SUPPORTING YOU TO HELP OTHERS GRANTS PROGRAMME

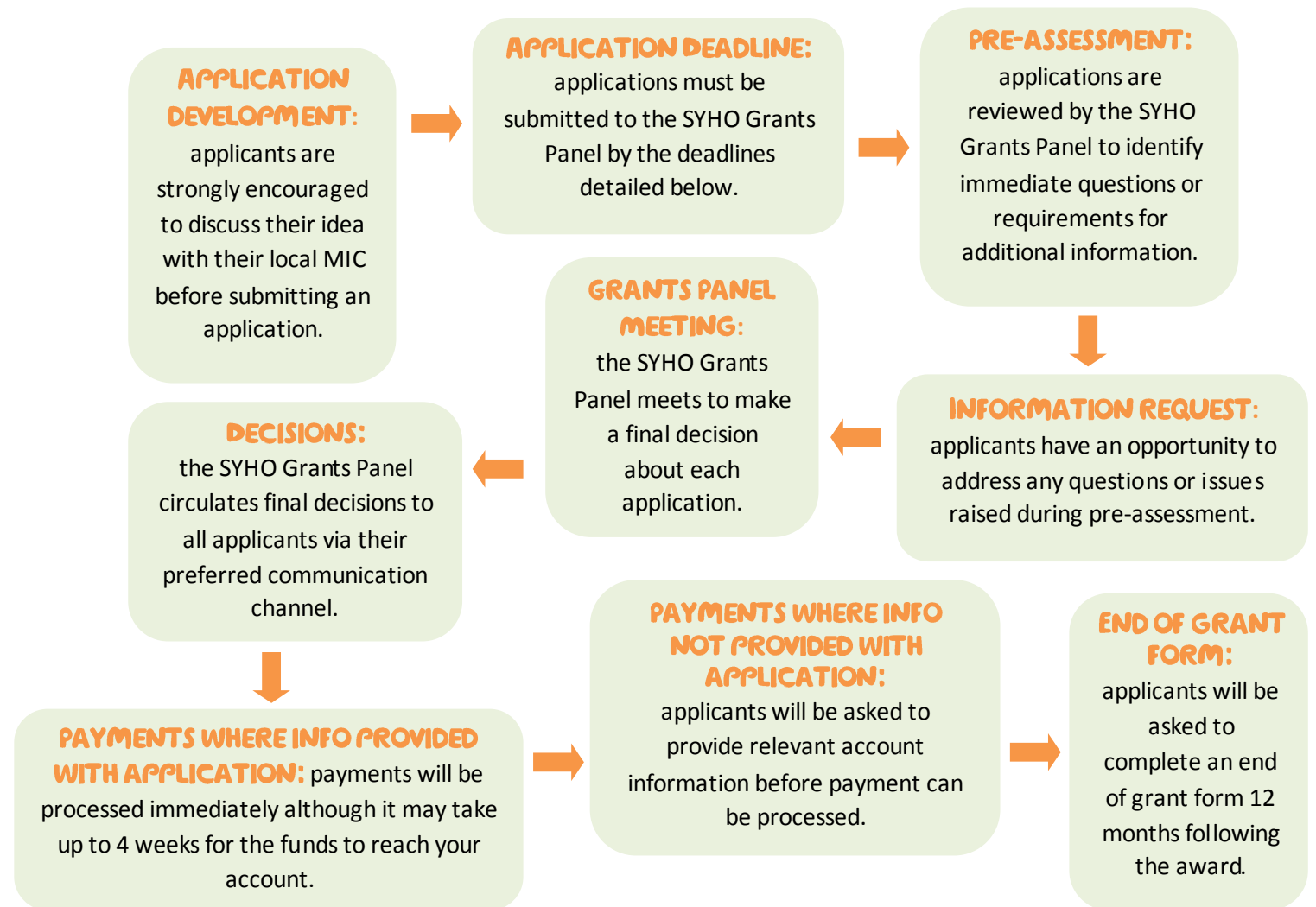WE ARE MACMILLAN. CANCER SUPPORT

Guidelines 2017

ABOUT THE SYHO GRANT PROGRAMME

The Supporting You to Help Others (SYHO) grant programme aims to provide people affected by cancer with opportunities to use their experiences to support others, while also receiving support themselves. The programme is administered by the Macmillan Inclusion Team and so seeks to contribute to achieving Macmillan's vision of a health and social care system where access to and delivery of the best cancer services are equally available to everyone living with and beyond cancer.

