



**FY 2026 Kentucky Pediatric Cancer Research Trust Fund  
House Bill 1 Grant Program  
DUE DATE: February 19, 2025**

**Note: a separate House Bill 6 Funding announcement for research projects is expected to be released on May 15, 2025**

**Request for Applications**

**OUR MISSION**

To make childhood cancer a state health priority that provides all Kentucky children access to innovative cancer research, development, and precision treatments — with less toxicity — while encouraging psychosocial support to navigate complex issues throughout the trajectory of care, including long-term survivorship. These efforts target the needs and challenges specific to Kentucky childhood cancer epidemiology and therapies or treatments but hope to serve as a national model for how other states approach childhood cancer research.

**OUR VISION**

To serve as an umbrella organization to drive pediatric cancer work across the state. It is not designed to compete with other organizations but to strengthen and elevate collaborative efforts in serving as an organized channel for fostering innovation, compassion, and working together beyond silos.

**HISTORY**

The Kentucky Pediatric Cancer Research Trust Fund (KPCRTF), an independent board administered by the Kentucky Cabinet for Health and Family Services per statute KRS 211.596 and KRS 211.59, was established in 2015 by Senate Bill 82. As part of the 2018 and 2020 budgets, the KPCRTF was funded \$2.5 million per fiscal year, and in 2022, a one-time allocation of \$6,750,000 was allocated per biennium. Most recently, in 2024, funding allocated to the KPCRTF for fiscal years 2025 and 2026 includes 5,000,000 in House Bill 6 and 2,000,000 in House Bill 1 - specifically designed to support pediatric cancer families in Kentucky. For these KPCRTF monies, eligible grant applicants include non-profit entities, educational institutions, and government agencies in the Commonwealth of Kentucky. Each applicant must offer research, treatment, or support that seeks to address the needs of the Commonwealth. This RFA is specifically for the use of these funds.

**2024 House Bill 1**

Pursuant to language in House Bill 1 of the 2024 budget bill, \$4 million should be used to support the families of Kentucky's pediatric cancer patients. Eligible grant applicants include non-profit entities, educational institutions, and government agencies in the Commonwealth of Kentucky. Applications should focus on treatment and/or support of these families.

## **House Bill 6**

Research-related projects are funded under a separate Request for Applications (RFA), as described in House Bill 6. This RFA is projected to be released on May 15, 2025.

### **The following program/service criteria are to be considered:**

- Eligible applicants for this Request for Applications (RFA) are limited to the University of Louisville/Norton Children's Hospital and the University of Kentucky/Kentucky Children's Hospital (as described in HB 200) as well as Kentucky-based non-profit entities, educational institutions, and government agencies in the Commonwealth of Kentucky.
- Must be relevant to the mission of the Pediatric Cancer Research Trust Fund Board.
- Must offer a program or service in the areas of pediatric cancer treatment or support.
- Must outline how projects will impact state, national, and international childhood cancer survivorship, mortality, morbidity, and quality of life, with additional preference to fill the immediate need and long-term investment for Kentucky children.
- First preference will be given to projects impacting the Kentucky patient population, birth to 29 years of age, in active treatment plus one-year post-treatment.
- Grant recipients must commit to providing testimony and information as requested by the KPCRTF Board and Kentucky General Assembly to include legislative hearings as well as content for the KPCRTF Annual Report.
- Grant recipients agree to attend, as requested and necessary, meetings of the KPCRTF Board.
- Individual applications shall be submitted for each proposed project.
- Contracts will be awarded for ten months of the fiscal year, beginning approximately September 1, 2025, and ending June 30, 2026.
- Additional funds may be awarded contingent upon funding approval during the 2026 legislative session. Additional funding would require a new application.
- This is a reimbursement model. Monthly invoices with itemized receipts will be required. Failure to submit complete, accurate, and timely invoices with required documentation may result in nonpayment. Grant recipients may be subject to audit verification.

*University-Level and Non-Profit-Level Funding: Grant recipients are selected within 120 days of the application deadline. It is the intent of the KPCRTF to support Kentucky children (birth to 29 years) and families in active treatment plus one-year post-treatment but avoid a duplication of funding for the same work due to limited resources for childhood cancer support nationwide. Funding is for the direct costs related to the proposed and approved patient support project. Direct costs include supplies and equipment exclusive to work in the pediatric oncology field. Food, lodging, travel costs, and indirect costs for Grant Recipients will only be reimbursed if provided directly to clients/families facing childhood cancer (receipts will be required as well as confirmation of pediatric cancer diagnosis by the child's health care provider or social worker). For example, food, lodging, travel costs, and indirect costs for organizational staff and volunteers are prohibited reimbursement items and will not be supported.*

*Non-Profit Level Funding: Grant recipients are selected within 120 days of the application deadline. It is the intent of the KPCRTF to support Kentucky children (birth to 29 years) and families in active treatment plus one-year post-treatment but avoid duplication of funding for the same work due to limited resources for childhood cancer support nationwide. Funding is for the direct costs related to the proposed and approved patient support project. Direct costs include supplies and equipment exclusive*

to work in the pediatric oncology field. Food, lodging, travel costs, and indirect costs for Grant Recipients will only be reimbursed if provided directly to clients/families facing childhood cancer (receipts will be required). For example, food, lodging, travel costs, and indirect costs for organizational staff and volunteers are prohibited reimbursement items.

