



CANCER LEAGUE OF COLORADO™ 2024 SERVICE GRANT REQUEST INFORMATION SHEET

TO: ORGANIZATIONS PROVIDING SERVICE AND/OR CARE TO CANCER PATIENTS IN COLORADO

Cancer League of Colorado, Inc. is an independent, non-profit, volunteer organization committed to raising funds for cancer research, cancer patient care and services within the State of Colorado. If your organization is involved in providing services or care to cancer patients, you are invited to submit a Service Grant Request to the Cancer League of Colorado, Inc.

Cancer League's Funds Allocation Committee will evaluate every Service Grant Request which is received by the submission deadline. Cancer League will consider only one request per year per organization. The deadline for submitting a Service Grant Request is Friday, **January 5, 2024**. To consider your request, Cancer League of Colorado requires that your proposal include the following items:

1. Legal Name and address of your organization (should be exact wording from IRS501(c)(3) letter
 - DBA if the name of the organization is different from legal name.
 - CEO/Executive Director including phone and email address.
 - Application Contact and title if different from CEO/Executive Director, including phone and email address.
2. A copy of the organization's most recent IRS tax exemption authority or explanation of tax status.
3. Brief history of the organization including date of establishment.
4. Clear and concise Mission Statement of the organization.
5. Unique aspects of your program/project and its relationship to other similar programs.
6. Purpose and amount of the grant requested, substantiation of need and expected results of the program/project.
7. Financial Information:
 - Organization Operating Budget
 - Program/Project Budget (current and or proposed income and expense)
 - Financial statements for the most recent year (most recently filed tax returns are suggested; summary page only)
8. Other funding sources and amounts for the program/project.
9. List of officers, directors, number of paid staff and volunteers of the organization.
10. Number of patients and/or clients served per year.
11. Previous funding by Cancer League of Colorado, amount(s) and year(s).
12. A completed Service Grant Request Summary.

Submit the completed grant request and summary sheet by uploading the file to CLC's ShareFile site by using the following link: [Cancer League of Colorado \(sharefile.com\)](https://sharefile.com) Please be sure that the file contains the organization's name. Please combine all documents in a single file.

Cancer League of Colorado will give every request equal consideration; however, it will *not* consider grants for (i) individuals; (ii) endowment funds; (iii) religious affiliated projects; (iv) annual operating expenses; or (v) facility construction.

The Funds Allocation Committee will respond to each grant request by March 29, 2024. **Each grant recipient is required to furnish the Cancer League a follow-up report within 1 year, or earlier, depending on the conclusion of the project.** Cancer League of Colorado also requests that any funding granted to your organization be publicly acknowledged through your website and other marketing.

If you have questions, please contact:

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