THE APPLICATION PROCESS

We have attempted to make the application process as straightforward and transparent as possible. Applications must be submitted on the standard application form. This form can be found at www.macmillan.org.uk/supportgroups or requested via email at resources@macmillan.org.uk.

You will find contact details for your local MIC and for the SYHO Grant Panel at the end of these Guidance Notes. **Please do not hesitate to get in touch if you have any questions.**

APPLICATION DEVELOPMENT: applicants are strongly encouraged to discuss their idea with their local MIC before submitting an application.

APPLICATION DEADLINE: applications must be submitted to the SYHO Grants Panel by the deadlines detailed below.

PRE-ASSESSMENT: applications are reviewed by the SYHO Grants Panel to identify immediate questions or requirements for additional information.

INFORMATION REQUEST: applicants have an opportunity to address any questions or issues raised during pre-assessment.

GRANTS PANEL MEETING: the SYHO Grants Panel meets to make a final decision about each application.

DECISIONS: the SYHO Grants Panel circulates final decisions to all applicants via their preferred communication channel.

PAYMENTS WHERE INFO PROVIDED WITH APPLICATION: payments will be processed immediately although it may take up to 4 weeks for the funds to reach your account.

PAYMENTS WHERE INFO NOT PROVIDED WITH APPLICATION: applicants will be asked to provide relevant account information before payment can be processed.

END OF GRANT FORM: applicants will be asked to complete an end of grant form 12 months following the award.

WHO CAN APPLY

Grants are awarded to groups or projects across England, Scotland, Wales and Northern Ireland. We welcome applications from:

- Individuals or groups of people affected by cancer.

- Organisations and professionals working in partnership with people affected by cancer.

Please note: applicants will only be awarded a grant once per calendar year (up to a maximum of 3 awards in a 5 year period starting from January 2012). If your application is unsuccessful this will not count towards the 3 awards in a 5 year period and can be re-submitted in a later round after further advice from your local MIC.

WHEN YOU CAN APPLY

	Application deadline	Grant panel meeting	Decision issued
Round One	10 Feb 2017	17 Mar 2017	31 Mar 2017

HOW MUCH YOU CAN APPLY FOR

- A maximum of £500 for projects that have been running for less than 12 months.

- A maximum of £3000 for projects that have been in existence for more than 12 months.

- If applying to the Individual development grant stream, applicants must specify the actual cost of the activity (or the requested level of contribution to it), plus associated costs such as travel, accommodation. This can be for a maximum of two people per group (if applicable).

WHICH GRANT IS RIGHT FOR YOU?

1. **START UP GRANT:**
   Up to £500 to support the start up of a new self help and support group or project for people affected by cancer.

2. **DEVELOPMENT GRANT:**
   Up to £3000 to improve the sustainability or increase the reach of existing self help and support groups or projects that have been established for 12 months or more.

3. **USER INVOLVEMENT GRANT:**
   Up to £3000 to encourage the involvement of people affected by cancer in the design and improvement of cancer services.

4. **INDIVIDUAL DEVELOPMENT GRANT:**
   Up to £500 to enable people affected by cancer to develop their skills and use their cancer experience to help support others affected by cancer.

WHAT WE FUND

Below are some examples of the type of groups or projects we would consider funding as part of this grants programme. This list is by no means exhaustive and we encourage creative and innovative applications that seek to address local needs, wants and aspirations.

- Start up funding for a new self help and support group that covers costs such as room hire, refreshments, equipment, and other general running costs.

- IT equipment and computer/ website software to fund a project to develop and extend its reach through publicity.

- An annual social **'activity'** or event for an established group of regular support group attendees (with or without transport).

- A **'programme of activities'** for an established group formed around a shared interest or hobby, e.g. art, gardening or a sport.

- Events that aim to engage members of the community who may be considered 'hard to reach'.

- **Conference** attendance and overnight accommodation (up to 2 people per application) to increase awareness, understanding and skills relating to self help and support.

- Production of a monthly newsletter for members who cannot travel to face to face meetings.

- A meeting between local health professionals and people affected by cancer, to raise awareness of their particular needs and barriers to accessing support.

WHAT WE WILL NOT FUND

- Applicants that have received funding 3 times in a 5 year period (since 2012).

- Any costs for activities already undertaken (retrospective funding).

