

Supporting You to Help Others Grant Programme - Grant application pack

Thank you for requesting a *Supporting You to Help Others* Grant Application Pack.

This pack includes:

- guidance notes
- a *Supporting You to Help Others* Grant application form

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 application form.

The Supporting You to Help Others grants programme can fund cancer self help and support groups and their activities and user involvement projects and associated activities. We welcome applications from groups and individuals that contribute to achieving Macmillan's Inclusion Vision and Macmillan's nine outcomes for people affected cancer.

By user involvement we mean people affected by cancer using their cancer experience to improve or design services or help professionals understand the reality of living with cancer. A person affected by cancer could be someone who has been diagnosed with cancer, a member of their family, partner or carer."

Macmillan's Inclusion Vision

The Macmillan Inclusion vision is of a health and social care system that ensures that whatever kind of cancer you have, whoever you are, wherever you live, you should receive the best possible care, treatment, support and information for your cancer.

Macmillan nine outcomes

The Macmillan nine outcomes are statements which we want everyone affected by cancer to be able to make with confidence by 2030. The three that particularly relate to this grants programme are:

"Those around me are well supported"

"I am treated with dignity and respect"

"I feel part of a community and inspired to give something back"

More information on the Macmillan nine outcomes can be obtained from your Macmillan Involvement Coordinator, contact details can be found on page 8.

Guidance notes

What is a *Supporting You to Help Others* grant?

This grant programme is funded by Macmillan Cancer Support to enable/support you to:

- use your cancer experience to support other people affected by cancer (pabc) and receive support from them
- work in partnership with other people or organisations to improve cancer services for everyone
- enable people affected by cancer to develop their skills and expertise using relevant opportunities

The *Supporting You to Help Others* grants programme is intended to fund:

- Start Up costs for new self help and support and user groups
- Or development applications e.g. for groups to expand and extend their reach for both Self Help & Support and User Involvement
- Or combined applications for those that include self help and support and user involvement activities.

We strongly recommend you contact your local Macmillan Involvement Coordinator (MIC) at the earliest opportunity to discuss your application, contact details can be found on page 8. Your MIC may not be able to respond immediately therefore please allow plenty of time before the application deadline date (dates can be found on page 5).

Eligibility and grant criteria

Who can apply for a *Supporting You to Help Others* Grant?

- People affected by cancer in groups or individually
- Other groups, such as voluntary organisations, community interest companies, community groups, social enterprises
- Health and social care staff, information and support staff in partnership with people affected by cancer.

How much can we apply for?

- Start up costs (a new group, project or activity which has been running for less than 12 months at point of application) - up to £500.00.
- Development costs (a group, project or activity which has been in existence for 12 months or more at the point of application) - up to £3000.00.
- Individual development - The actual cost of the activity (or the requested level of contribution to it), plus associated costs such as travel, subsistence or accommodation.

What activities and projects does the *Supporting You to Help Others* Grant cover?

The examples below will give you some ideas of the types of activities and projects we may fund.

- Production of a monthly newsletter for members who cannot travel to face-to-face meetings.
- A social event or activity, such as a trip to the seaside or a group lunch (for Self Help and Support groups only).
- Website development costs.
- Purchase of books and DVDs to develop a self help and support library.
- Activity based support, such as walking, art or gardening, or a group formed around any shared interest or hobby.
- An event for people affected by cancer and recently established local Clinical Commissioning Groups to identify/explore how patients and carers will be involved in new NHS structures so they can use their cancer experiences to improve services
- A meeting of people affected by a rarer cancer with local health and social care professionals, to raise awareness of their particular needs and concerns and any barriers to accessing support.
- Applications which clearly detail how people affected by cancer from every community will be able to take part or why the application relates only to specific community(ies) e.g. Are you using an accessible venue, is your information available in different formats.
- Activities or events which promote and develop Self help and Support and/or User Involvement and include a small element of awareness raising about cancer e.g. an event which provides information about the signs and symptoms of cancer *aimed at encouraging* people affected by cancer from particular groups or communities.
- Awareness raising activities which involve people in user involvement activities (such as sharing their cancer experiences with professionals to improve services) on the day and/or recruits them for further such activities in the future

If you're not sure if your project or activity is something we might fund, please contact your local MIC (contact details on page 8) who will be happy to discuss your ideas before you apply.

This grant programme will only fund the costs of training and development which

- Increase awareness and understanding of and skills related to self help and support, user involvement, inclusion and cancer inequalities.
- Are an integral part of applications for Starting Up and Developing user support and/or user involvement activities

Guidelines on reasonable costs

We have produced guidance for some of the common items that people apply for. This is not a definitive list, but simply a guide to help you. Please note these items are only available for group activities/project application, not individuals.

