

HELPING YOU HELP OTHERS

Developing grant for self-help and support groups

Grant Application Guidance

Thank you for requesting a developing grant application pack.

People can be affected by cancer in many different ways, whether they are living with cancer now, have had a diagnosis in the past, or are carers, family members, partners and friends of those who have. But however people are affected, they can benefit hugely from the emotional support provided by self-help and support groups.

This grants programme is just one way Macmillan supports over 900 independent cancer self-help and support groups across the UK. Our aim is to help you help others by developing accessible and sustainable self-help and support for everyone affected by cancer.

The information in this pack is to help make your application as simple and straightforward as possible, so please read it carefully before completing your form. But if at any point you have questions and want to talk to someone about it, then call your Macmillan involvement coordinator (contact details on page 3).

This application guidance covers:

- Page 1-3** Eligibility and grant criteria
- Page 3-4** The application process
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Eligibility and grant criteria

Who is eligible to apply for a developing grant?

Established groups that have been offering proven self-help and support in their community for at least one year or more are eligible to apply. This could be a traditional support group that meets regularly in the local area, a national support group or an online group.

How much can we apply for?

Groups can apply for up to £3000. In exceptional circumstances, projects over £3000 may be considered but must be discussed with your Macmillan involvement coordinator before final submission (contact details on page 3).

What items and activities does this grant programme cover?

The purpose of all items/activities for which you request funding must be to add value to your group by developing its capacity to provide self-help and support to its members. We will consider funding innovative ideas as well as tried and tested projects.

Here are some examples of what we have funded in the past.

- production of a monthly newsletter for members who cannot travel to face-to-face meetings
- a social outing, such as a trip to the seaside or a group lunch
- website development software (people are increasingly recognising the value of having an online space to

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communicate with one another and attract new members)

- a course of complementary therapy taster sessions including sessional costs for a qualified complementary therapist
- purchase of books and DVDs to develop a self-help and support group library in a rural area
- Activity based cancer support – we welcome applications from groups who want to develop a shared interest or hobby such as walking, art or photography and would consider funding ideas that further develop these activities. For example in the past we have awarded grants to groups to deliver creative writing sessions and take part in sailing courses.

We appreciate that your group may have different needs and welcome applications for items/ activities other than those listed above.

How much can we apply for on specific items?

We have produced a list of upper limits for some of the common items that people apply for. This is not a definitive list, but simply a guide to help you plan what to request money for to ensure that you make the most of the funding available.

Electrical items

Laptops*	up to £650.00
Desktop computer*	up to £550.00
Web development software	up to £250.00
Printers, print paper and ink	up to £120.00
Scanners	up to £60.00
Projectors	up to £500.00
Digital camera*	up to £120.00
Mobile phones (including a max of £50.00 initial credit)	up to £100.00

(* = including accessories)

Social activities:

Without transport costs up to £15.00 per person

INCLUDING
transport costs up to £25.00 per person

For transport costs alone up to £10.00 per person

Telephone installation costs up to £125

If you are requesting funding for items other than those listed above you must produce quotes from potential suppliers wherever possible.

What activities and projects does the developing grant programme not cover?

- costs of maintaining established groups (eg the ongoing costs necessary for your group to run its core activities)
- activities occurring outside the UK
- activities focused on changing cancer services provided by the statutory sector (these are sometimes known as user involvement activities)
- activities that take place before the grant panel meeting including purchase of products/services. This would be known as retrospective funding.
- salaries for permanent or fixed term contract staff
- grants for individuals
- more than one social trip per application
- utility bills, group insurance costs, debts or regular rental payments for equipment/services
- activities that are based solely on fundraising for either your group, an individual or for other organisations
- items or activities that we have funded in the past (eg if you are successful in your application for newsletter costs in 2009, we would not fund these costs again in future, except in exceptional circumstances)

How can we apply for funding for training, networking/outreach events and conferences?

You may apply for training as part of the developing grant only if:

- the training does not form the main element of your application
- the training is associated with a development activity that you have also requested funding for as part of your application (eg if you request funding for website development software you may also request funding for associated IT training).