- Any applications without a clear breakdown of costs.

- Any honoraria (payment/gift made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required).

- Activities that are focused solely on fundraising.

- Any activity proposed outside the UK.

- **Repeat funding** for a project or activity from the same organisation or group.

- Running and maintenance costs, e.g. rent, utilities, insurance.

- Furniture, fixtures and fittings.

- Repairs to buildings.

- General entertainment or holidays.

- **Salaries** for permanent or full time, fixed term posts.

- Activities that the Government has a legal obligation to provide e.g. patient and carer involvement by health or social care professionals to monitor the quality of the services they provide.

- Activities that the applicant organisation has a mandate to provide or is part of their 'normal business'.

- Events or activities which are intended only to raise awareness of the signs of cancer.

Please see **'Frequently asked questions and further information'** below to help you understand whether you meet these criteria & for top tips on how to demonstrate that you do in your application!

FREQUENTLY ASKED QUESTIONS AND FURTHER INFORMATION

1. What is an 'activity'?
2. What is a 'programme of activities'?
3. Are there restrictions on the types of activities we can apply for?
4. What is service development and service delivery?
5. Can we pay for people to deliver particular activities?
6. Can we apply for speaker's fees, travel, accommodation and other associated costs?
7. Can we apply for travel costs?
8. How much can we spend on equipment?
9. What can / cannot be considered for repeat funding?
10. What can / cannot be covered by 'conference costs'?
11. Can an organisation's Head Office submit an application on behalf of local groups?
12. Are national charities or large organisations able to apply to this grants programme?
13. Does my local MIC need to sign off my application before its submitted?
14. How should we acknowledge the support of the SYHO grants programme in our materials?
15. Can we have 'Macmillan' in our group / project name?

QUESTION / ISSUE	CRITERIA EXPLANATION & DEFINITIONS	FURTHER INFORMATION
1. What is an **'activity'**?	An 'activity' is defined broadly as a one off or single event, outing, pursuit or opportunity. Applicants can apply for one activity per application. Applicants are required to detail if the grant will be used for a 'one off' activity, a single series of activities or if they intend to continue activity/ies i.e. a 'programme of activities'.	If you intend to continue the activity/ies, we encourage you to think about and include some detail about how these activities will be sustained beyond the use of this grant.
2. What is a **'programme of activities'**?	Groups may apply for funding towards multiple activities that are related to one another or one specific regular activity. In both cases, this is considered a 'programme of activities' and may cover the span of the	Examples include Yoga classes or a Well-being programme including meditation, hair and beauty and healthy eating class

	funding period (12 months).		
3.	Are there restrictions on the **types of activities** we can apply for?	There are no restrictions about the type of activity that applicants can apply for, including 'sports-based' activities. However activities considered potentially unsafe for PABC or those that pose reputational risk to Macmillan will not be eligible.	Applicants are encouraged to demonstrate safeguarding measures and appropriate need / interest for local PABC in their applications. Please see Grant Conditions for information about safeguarding, public liability etc.
4.	What is **service development** and **service delivery**?	Service development is considered as an activity that results in the adaption of provision (or service delivery) of a service (or organisation) to meet the needs of its customer or service user. This grant scheme will only fund service development where: ▪ applications are made to the User Involvement grant stream ▪ the activity/ies meaningfully involve people affected by cancer at every stage ▪ user involvement is not part of the applicant organisation's remit or mandate ▪ applicants can demonstrate how user involvement would not be possible without this funding	The SYHO grants programme primarily aims to develop the breadth, range and impact of self help and support groups (SHSG). We would particularly welcome applications that seek to build the capacity of SHSGs to get involved in shaping the design and delivery of services. Examples: E.g. 1. A hospital trust puts in an application to provide a six week rolling programme of therapies for people affected by cancer (PABC). They plan to employ the therapist. Different patients would access this each block of six weeks. This would be a complementary therapy service and **would not be eligible**. E.g. 2. A support group decides as part of its monthly meetings that it would like to offer complementary therapies. The same patients could access those therapies as part of the support group. This is a support group and **would be eligible**. E.g. 1. A hospital trust wishes to develop a new service for BME patients affected by prostate cancer. They work with a group of PABC from the BME community and ask them to engage with patients as to how best this service could be developed. The group of patients carry out a series of community engagement events at local lunch clubs. They need funding to cover transport and venue hire. They feed back the results of those engagement events into the trust. The trust could not have carried out these events without the PABC as they wouldn't have had the capacity. The result without engagement would be that the target group of patients would not have been involved. This is service development, but with a strong emphasis on user involvement and **would be eligible**.