- Laptops (including accessories) - £430.00
- Desktop computer (including accessories) - 450.00
- Web development software - £250.00
- Printers, print paper and ink - £80.00
- 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
- Social event or activity (without transport) - £15.00 per person
- Social event or activity (with transport) - £25.00 per person
- Social event or activity (transport only) - £10.00

What we won't fund

- Any costs for activities already undertaken (retrospective funding)
- Any applications without a clear breakdown of costs (we reserve the right to request copies of quotes, however please do not provide these unless requested)
- Any honoraria (a payment 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 for either your group, an individual or organisation
- Any activity proposed outside the UK
- Repeat funding for a project or activity from the same organisation or group
- Running and maintenance costs (such as rent, gas, electricity, water bills and maintenance of equipment, 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 (i.e. linked to the role of health or social care professionals)
- Events or activities which are intended only to raise awareness

The application process

How many times can we/I apply?

You 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.

Please note:

In order to introduce this revised grant programme, we have “wiped the slate clean” so that all applicants start afresh in “year one” from January 2012 onwards whether you have received a grant from Macmillan in the past or not.

Please remember that you can apply for a grant to support several activities that take place during the year in your single annual application.

When should I apply?

You can apply at anytime throughout the year until the **31st October**. We recommend submitting your application as soon as possible to ensure, if you are successful, you receive our decision in adequate time to begin your activities. Applications are assessed every two months, the closing dates for the panel meetings throughout the year are below:

Submission deadlines	Grant panel meeting	Decisions issued
Round 1		
29 th February 2012	22 nd March 2012	13 th April 2012
Round 2		
30 th April 2012	24 th May 2012	15 th June 2012
Round 3		
29 th June 2012	25 th July 2012	16 th August 2012
Round 4		
31 st August 2012	26 th September 2012	18 th October 2012
Round 5		
31 st October	27 th November 2012	18 th December 2012

Completing the application form

Only applications on the standard application form will be considered. This form can be found at macmillan.org.uk/supportgroups or requested from the Inclusion Administrator by emailing resources@macmillan.org.uk or calling 0207 840 4936.

In order to fund as many applications as possible with the budget we have available, we encourage all applicants to identify either match funding or contributions in kind, such as provision of meeting spaces or print services from other organisations or dedicated volunteer or staff time.

Completing the “Payment of Successful Grants” section

Please follow the questions on the application form to confirm if you have a group bank account, intend to set up an account, or if a host organisation will be holding the funds on your behalf. Unfortunately if you cannot answer yes to one of these sections (and you have NOT applied for individual development purposes) we would not be able to pay any successful grant award to you.

For individuals applying for a grant, we will usually pay any successful award to you on a reimbursement basis. We may in exceptional circumstances meet costs in advance rather than reimburse in arrears if your financial circumstances would otherwise discourage you from applying for Individual Development purposes.

Where do I send the completed application form?

Please **do not enclose** any other documents with the application form (apart from group bank details if you have these to hand when applying) - if we need more information we will contact you. Once you have completed the application form in full please send the form to:

Email: resources@macmillan.org.uk

Or by fax : 0207 840 7841 (for the attention of the Inclusion Administrator)

Or by post:

Inclusion Team Administrator
FREEPOST RLTC-ARUZ-ELSC
Macmillan Cancer Support
89 Albert Embankment
London
SE1 7UQ

What happens once an application has been submitted?

Within 14 working days of Macmillan receiving your application you should receive an email or letter providing your reference number and confirming the date your

application will be assessed. Please contact us if you do not receive confirmation of your application after this time.

How will the application be assessed?

Applications will be assessed by a panel made up of a Chair (who will be a staff member from the User Support and Involvement Team), at least 2 regional Macmillan Involvement Co-ordinators and Independent Assessors (lay people).

What happens if the application is successful?

We will send an award letter to you within 15 working days of your application being assessed.

If there are no outstanding issues (such as bank evidence) we will then arrange for a cheque to be paid (within 28 working days of sending the award letter). For grants awarded for individual development purposes, reimbursement will usually be arranged (rather than an award cheque).

If we require additional information before we can issue the cheque, we will request this in your award letter and give a deadline by which the information must be provided. The cheque (or reimbursement for individuals) will then be issued within 28 working days of receiving sufficient information.

Once the grant cheque has been issued, the group/individual is bound by the terms and conditions enclosed in this pack.

What happens if we are unsuccessful?