There is a separate training and conferences grant to cover the costs of attending or hosting training workshops, conferences and networking events relating to the development of self-help and support groups. Please email resources@macmillan.org.uk or call 020 7840 4936 for an application pack.

How many times can a group apply for a developing grant?

It is important that as many groups as possible across the UK are able to access the developing grant. In order to achieve this, we have put the following limits in place:

- From 2007, a maximum of three grant awards (which includes a start-up grant as well as developing grants) can be made in any five year period per group, on a continuing basis, irrespective of amounts awarded or activities carried out. For example if you are successful for a grant in 2007, your group can then be awarded a maximum of two further grants from Macmillan until 2012.

Please note that grants awarded before this limit was applied in 2007 and training and conference grants (previously known as training and development grants) do not count towards this total.

- If your group has received a developing or start-up grant in the past, the date of the grant panel meeting to assess your new application must be at least one year from the date of your previous award letter. The group must also have returned their end of grant report for the previous grant they were awarded.

The application process

When should we apply?

You can apply at any time. Applications are assessed three times a year by a grant panel, as detailed in the timetable below. If successful, your group should start to use the funds within three months and have spent it all within 12 months of receiving the award letter.

Timetable

Funding Round	Closing date for applications	Grant panel meeting
Round One	11 March 2011	20 April 2011
Round Two	1 July 2011	3 August 2011
Round Three	28 October 2011	29 November 2011

Where can we get further advice about completing the application form?

We advise you to speak to your Macmillan involvement coordinator when completing the application to give you the best chance of being successful. There are eight Macmillan involvement coordinators who work in different areas across the UK. They are your main point of contact for all aspects of the grants process, from talking through proposals to identifying what costs your group will apply for. They can also advise you on other issues relating to your group such as training and networking opportunities.

Their contact details are overleaf.

Region/nation covered	Macmillan involvement coordinator	Phone number	Email address
Scotland	Alan Gow	0141 647 6342 07793 579 368	agow@macmillan.org.uk
Wales	Anne Mart	01492 593146 07834192207	amart@macmillan.org.uk
South and West London and South East England	Deepa Doshi	07834 192205	ddoshi@macmillan.org.uk
North and East London and Anglia	Rajiv Bhattacharjee	07834 191230	rbhattacharjee@macmillan.org.uk
West Midlands	Marilyn Meade-Brown	01543 268216 07834 191211	mmeade-brown@macmillan.org.uk
North West and North East England	Sonia Holdsworth	07834 191209	sholdsworth@macmillan.org.uk
East Midlands, Yorkshire and Humberside	Ruth Wilson	0114 230 9845 07834 384463	rwilson@macmillan.org.uk
South and South West England	Paula Bond	01264 343817 07834 191218	pbond@macmillan.org.uk

Where do we send our completed application form?

Please email your application form to resources@macmillan.org.uk

If you are unable to email, please mark it for the attention of the inclusion administrator, and either post or fax to:

Macmillan Cancer Support
89 Albert Embankment
London SE1 7UQ

Fax to 020 7840 7841

What happens once we have submitted an application?

Within 14 working days of Macmillan receiving your application you should receive an acknowledgement email/letter with your applicant reference number. Your application will then be assessed at the next grant panel meeting and you will be informed of a decision within 28 working days of that meeting.

What happens if we are successful?

Award cheques are sent to the correspondence address on the application form within 28 working days. We will need

all the necessary bank details to do this, as specified on the application form. The group will then be bound by the grant award terms and conditions which are enclosed in this pack.

You will be required to complete an end of grant report which provides detail and evidence relating to how you spent your grant. Please keep all related receipts and invoices as these must be submitted with the report. They can be returned if requested.

What happens if we are unsuccessful?

You will receive a letter explaining the reasons why the application was unsuccessful. Your Macmillan involvement coordinator will also be able to provide you with further feedback from the panel if requested.

In most circumstances, we would welcome a further application and advise applicants to work closely with their Macmillan involvement coordinator to do so.

How to complete the application form

Section 1: Contact information

Ideally the person who completes the application will be named as the contact. The details given here will be used for all correspondence regarding the application.

