

GUIDANCE NOTES

(Cancer Network Partnership Groups)

INCLUSION USER INVOLVEMENT GRANTS PROGRAMME 2011

BACKGROUND

User Involvement should now be “business as usual” within statutory sector organisations such as the NHS Cancer Networks and PCTs, to comply with policy direction such as the NHS Duty to Consult, the Patient Involvement strands in the Cancer Reform Strategy and World Class Commissioning guidance.

Therefore from 2010 onwards, the Inclusion User Involvement Grants (IUI) Programme will no longer fund routine User Involvement infrastructure costs such as travel expenses for patients and carers to attend meetings or venue hire costs.

The IUI Grants Programme panel will now only consider applications for the costs of innovative and developmental projects and activities and will be extended to offer support to other groups and organisations – see 3 below.

Please note: this is a change from 2009 which was a transitional year when applications were considered for either infra-structure costs or projects/activities or a mix of both.

PURPOSE OF THE IUI GRANTS PROGRAMME

1. To support, develop and promote User Involvement within the area covered by a Cancer Network, but not exclusively within Cancer Network Partnership Groups (CNPBs)
2. To extend the reach of CNPBs and increase the diversity of their membership through joint working between people affected by cancer, health and social care organisations and community and voluntary sector groups
3. To support and encourage the development of User Involvement groups made up of people affected by cancer * hosted by or within social care organisations and community and voluntary sector groups

**By people affected by cancer we mean someone who has/had a cancer diagnosis or the family, spouse, partner, carer of someone with a cancer diagnosis*

OBJECTIVES OF THE IUI GRANTS PROGRAMME

Activities/Projects for which funding is requested should

- Achieve clear benefits to people affected by cancer
- Improve cancer services locally and/or nationally

- Promote and raise awareness of user involvement
- Involve users across all the projects and activities described in the bid
- Expand the diversity of CNPG's membership and organisational partners
- Disseminate 'good practice' and lessons learnt identified by the group
- Seek to involve and encourage the active participation of people from diverse and deprived communities where cancer statistics reflect inequalities of service provision.

MAXIMUM LEVEL OF GRANT

Groups can apply for no more than £3,000 in total to fund innovative and/or developmental activities and projects.

Please note: there is no guarantee that Macmillan Cancer Support will fund any or all of the applications received.

EXCLUSIONS

We will not fund:

- Retrospective bids e.g. costs for events/ activities which have already happened
- Honoraria or gifts
- More than one application per group per year; therefore a group whose first application is unsuccessful can apply again in any subsequent round(s) in the same year but will not be funded more than once in any year.
- Applications for more than the maximum possible award
- Self help and/or support activities (funding is available for these activities through Macmillan's Helping You Help Others Grants Programme)

THE APPLICATION PROCESS

In 2011 there will be two grant application rounds. .Deadline for applications:

Round 1 - 31st March 2011 (decisions will be issued in late June)

Round 2 - 20th September 2011 (decisions will be issued in late November)

Groups can apply for funds separately or in partnership with other groups. Whether an application is for projects/activities to be carried out by one group or by two or more groups working in partnership, the maximum award will be £3000.

Applications should be made on the standard application form and submitted to the Inclusion Administrator, Sarah McKenzie-Boyle, by email resources@macmillan.org.uk. Hard copies can be posted to Macmillan Cancer Support, 89 Albert Embankment London SE1 7UQ, Fax 0207 840 7841

Receipt of applications will be acknowledged within 5 working days.

No grant will be awarded to any group which has not submitted a completed end of grant report for all previous funding from this programme

During 2009 the panel applied this latter condition flexibly in recognition of the transition to the new process for applying for a User Involvement grant – please note that from 2010 onwards there will be no exemption from this condition

ASSESSMENT PROCESS

Applications will be assessed by an Assessors panel made up of people affected by cancer with experience of user group involvement and Macmillan staff from the regions, nations and the UK office.

Each application will be considered as to how funding the activities/projects requested will support the applicants to achieve the objectives described in the application.

The form asks applicants to explain this briefly and clearly – it is in your interest to make clear the links between the activities for which you are requesting funding and the purpose/objectives of this grants programme.

Additional documents are not required and will not be taken into account. Any points needing clarification or queries regarding costs or proposed activities/projects will be raised with the person named on the application form by the User Support and Involvement Projects Manager (the US & I Projects Manager) who co-ordinates this grants programme.

POSSIBLE OUTCOMES

There are four possible outcomes to each application:

1. Funded at the full amount requested
2. Funded in part
3. Not funded
4. Decision delayed while seeking clarification or more information.

In relation to possible outcomes 1 to 3, the award letter will state:

- how much money has been awarded
- the Panel's reasons for awarding that level of funding
- or that no funding has been awarded with reasons for this decision.

In the case of possible outcome 4, the US & I Projects Manager will contact the applicant to seek any additional information or clarification needed to reach a decision. That decision will then be communicated, and reasons given - in writing to the named applicant.

For further information about this grants programme please contact the US & I Projects Manager Carol Gibbons on 0207 091 2007 or cgibbons@macmillan.org.uk