



Colon Cancer Coalition / Get Your Rear in Gear Grant Application and Requirements

Packet Contains

Welcome Letter • Grant Application • Template Press Release • Post Grant Results Summary



A Colon Cancer Coalition Event



COLON CANCER COALITION

Dear Applicant,

Thank you for your interest in a grant from the Colon Cancer Coalition. Please review the entire packet and complete the Grant Application on page 3. Included below are expectations and responsibilities each for the grant applicant, the local Get Your Rear in Gear event director, and Colon Cancer Coalition staff. If you have any questions please feel free to contact me at any time.

Anne

Anne Carlson

Executive Director

Colon Cancer Coalition

612-272-0738 / annecarlson@getyourrearingear.com

Expectations of Applicant

1. Within 120 days following the event, applicants must submit Post-Event Grant Form and include the amount they are requesting and explaining how the grant money will be used.
2. Publicly acknowledge the grant through a press release or blog/web story about the money received from the Colon Cancer Coalition & Get Your Rear in Gear (to be completed within 60 days). See sample press release (included in packet).
3. Submit a completed *Grant Results Summary* (page 5) following completion of the project or no later than 12 months after receiving grant money, whichever comes first. The grant recipient will need to include specific details on how the grant money was used and the result of the program or related statistics as available (screening rates and behavior changes, etc.).
4. Provide organizational logo as well as any images associated with the grant, for publication on ColonCancerCoalition.org.

Expectations of Local Get Your Rear in Gear Event Director

1. Find and vet local organization to receive event funds within 120 days following a Get Your Rear in Gear event.
2. Be a contact for applicants and help answer questions when needed.
3. Communicate with Colon Cancer Coalition staff regarding grant distribution before, during and after event.
4. Communicate any concerns or needs to Anne Carlson in a timely manner.

Expectations of Colon Cancer Coalition Staff

1. Provide support and guidance to both grant applicants and local event directors through the applicant process.
2. Provide feedback in a timely manner (approval of grant or questions/clarifications for the applicant).
3. Provide payment of grant within one month of approval.
4. Promote grant recipient through GetYourRearinGear.com and other appropriate avenues (social media, etc.).

Reminders Regarding Grant Money Use:

1. Grant money cannot be used for event sponsorships.
2. Grant money cannot be used for direct marketing/advertising for Get Your Rear in Gear events.
3. Grant money use must align with the mission of the Colon Cancer Coalition.

Colon Cancer Coalition Mission Statement

Empower local communities to promote prevention and early detection of colon cancer and to provide support to those affected.



**COLON CANCER
COALITION**

Grant Application

Application Date _____

Get Your Rear in Gear Event _____

Local Event Director(s) Contact Information (name, email address, phone) _____

Grant Applicant (organization name) _____

Contact Information (name, title, email address, phone): _____

Amount of Money Requested \$ _____

Description of Organization and Specific Project to be Funded

(Summary of the organization and details about the project. Attach supporting documentation if necessary)

Proposed Use of Granted Funds

(Specific use of the funds, i.e.: printing of awareness related materials, fund screening program preps, etc. Include locations and names of outside vendors or providers as well as contact information for persons at these locations.)

Send completed forms to:

Colon Cancer Coalition, 5666 Lincoln Dr. #270, Edina, MN 55436 or e-mail to: annecarlson@getyourrearingear.com

Checks should be made out to: _____ EIN Number: _____

And sent to: _____ Attn: _____



After receiving a grant from the Colon Cancer Coalition, please distribute a press release acknowledging the gift to local media contacts. Good outreach points for these releases are the business and healthcare press, and media partners from local events.

You are welcome to use this template or write your own release. In either situation and before distribution, please forward a copy of the release to erinpeterson@getyourrearingear.com for review.

Review and approval or comments will be provided within 24 hours.

The release will also be used as material for the Colon Cancer Coalition's website.

FOR IMMEDIATE RELEASE

PRESS CONTACT

(Insert name and phone number of event director or media chair)

Funds raised at
Get Your Rear in Gear - (City)
help (organization) fund colon cancer
(education/screening/awareness/support) program

(Event City, St., Date) --- The Colon Cancer Coalition is awarding (organization) with a grant for (program). The money for this grant comes from funds that were raised during the (year) Get Your Rear in Gear - (City) held in (month).

(Brief description of funded program, who will benefit and how the program fits the Colon Cancer Coalition's mission of screening, awareness, and/or support, include quote from local event chairperson as well as benefiting organization.)

(If applicable:) A check presentation ceremony will be held on (date) at (location). (Local or national Get Your Rear in Gear - name) representative will be on hand to present a check to the (executive director or other appropriate individual) at the (details). (Please take photographs at this presentation event to post on the Colon Cancer Coalition blog, etc. Forward photos from the presentation to erinpeterson@getyourrearingear.com within 24 hours of ceremony, as well as links to any media coverage from the presentation.)

The Colon Cancer Coalition is a non-profit organization based in Minneapolis. The organization's signature Get Your Rear in Gear events are 100% volunteer-driven in communities throughout the United States. The Colon Cancer Coalition distributes funds raised at Get Your Rear in Gear events back into local communities for colon cancer education, prevention, and screening. By making the words *colon*, *colorectal* and *colonoscopy* a part of the everyday language, we believe we can overcome the fear and decrease deaths from this largely preventable cancer. A history of the organization, upcoming events, and a list of programs receiving funding from the Colon Cancer Coalition can be found at ColonCancerCoalition.org.

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A Colon Cancer Coalition Event



**COLON CANCER
COALITION**

Post Grant Results Summary

Review Submittal Date _____

Grant Recipient _____

Recipient Contact Information (name, title, email address, phone) _____

Get Your Rear in Gear event _____

Local Event Director(s) Contact Information (name, email address, phone) _____

Grant Amount \$ _____

Summary of Program(s)/Service(s) funded through the grant from the Colon Cancer Coalition:

Please include the following information as it applies to your program:

- *How grant dollars were allocated.*
- *Number of patients served.*
- *Number of community members impacted by messaging.*
- *Samples of any printed materials produced to support the program(s).*
- *How awareness was promoted & number of people impacted.*
- *How screening rates and behavior changes in your community were impacted by grant money.*
- *If available: a personal story of family/patient that was affected by grant money (include photo if available).*
- *We would also like to see any expressions of gratitude that your organization may receive as a result of the services provided by the grant.*
- *Any other statistics or impact numbers available.*

(Use additional pages as needed)

Send completed forms and additional pages or materials to:

Colon Cancer Coalition, 5666 Lincoln Dr., #270, Edina, MN 55436 or e-mail to annecarlson@getyourrearingear.com