5.	Can we **pay for people to deliver** particular activities?	Applications may include 'sessional fees' or tutor fees but costings for these must be fully broken down and explained in the application including expenses/travel costs for tutors. Payment or wage contribution for salaried staff in service roles / environment will not be eligible.	A sessional worker is defined as a person not employed under a contract of employment. He/she is paid for undertaking work or an activity on the basis of an agreed range of hours to be worked. This has to be within a specified period, or on an ad hoc arrangement to meet varying need (definition adapted from Big Lottery). Sessional fees are defined as the rate charged by the sessional worker to deliver the work. Within the context of this grant scheme, tutors are considered as sessional workers. Salaried staff are paid employees of an organisation who are under a contract of employment. Macmillan cannot be held accountable for contribution to a salary or expectations for continued funding of salaried roles.
6.	Can we apply for **speaker's fees, travel, accommodation and other associated costs**?	Speakers fees are not covered within this grant programme, however applications may include travel, sustenance and accommodation expenses for 'volunteer' speakers. Where the speaker is presenting as part of their paid work, we would expect these expenses to be covered by the employer.	If expenses are waived by the volunteer speaker, this should be returned to Macmillan.
7.	Can we apply for **travel costs**?	Yes. You must demonstrate that you have researched local travel costs and have considered best value for money. You must also give due consideration to how you will be able to sustain funding for these costs beyond the funding period of this grant (up to 12 months).	We understand that in some areas e.g. rurally remote areas, or for some groups e.g. with specific mobility needs, transport costs may be a significant part of your application. If this is the case, you must clearly demonstrate this need as a priority over and above other needs. Your local MIC may be able to support you to think through sustainability planning and other funding sources.
8.	How much can we spend on **equipment**?	The following offers some guidance for the most commonly applied for equipment. This is not a definitive list, but simply a guide to help you: ▪ Laptops & iPads (including accessories): £430.00 ▪ Desktop computer (including accessories): £450.00 ▪ Web development software: £250.00	You are encouraged to clearly demonstrate the need for equipment and declare how it will be used, where it will be kept and who will have access to it. Please note that you will be responsible for the equipment once purchased. Please note that we will not fund the physical refurbishment of rooms /

		Printers, print paper and ink: £80.00	host organisations.
		Projectors: £320.00	
		Digital camera (including accessories): £70.00	
		Mobile phones (including a max of £50.00 credit): £75.00	
		Telephone installation costs: £140.00	
		Please note these items are only available for those applying to the start up or development grant streams.	
		If you are based within an organisation or hosted by an organisation, you must demonstrate that this equipment will primarily be for the use of the group and not the parent organisation.	
9.	What can / cannot be considered for **repeat funding**?	Applicants can apply for a 'one-off activity' outside of the usual remit / nature of the group (for example a social outing / conference) per application but may not apply for funds towards that same activity more than once. We will accept funding applications (within the Development Grant stream) from groups who wish to repeat a 'programme of activities' that forms the main activity of the group, where they are able to demonstrate how the money will used to improve the sustainability or increase the reach of the existing group.	Please refer to 'What is an activity' above for definitions and further information.
10.	What can / cannot be included in **'conference costs'**?	We will consider applications for up to 2 group members to attend a conference or event that has been organised by an external organisation or group. This cannot be a conference organised by the host / parent organisation of your group.	Your applications should demonstrate how the conference meets a learning requirement or adds value for your group. You must provide a cost breakdown and detail how learning from the conference will be shared with your wider group.
11.	Can an organisation's **Head Office** submit an application on behalf of local groups?	We will accept applications from head/central offices which have applied on behalf of a local groups/branch. These applications must clearly demonstrate local wants, needs and aspirations of that local group/branch.	We will not accept multiple applications from a central office for different locations where the content does not reflect local need or has been copy and pasted onto several forms.