Progress reports must be submitted using an approved KPCRTF template at six-month intervals and at the end of the funding period. Failure to submit reports on a timely basis will disqualify the grant recipient from any future funding and may jeopardize continued funding of the current project. Funding by the KPCRTF Board must be acknowledged in all presentations and publications that involve funded projects by the KPCRTF Board.

Institutions that receive funding shall submit an official letter certifying that receipt of KPCRTF Board support will not result in loss of funding, supplanting, or redirecting funds previously received by the institution and should instead be viewed as supplemental or new money in addition to existing resources.

Submissions to the KPCRTF Board for grant approval should not be considered confidential information, and the submitting institution or organization agrees to release the KPCRTF Board and its officers from all liability arising from the discussions, internet postings, or consideration of all documents submitted.

## **Grant Application Format**

**Use the following new format detailed below to submit all proposals.**

### **Cover Page Format (not included in page limit)**

This information should be on the organization's letterhead and include the following categories/information:

- Title of grant application
- Shortened name of grant to be used in correspondence (two to three words)
- Name, address, email, and phone number of primary contact
- Name, address, email, and phone number of secondary contact and other major personnel
- Total amount requested for FY 26 to support families of Kentucky's pediatric cancer patients. Grant requests cannot exceed the organization's capacity – do not apply for more funds than the organization has in direct capital (must provide proof of prior year's capital, the current capital, and IRS Form 990).
  - For example, If the organization's prior year's annual budget for the requested project was \$100,000, a request for \$150,000 in funding would exceed the capacity of the organization and be denied.
- Non-profit organizations must provide their vetting criteria and a blank copy of the patient application to be used.
- Designate whether the proposal relates to education, clinical improvement, treatment, or support for families of Kentucky's pediatric cancer patients.
- Provide one paragraph summarizing the purpose of the application (abstract)
- Include a lay summary of the proposal (one paragraph)
- List all acronyms used in the application and definition
- Include the name(s) of any subcontractors to be used
- The signatures of the primary contact, secondary contact, and institutional official (in the case of university funding) should be included.

**Grant Application Format (maximum of 4 pages in 11-point font)**

Should include the following categories/information:

- **Executive Summary:**
  - A brief overview of the entire proposal, summarizing the need, project goals, methods, impact, and budget.
- **Organizational Overview:**
  - Mission statement
  - History and background of your organization
  - Current programs and services
  - Target population to be served
  - Board of directors and key staff information
- **Statement of Need:**
  - Clearly define the problem or issue you will be addressing
  - Provide data and statistics to support the need
  - Explain how the problem impacts your target population
- **Project Goals and Objectives:**
  - Specific, measurable, achievable, relevant, and time-bound (SMART) goals
  - Clearly state the intended outcomes of your project
- **Methodology and Implementation Plan:**
  - Detailed description of the activities and strategies to achieve your goals
  - Timeline for project implementation
  - Roles and responsibilities of key personnel
- **Project Budget:**
  - Itemized breakdown of all proposed expenses
  - Justification for each budget line item
  - Explanation of how grant funds will be used
- **Evaluation Plan:**
  - Metrics and indicators to measure project success
  - Data collection methods and reporting procedures
  - Plan for disseminating findings
- **Sustainability Plan:**
  - Strategies to maintain project impact beyond grant funding

**Include separate documents for each of the following (not included in page limit)**

- Budget, as well as the total for each category, including a budget justification as well as a letter from the institution director (in the case of university-level funding) certifying their support of the proposal.
- Biographical sketches of primary contact and personnel involved in the project.
- Letters of agreement with subcontractors
- References

**The Review Panel will score grants based on a scale of 1 (most enthusiastic) to 9 (least enthusiastic).** KPCRTF administrative staff will first review applications to ensure guidelines/formatting requirements are met; if proposals do not adhere to the application instructions, they will not be reviewed. The Review Panel, which will be made up of pediatric oncology providers, researchers, and stakeholders, will then review applications for merit and score them based on adherence to Kentucky HB1's mission, intent, and priorities of the KPCRTF Board. In considering proposals, reviewers will consider the need, impact, feasibility, and capacity of the organization to meet the project goals. Copies of the completed KPCRTF Grant Review Critique Forms will be provided to applicants during the awards notification process.

