



## 2022 SERVICE GRANT REQUEST

### 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 7, 2022**. To consider your request, Cancer League of Colorado requires that your proposal include the following 16 items:

1. Legal Name and address of your organization including phone and E-mail
2. A copy of the organization's most recent IRS tax exemption authority or explanation of tax status.
3. Title or capacity of person signing the application
4. Brief history of the organization including date of establishment
5. Clear and concise Mission Statement of the organization
6. Unique aspects of your program and its relationship to other similar programs
7. Purpose and amount of the grant requested, project budget, substantiation of need and expected results of the project
8. Funding sources and amounts in reference to the 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. Financial statements for the most recent year (most recently filed tax returns are suggested; summary page only)
12. Current and/or proposed income and expense budget pertinent to the project
13. Previous funding by Cancer League of Colorado, amount(s) and year(s)
14. Attach a completed "Service Grant Request Summary"
15. Submit the completed request by email to Ruth Pana (**rmpana@comcast.net**). The organization's name should be clearly stated on subject line of email. **Please combine all documents in a single file or folder; and**
16. Deliver two paper copies (preferably by common carrier) to Ruth Pana at the street address listed below.

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 following Cancer League of Colorado's Board of Directors vote by the end of March, 2022. **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:**

Ruth Pana  
VP, Funds Allocation  
Cancer League of Colorado, Inc.  
4060 S. Ivy Lane  
Cherry Hills Village, CO 80111  
rmpana@comcast.net  
home: 303-757-7087 cell: 720-244-0725

**Deliver two (2) paper copies to:  
Ruth Pana**

**Alternate contact:**

Elaine McCain  
VP, Funds Allocation-Elect  
Cancer League of Colorado, Inc.  
6163 Buffalo Run  
Littleton, CO 80125  
laniemccain@gmail.com  
cell: 303-638-1660