

## **GUIDANCE NOTES** (Community groups)

### **INCLUSION USER INVOLVEMENT GRANTS PROGRAMME 2011**

#### **PURPOSE OF THE IUI GRANTS PROGRAMME**

Macmillan wants to fight cancer inequalities so that everyone living with cancer can get the best treatment and care.

However, we cannot do this alone. We need people affected by cancer from all backgrounds and communities and of all ages to get involved in Macmillan's work, campaigning for change and improving how cancer services are planned, designed and provided.

Macmillan's Inclusion User Involvement grants programme is therefore intended to

- support and encourage the development of User Involvement activity and networking by people affected by cancer within social care organisations, community and voluntary sector groups and NHS bodies such as Cancer Networks and Primary Care Trusts
- increase the diversity of the people affected by cancer actively involved in Macmillan's work and in cancer related user involvement within health and 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 who has a cancer diagnosis*

#### **OBJECTIVES OF THE IUI GRANTS PROGRAMME**

**Activities/Projects** for which you request funding should:

- Show clearly what benefits people affected by cancer will gain from the activity or project
- Set out to improve cancer services locally and/or nationally
- Show how service users can make a difference by raising awareness of user involvement
- Involve service users across all the projects and activities described in your application bid
- Share 'good practice' and any lessons learnt by the group
- Try to involve people from diverse and poorer communities
- Try to involve people from different communities and backgrounds in existing service user groups within Cancer Networks and Primary Care Trusts

Below are some examples of User Involvement activities which would fall within the remit of this grants programme. Please note: these are just examples and do not represent a definitive list. We welcome innovative ideas.

- An information day held in partnership with older people's groups and the local Primary Care Trust to find out older people's experiences of local cancer services
- A series of workshops including community groups, translators and local GPs to find out men's experiences of prostate cancer and treatment options.
- User Involvement groups for people affected by cancer from particular communities hosted by a voluntary or community group

### **HOW MUCH CAN I APPLY FOR?**

You can apply for up to £3,000 in total to fund new creative and/or developmental User Involvement activities and projects.

*Please note: our funds are limited and so there is no guarantee that Macmillan Cancer Support will fund any or all of the applications received.*

### **WHAT DOES THE IUI GRANTS PROGRAMME NOT COVER?**

- 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 such as peer support groups as funding is available for these activities through Macmillan's Helping You Help Others Grants Programme.

### **APPLICATION PROCESS**

#### **When should I apply?**

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

**Round 1** - 31<sup>st</sup> March 2011 (decisions will be issued in late June)

**Round 2** - 20<sup>th</sup> September 2011 (decisions will be issued in late November)

Groups can apply for funds separately or in partnership with other groups for example for a joint project between a voluntary organisation and a statutory health or social care organisation or between two or more community 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](mailto: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

## **ASSESSMENT PROCESS**

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

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

Please 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:

1. How much money has been awarded.
2. The Panel's reasons for awarding that level of funding.
3. or no funding has been awarded with reasons for this decision.

In the case of 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](mailto:cgibbons@macmillan.org.uk)