12. Are **national charities** or **large organisations** able to apply to this grants programme?	Applications from local groups that are independent of larger charities will be prioritised for funding in this grants programme. However, national or larger organisations running or facilitating local support groups may apply to this grants programme where they demonstrate how their project will add value specifically to the members of that group and detail how they will measure the impact.	A full and clear breakdown of costs must be included and may not include salary contributions or room hire.
13. Does my local **MIC need to sign off** my application before its submitted?	'Sign off' by an MIC before submission is not compulsory however we strongly encourage all applicants to discuss their application with their local MIC at the earliest opportunity.	It is always a good idea to link with your local MIC: ▪ they can support you in completing the application ▪ they can signpost you to other groups or resources that might support your group or project ▪ they can signpost potential new members to your group or project. All MICs are notified by the Grants administrator of applications submitted from their areas.
14. How should we **acknowledge the support** of the SYHO grant programme in our materials? 15. Can we have **'Macmillan'** in our group or project name?	All groups applying to this grant stream are independent of Macmillan and must be seen to be so. The allocation of a grant can be acknowledged in branding e.g. 'supported by Macmillan funding' but applicants / groups should not have 'Macmillan' in their name, project title or bank account details.	You will be able to find branding information on be.Macmillan. This includes downloadable branding information and logos that should make it easier if you choose to acknowledge the SYHO grant.

GRANT CONDITIONS

These grant conditions, together with the grant award letter, set out the terms on which the grant is awarded to the applicant by Macmillan Cancer Support. Please note that having considered your application we reserve the right to add further conditions which are specific to your funded project.

- Your grant must not be used for any purpose other than that stated on your application form, unless subsequently agreed in writing (using the Amendment Request Form) with Macmillan Cancer Support.

- In order to receive a grant you must have a bank or building society account in the name of your organisation or group. The account must require that at least two authorised people to sign each cheque or withdrawal. Alternatively if this is not possible you may appoint a host organisation to hold the funds on your behalf. Grants will be paid by BACS within 28 working days of your grant award letter (providing no information is missing). If we have not paid you before, you will need to provide evidence of your bank account with the application, e.g. bank statement, letter from bank. If you have appointed a host organisation to hold the funds, they must provide a signed confirmation letter on headed paper to Macmillan Cancer Support. A template of this letter is available on request.

- Grants must be spent within 12 months of the date received and applicants must (by request only) be able to provide a detailed list of expenditures or receipts at the end of the grant period. Records must be kept for a period of 3 years after the grant has been awarded. Any underspend must be returned to Macmillan Cancer Support.

- The grant can only be used to fund a UK-based project or activity.

- If your organisation or group uses the grant to fund a project or activity that involves (or might reasonably involve) children, young people or vulnerable adults, you must ensure that proper safeguards are in place to protect their welfare.

- Your organisation or group is responsible for assessing the risks associated with each funded project or activity and ensuring that all activities are appropriate for your intended participants.

- Your organisation or group is responsible for ensuring that effective health and safety procedures are in place to safeguard your participants.

- Your organisation or group is responsible for ensuring that public liability and personal accident insurance cover is in place to mitigate the impact of claims arising from your funded project or activity.

- You will need to collect basic monitoring information for the duration of the project followed by an End of Grant Report which will be provided to you by Macmillan Cancer Support if you are awarded funding. This is to help us gain a better insight about the people who have been involved and benefitted from your project.

- Where possible, applicants should acknowledge the grant from Macmillan through their publicity and advertising materials. Further information can be found at www.be.macmillan.org.uk.

- Applications that meet our criteria as a new self help and support group must allow their details to be published on the Macmillan Online Directory to help improve access to support groups for people affected by cancer.

- 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:

  o added to the information Macmillan currently holds about you; and/or

  o 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.

CONTACT INFORMATION

FINDING YOUR LOCAL MACMILLAN INVOLVEMENT COORDINATOR (MIC)	We strongly encourage all applicants to make contact with their local MIC with plenty of time before the application deadline. MIC contact details can be found via our website at www.macmillan.org.uk or by contacting your regional office: **ENGLAND: 01904 756 405** **SCOTLAND: 0131 260 3720** **WALES: 01656 867 960** **NORTHERN IRELAND: 02890 708 610**
CONTACTING THE SYHO GRANTS PANEL & SUBMITTING YOUR APPLICATION	Once you have completed the application form in full please: **EMAIL** it to resources@macmillan.org.uk **POST** it to Inclusion Admin and Project Support Officer FREEPOST RLTC-ARUZ-ELSC Macmillan Cancer Support 89 Albert Embankment London SE1 7UQ **FAX** it to 0207 091 2187 (for the attention of the Inclusion Admin and Project Support Officer)