Section 2: Information about your group

- *Who does your group currently support?* Is the group open to people affected by a specific cancer type, such as breast or prostate cancer? Is your group aimed at a specific group such as carers, young adults or people from the Asian community or the lesbian, gay, bisexual and transgender community? Or is your group based around a shared activity such as walking or gardening?

Please note that by 'affected by cancer' we mean someone who has, or had, a cancer diagnosis, or the family, spouse, partner or carer of someone with a cancer diagnosis.

- *What geographical area does your group cover?* eg does the group support people from a specific part of a city or town? Is the group county or UK wide or does it cover a rural area?
- *Is your group an online or telephone based support group?* Does your group operate predominantly online or by phone, rather than face to face?
- *When was your group set up?* Please note that you must have been running for at least one year to be eligible for a developing grant.
- *Where does your group meet?* Please provide the venue and town (if applicable)
- *How regularly does your group meet?* eg weekly, monthly or not applicable (if you offer online or telephone support).

- *Does your group have a constitution or governing document?* This is a written set of rules your group have agreed to work within. Established self-help and support groups must provide a copy of their constitution or governing document when submitting a grant application if they have not already done so on a previous application.
- *Does your group employ any paid staff?* Do you have any staff who are paid out of the group's funds? If yes, please state their job titles. Please note that a developing grant cannot be used to support the salary costs of these individuals.
- *Is your group a registered charity?* You do not have to be a registered charity to receive funding from this programme as long as the group's activities are within charitable objectives as detailed by the Charity Commission. In the case of self-help and support, this is 'benefiting the community'.

More information on charitable objectives is available from the Charity Commission. Telephone: 0845 3000 218. Website: <http://www.charity-commission.gov.uk/index.asp>

Previous income

- *Has your group been awarded any grant awards from Macmillan in the past or does it have any grants pending?* Please list the amount of funding you have been awarded and the grant reference numbers for any start-up grants, developing grants or training and conference grants (previously known as training and development grants) that your group has been awarded previously. The reference number for each grant will be printed at the top of the award letter.

Please note that we cannot fund an application if you have not yet

completed an end of grant report for a previous start-up or developing grant. However training and conference grants will be considered concurrently, so please state if you have a training and conference grant application pending.

- *How much other income has your group received in the last 12 months? How was this income raised?* eg fundraising events, grant awards, donations.

Group activities

- *Please describe your group's main activities.* eg do you hold regular meetings where people can share information and offer emotional support to one another? Do professionals give talks or deliver complementary therapy sessions? Please explain how these activities support the group members.

Section 3: Information about your planned activities

- *Breakdown of funding requested.* You can request up to £3000.
- *Please provide a full breakdown of the funding required stating the cost of each item/activity in the table below* Please refer to the eligibility and grant criteria on page 1-3 for an explanation of what we will consider funding.

Here is an example budget table.

Item/activity	Total cost of item/activity Column A (£)	Funding requested from Macmillan Column B (£)
Purchase a scanner	75	60
Social trip for members (20 members attending)	600	200
Purchase a desktop computer	550	550
Total	£ 1225	£810

- *If the totals for columns A and B do not match, how do you plan to cover the difference?* The amount you are applying for (in column B) can be the same as the total cost of items/activities (in column A). If there is a difference in the totals tell us how you plan to cover it, eg grants from other funding bodies or donations. It is important for us to know that if funded, you will have enough resources to carry out the activities.
- *Please explain how you would use the grant award.* Use this space to tell us exactly what you plan to spend the grant money on if you are successful. What we are looking for here is evidence that you and the group members have thought about what the group needs, told us why and when you need it and how much it will cost. Be clear to explain what the benefits will be to group members. You can continue on an additional sheet if necessary.
- *How will you measure whether the activities/items listed above have been successful?* It is important to plan how you will measure the impact of the grant award on your group as we will be asking for this information in your end of grant report. For example will you ask your group members to complete feedback forms or discuss and record their feedback at a group meeting?
- *Will the project go ahead without a grant from Macmillan?* If yes, please provide information on how the group will pay for it.

Section 4: Finance information

If your grant application is successful, we will require the following information before we can send out the grant cheque:

- the bank account name of your group
- a copy of a recent bank statement/letter or a copy of the passbook.