If your application is unsuccessful we will write to you within 15 working days of your application being assessed. We will explain why and offer advice on how to apply at a later date (if possible).

Macmillan Involvement Coordinators (Contact details)

Merseyside Manchester Cheshire Lancashire South Cumbria and Isle of Mann		
Linda Hill	07739323488/01925 417961	lhill@macmillan.org.uk
North East England, North Cumbria and North, East and West Yorkshire		
Nicole Kirby	01642 850 477 or 07713 081 296	nkirby@macmillan.org.uk
Central England		
Lisa Mullins	07739 326508	lmullins@macmillan.org.uk
West Midlands, Birmingham, Solihull, Dudley, Walsall, Sandwell, Coventry, Stoke-on-Trent, Staffordshire, Shropshire, Warwickshire & Worcestershire		
Marilyn Meade-Brown (Tues, Wed, Thurs)	01543 268216 or 07834 191211	mmeade- brown@macmillan.org.uk
Kara McDonnell (Mon, Tues)	0797 100 7182	kmcdonnell@macmillan.org. uk
East Midlands and North Trent		
Ruth Wilson	0114 2309845 or 07734 384463	rwilson2@macmillan.org.uk
East of England (Anglia, Essex and Herts)		
Louise McAvoy	07713 084 790	LMcAvoy@macmillan.org.uk
London		
Rajiv Bhattacharjee	01753581446/07834191230	rbhattacharjee@macmillan.org.uk
Surrey, Sussex and Kent (South East)		
Jill Corbyn	07703681206	jcorbyn@macmillan.org.uk
South and West England		
Paula Bond	01264 343817 or 07834 191218	pbond@macmillan.org.uk
North Wales		
Anne Mart	0149 259 3146 or 07834 192207	amart@macmillan.org.uk
South Wales		
Caroline Walters	01656 867975 or 07850 203236	cwalters@macmillan.org.uk
Scotland		
Alan Gow	01416 476342 or 07793 579368	agow@macmillan.org.uk
East Scotland		
Helen Anderson	07850 208759	handerson@macmillan.org.uk
West Scotland		
Heather Woods	07850208760	hwoods@macmillan.org.uk
Northern Ireland		
Claire Crawford	028 907 08610	ccrawford@macmillan.org.uk

Terms and conditions of grant funding

These terms and conditions are designed to ensure that your funded project or activity is undertaken and managed in a consistent, safe and effective way. Please note that, having considered your application, we may decide to add supplementary conditions which are specific to your funded project or activity.

1. Your organisation or group needs to nominate someone as a primary contact who will be the main point of contact between you and the Inclusion Team. The primary contact must have a good knowledge of the funded project or activity and be available during office hours.
2. Your *Supporting You to Help Others* Grant must not be used for any purpose other than that stated on your application form, unless subsequently agreed in writing with Macmillan. If you want to change your project's aims and activities following your grant application, you must get permission from us in advance to use the money for an amended project/activity. We'll try to accommodate reasonable requests, but can't guarantee our approval. If you don't have our written permission for any change to the purpose stated in your application form, we reserve the right to ask you to repay any money not used for that purpose.
3. If applying for a group *Supporting You to Help Others* grant you are required to maintain 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.
4. Grants will be paid by cheque within 28 working days of your grant award letter (providing no information is outstanding). It will be made payable to your organisation/group's account as stated on your application form. For individual applications we will arrange reimbursement.
5. You must spend any grant award within 12 months. The grant award date is the date your award letter is issued.
6. If you're unable to spend all or part of your grant in the 12-month grant award period you must contact us straight away to tell us why and apply for an extension if required.
7. The grant can only be used to fund a UK-based project or activity.
8. 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.

9. 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.
10. Your organisation or group is responsible for ensuring that effective health and safety procedures are in place to safeguard your participants.
11. 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.
12. You must submit an End of Grant form to the Inclusion team, no later than one month after the end of your grant award period. What you tell us on this form will provide important information about the people who've benefited from your efforts and the impact you've made.
13. We do not require you to send a detailed list of expenditures or receipts at the end of the grant period, but you will be required to keep these as a record, including mobile phone records where we have funded this. We reserve the right to carry out audits at random in the future. Please ensure that all receipts are kept for a period of three years from the date the grant is awarded.
14. We should be grateful if you would acknowledge our support in your advertising, publications, and/or project materials. For example, you might add 'This project has been funded by Macmillan,' or 'This project has been partly funded by a Macmillan *Supporting You to Help Others* Grant.' You may also wish to include the "supported by Macmillan logo" on all relevant documents and web pages. Information on how to do this can be found at be.macmillan.org.uk
15. *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*