**The following information provides details on regulations of funding received by the Pediatric Cancer Research Trust Fund.**

1. Funding is for direct costs only. Food, travel, and lodging purchases are not approved expenses covered in the reimbursement process for contacts or grant recipients. Food, lodging, travel costs, and indirect costs for Nonprofit grant recipients will only be reimbursed if provided directly to clients/families facing childhood cancer (receipts will be required). *For example, food, lodging, travel costs, and indirect costs for organizational staff and volunteers are prohibited reimbursement items.*
2. Grant Recipients are required to include the following statement on **all** publications, presentations, and promotional materials: “*Supported by Kentucky Pediatric Cancer Research Trust Fund.*”

**Financial Reimbursement Process**

1. **Monthly** invoice on activity performed by Grant Recipient shall be submitted to the Pediatric Cancer Research Trust Fund (KPCRTF) at [Pediatric.Cancer@ky.gov](mailto:Pediatric.Cancer@ky.gov)
2. The invoice is reviewed by KPCRTF staff for appropriate spending in accordance with the budget submitted.
3. Once an invoice is approved for payment, a check will be processed within 30 days.
4. Audits will be performed as needed during the grant period. This will include reviewing purchases made with grant funds, proof of receipt for line items included on the approved budget, and progress achieved.
5. The KPCRTF Board has the right to request proof of receipt at any time an audit is required. While universities with invoices for reimbursement are not required to keep receipts, it is strongly recommended that Grant Recipients keep proof of receipt for all transactions. Receipts are required for all other organizations.
6. Grant Recipients will provide a summation of progress and achievement of outcomes at a KPCRTF Board meeting during FY 26. Grant Recipient will also provide a written progress report (Utilizing the supplied template) by January 15, 2026, and July 15, 2026. Grant Recipients should also be prepared to provide PowerPoint slides in July of 2026 in anticipation of a legislative update at the August interim joint Health and Welfare and Family Services committee meeting.
7. If the project is failing, KPCRTF intends to meet with the project lead to discuss it. The project lead will be required to submit a Corrective Action Plan to state staff within two calendar weeks of the meeting or risk discontinuation of funding.

**References/Data Resources:**

- KRS 211.595 – 211.597 Pediatric Cancer Research Trust Fund  
<https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38167>
- 902 KAR 21:030 Pediatric Cancer Research and Treatment Grant Program  
<https://apps.legislature.ky.gov/Law/KAR/902/021/030.pdf>
- Kentucky Cancer Consortium, Cancer Action Plan: [https://www.kycancerc.org/wp-content/uploads/sites/14/2019/08/KCC%20Action%20Plan%202019\\_revised\\_July26\\_2019.pdf](https://www.kycancerc.org/wp-content/uploads/sites/14/2019/08/KCC%20Action%20Plan%202019_revised_July26_2019.pdf)
- Centers for Disease Control and Prevention: <https://www.cdc.gov/index.htm>
- Kentucky Cancer Registry website: [www.kcr.uky.edu](http://www.kcr.uky.edu)
- NIH Scoring Guidance: [https://grants.nih.gov/grants/policy/review/rev\\_prep/scoring.htm](https://grants.nih.gov/grants/policy/review/rev_prep/scoring.htm)
- NIH RO1 Application Overview: <https://grants.nih.gov/grants/how-to-apply-application-guide/write-application.htm>
- **Kentucky Attorney General current non-profit entities:**  
<https://www.ag.ky.gov/Resources/Consumer-Resources/charity/Documents/charity.pdf>

**Applications should be emailed to [Pediatric.Cancer@ky.gov](mailto:Pediatric.Cancer@ky.gov) by close of business on February 19, 2025. An email confirming receipt will follow. If you do not receive this email by February 20, please contact Janet Luttrell at [janet.luttrell@ky.gov](mailto:janet.luttrell@ky.gov)**

**Submissions and approval process:**

1. Faxed or mailed copies will not be accepted.
2. Applicants will be notified in writing or by email by March 14, 2025, if funding has been approved or denied. A modified proposal may be requested. Successful applicants will also be distributed grant agreements for signature. These agreements must be signed, submitted back to the Pediatric Cancer Research Trust Fund, and postmarked within two (2) weeks of receipt. Incomplete applications will not be considered. Feedback will be provided on all grant applications not approved for funding.
3. Institutions and recipients that receive funding shall submit an official letter certifying that receipt of KPCRTF Board support will not result in loss of funding, supplanting, or redirecting funds previously received by the organization and instead should be viewed as supplemental or new money in addition to existing resources.
4. Contracts will be developed based on successful applications and submitted for final approval. These contracts will be sent electronically to successful Grant Recipients for signature and must be returned to the Cabinet for Health and Family Services to be fully executed.
5. Any grant recipient who is not making satisfactory progress toward meeting grant objectives shall be notified in writing that the objectives are not being met. The grant recipient shall submit a Corrective Action Plan addressing the objectives not being met within thirty (30) days of receiving the notice and reimburse CHFS for grant funds received to date if the Corrective Action Plan is not implemented.
6. If you have further questions, please contact the Pediatric Cancer Research Trust Fund at [Pediatric.Cancer@ky.gov](mailto:Pediatric.Cancer@ky.gov)

7. Grant Recipient(s) are responsible for notifying the KPCRTF of changes in Grant Recipient(s) information, including contact information. If any changes occur to address, email, phone number, contact name, etc., it is the Grant Recipient's responsibility to inform KPCRTF of this change within ten (10) business days of the change.