If the group does not have its own bank account please supply the contact details of another organisation that has agreed to hold the money for you. This could be a hospital or trust. We will then contact them directly to confirm that they will hold the funds for you and to gain their bank account details.

If you do not have the information required at the time of your application this is not a problem, but please provide us with the details as soon as they become available.

If the group has its own bank account, please post, fax or email a copy of the bank statement or passbook to the inclusion administrator (contact details on page 4 of this guidance).

Please note that we cannot make cheques payable to an individual's bank account. If your group is setting up its own bank account, we recommend that there are at least two signatories.

Section 5: Monitoring information

Please complete this page as fully as possible so that we can collect data that will inform our working practices and provide a better service to people who access the grant programme in future.

Section 6: Checklist and signatures

Please read through this information to check that you have completed the form correctly and included any additional documentation. Two independent people, who are authorised to sign on behalf of the group, need to sign the form. These two people must not be related. The signatures can be typed and do not need to be handwritten.

We look forward to receiving your completed application form.

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Terms and conditions

Please read the following conditions of the grant and sign the signature page of the application form to confirm that your group has agreed to abide by these conditions.

1. Grants will be paid by cheque.
2. This grant must be used for the purposes stated in your award letter and should not be used for any other purpose.
3. If the group wishes to use all or part of the award for any purpose other than that stated in the award letter, a representative of the group should complete a change of use form. Macmillan will do its best to accommodate reasonable requests, but cannot guarantee that any changes will be allowed. Permission to change the use of the grant will be provided in writing. To receive a change of use form, please contact the inclusion administrator on 020 7840 4936 or resources@macmillan.org.uk
4. If you do not have permission from Macmillan for any change to the purpose stated in the award letter, Macmillan reserves the right to require your group to repay part of, or the entire, grant award.
5. The group must start spending the grant award within three months from the date of the award letter.
6. The entire grant award must be spent within 12 months from the date of the award letter.
7. If the group is unable to spend all or part of the grant on the items/activities for which they were awarded within the allocated time period, a representative of the group should contact the inclusion administrator as soon as they become aware of this to provide an explanation for the delay. Macmillan cannot guarantee that a postponement will be allowed and reserves the right to request the group to repay the money that has not been spent.
8. The group must complete an end of grant report by the date stated in the award letter. The report must include a complete record of expenditure to date and any receipts for items or services purchased.
9. If the group does not spend part of or the entire grant award by the date the end of grant report is due, the group must pay back the remainder by cheque made payable to Macmillan Cancer Support.
10. If the group fails to return the report by the date given on the award letter, Macmillan reserves the right to require the group to

repay all or part of the grant. Failure to return the report by the date given will affect the group's eligibility to apply for further funding from Macmillan.

11. Macmillan reserves the right to ask for further information and/or supporting documentation after receiving the completed end of grant report.
12. If the group disbands or stops operating during the course of the grant, Macmillan reserves the right to require the group to repay all or part of the grant.
13. Equipment or other capital assets purchased with funding from Macmillan must not be sold, transferred to another party or otherwise disposed of without the group first receiving agreement in writing from Macmillan.
14. Macmillan may use the group's name, award amount and details of the funded activity in its publications, promotional materials and on our website in stories relating to grants for cancer self-help and support groups. If you would like to opt out of this, please do so in writing, either by email to resources@macmillan.org.uk or by post to the inclusion administrator at Macmillan Cancer Support, 89 Albert Embankment, London SE1 7UQ.
15. The group should visit www.be.macmillan.org.uk for guidance on how to use the Macmillan logo should they wish to acknowledge the grant award in publications.
16. Data protection statement
The information provided in the grant application form in connection with your involvement with Macmillan Cancer Support and any of its trading companies will be:
 - (i) added to the information Macmillan currently holds about you; and/or
 - (ii) used by Macmillan (and any third parties acting on its behalf) for the purposes set out in this application form, administration of Macmillan grants, Macmillan campaigning, fundraising and services, and for education and training purposes. Macmillan agrees not to share this information with any unconnected third parties.If you have any queries about this data protection statement, please contact the Company Secretary on 020 7840 7833 or vbenson@macmillan.org.uk