which submits the application), click on the original link (in the email) you used to get started. The application will open at the beginning with all your original, saved, answers shown. You can page through the application and change any of your answers. Then you **MUST** continue to the end and again click the DONE button to save your changes.

**CONTACT**

For questions, contact Lexi Bickford, Care Camps Funding Program Manager, at [Lexi@carecamps.org](mailto:Lexi@carecamps.org).