

HELPING YOU HELP OTHERS

Start-up grant for self-help and support groups

Grant Application Guidance

Thank you for requesting a start-up 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 grant 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 application 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 1-2** Eligibility and grant criteria
- Page 2-4** The application process
- Page 4-6** How to complete the application form
- Page 7** Terms and conditions

Eligibility and grant criteria

Who is eligible to apply for a start-up grant?

Anyone who wants to set up a self-help and support group for people affected by cancer, or to develop a newly established group that has been running for no more than one year.

What can we apply for?

Groups can apply for up to £500. You can request funding for any core costs that will help to set up and run your group. For example, these could include:

- hiring a venue where your group can meet regularly
- producing publicity materials to advertise your group in the local community
- refreshments for group meetings.

We appreciate that your group may have different needs and welcome applications for projects and ideas other than those listed above. Similarly, we invite applications from groups that want to develop more diverse support offerings and those that offer activity based cancer support (ie by sharing a specific interest or hobby, such as walking, art or photography).

What items or activities does the start-up grant not cover?

- the costs of maintaining established groups (eg the ongoing costs necessary to run your group and its core activities)

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- 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 the purchase of products or 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 or services)
- activities that are based solely on fundraising for either your group, an individual or other organisations.

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

There is a separate training and conference 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 start-up grant?

There is no limit on the number of times a group can apply, however only one start-up grant can be awarded per group.

A group that has received a start-up grant may then be eligible to apply for a developing grant, which is for groups that have been offering proven self-help and support for at least one year.

To request a developing grant application pack, please email resources@macmillan.org.uk or call 020 7840 4936.

The application process

When should we apply for a start-up grant?

You can apply at any time until 1 December. Applications are assessed monthly by a Macmillan representative and independent assessor. Early application is advised as it can take up to two months from submitting your application to being issued with an award cheque if you are successful.

Please note: Macmillan cannot consider funding activities or items that have already been purchased. 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.

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 such as training and networking opportunities.

Their contact details are overleaf.

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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 07734 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: 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 or letter with your applicant reference number. Your application will then be assessed the month following its submission and you will be informed of the decision at the end of that month.

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

If you have received this form by email, we would prefer you to complete it electronically. However if you have received a hard copy by post, please write your answers clearly by hand.

Please complete all the sections required as fully as possible to give us a clear picture of your group's aims, activities and needs. You can provide any additional information on a separate document if necessary.

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

- *Is your group already functioning?* Please tick 'yes' if the group already has members who have started to undertake self-help and support activities.
- *What type of people does/will your group aim to support?* eg is the group for 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, 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/ will your group cover?* eg does the group aim to support people from a specific part of a city or town? Will the group be county or UK wide or 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?
- *Do you know of any other self-help and support groups in your local area?* When we assess your application we need to ensure that you are aware of the support that other groups are already offering in your area and that you will not be duplicating what is already available.
- *How much other income has your group received since it started functioning?* Please explain where the idea to start your self-help and support group came from. Did you see a gap in the services being provided to people affected by cancer in your local area? If you have listed any other support groups in your previous answer, please explain how your support activities do/ will differ from theirs.

Section 3: If your group is already functioning

- *When was your group set up?* Please note you must have been running for less than one year to be eligible for a start-up 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 has 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 for 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 start-up 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: www.charity-commission.gov.uk/index.asp

Previous income

- *Has your group been awarded any grants from Macmillan in the past or does it have any grants pending? You may have received a training and conference grant from Macmillan (previously known as a training and development grant) and, if so, we would like to know the details. Please note if you have previously been awarded a start-up or developing grant we will not be able to consider your application. For more information about eligibility, please refer to page 1-2 of this pack.*
- *How much other income has your group received since it started functioning? 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 therapies. Please explain how these activities support the group members.

Section 4: If your group is not yet functioning

If you are unable to fully answer any of these questions, please explain when and how you will be able to do so in the space provided.

- *When do you plan for the group to be functioning? ie when do you plan to have group members undertaking self-help and support activities?*
- *Where do you plan to meet? Please provide the venue and town (if applicable).*
- *How often do you plan to meet? eg weekly, monthly or not applicable (if you will offer online or telephone support).*

Section 5: Information about your planned activities

- *How much are you requesting from this grants programme? You can request up to £500.*
- *Breakdown of funding requested. Please refer to the eligibility and grant criteria on page 1-2 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 (£)
Venue hire	300	150
Printing costs for leaflets	200	200
Speakers fees (estimated at £20 per speaker for six meetings)	120	80
Total	£620	£430

- *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 planned activities.
- *Please explain how you would use the grant award.* Use this space to tell us exactly what you plan to spend the money on if you are successful. What we are looking for here is evidence that you have thought about what the group will need and why. For example, if your group is requesting a grant to pay for printing leaflets, tell us what the leaflets will be used for, where you will distribute them and what you hope this will achieve. 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 6: 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
- and**
- 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 is setting up 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 3 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 7: 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 8: 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 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