

HELPING YOU HELP OTHERS

Training and conference grant

Providing access to self-help and support development opportunities for people affected by cancer.

Grant Application Guidance

Thank you for requesting the training and conference 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.

Alongside the grants available to set up and develop self-help and support groups, this programme is another way that Macmillan offers financial support to people affected by cancer. It enables people to attend or host training courses, workshops, networking events or conferences to develop knowledge, understanding and awareness of cancer self-help and support.

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 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

What events and activities does this grant programme cover?

This grants programme helps with the associated costs of hosting or attending training courses, workshops, conferences and events which aim to provide people affected by cancer with the knowledge, skills and networking opportunities that help to:

- set up or identify the need for a new self-help and support group
- develop the activities of an existing self-help and support group
- raise awareness of self-help and support to address an unmet need within a particular community (eg people affected by a rarer cancer or from a minority group).

Here are some examples of what we have funded in the past. Please note this is not a definitive list and we would consider funding other activities/items.

To **attend** training, events or conferences we have awarded grants to cover:

- conference/course fees (up to four delegates from any one group)
- travel expenses to and from the venue (standard priced tickets only)
- food and accommodation costs
- child care costs and carer costs (if this presents a barrier to the participant attending).

WE ARE
MACMILLAN.
CANCER SUPPORT

Grant application guidance – Training and conference grant

To **host** training, events or conferences we have awarded grants to cover:

- fees for speakers, therapists and trainers
- venue hire
- refreshments
- expenses for delegates
- promotional materials, eg posters and leaflets
- technical equipment hire.

Who can apply?

Members of independent self-help and support groups, community groups and small voluntary organisations who have an interest in developing cancer self-help and support in the areas outlined above.

How much can we apply for?

You can apply for up to £3000 for attending or hosting an event. In exceptional circumstances, we may consider requests over £3000 for hosting events but this must be discussed with your Macmillan involvement coordinator before final submission (contact details on page 3).

What activities and events does the training and conference grant not cover?

- events that occur outside the UK
- events or activities focused on changing cancer services provided by the statutory sector (these are sometimes known as user involvement events)
- costs that have been incurred prior to the application being received by Macmillan (this would be known as retrospective funding)
- costs for attending/hosting a fundraising event
- costs for professionals associated with the group (this programme can only support the costs for group volunteers)

- costs towards salaries for permanent or fixed term contract staff
- costs of individuals not associated with a self-help and support group, community group or small voluntary organisation.

How many times can we apply for a training and conference grant?

There is no limit on the number of times a group can apply. However it is important that as many groups as possible across the UK are able to benefit from the funding. In order to maximise the programme's allocation, priority will be given to those who have not yet accessed a training and conference grant (previously known as a training and development grant).

The application process

When should we apply for a training and conference 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.

Macmillan cannot consider funding events and costs that have already happened. All applications must precede the event and the group will have 12 months in which to spend the total grant award.

Where can I 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 relating to your group. Their contact details are in the table below.

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 will 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.

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 07834 192207	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

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/organisation

- *Who does your group currently support? Is the group open to 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 are the main aims of your group? If you are a self-help and support group, do you hold regular meetings where people can share information and offer emotional support to one another? Do professionals give talks or deliver complementary therapy sessions? Please explain how these activities support your group members.*

If you are another group/organisation, please provide some background information and outline your main objectives.

- *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 grant awards from Macmillan in the past or does it have any grants pending? Please list any start-up grants, developing grants or training and conference grants (previously known as training and development grants) that your group has been awarded or is waiting to be assessed. If you have been awarded one or more of these grants, the reference number will be printed at the top of your award letter(s).*

Please note we cannot fund an application if you have not yet completed an end of grant form

Grant application guidance – Training and conference grant

for a previous start-up grant or developing grant. However training and conference grants can be considered concurrently.

- *How much other income has your group received over the last 12 months? How was this income raised?* eg fundraising events, grant awards, donations.

Section 3: Self-help and support group information

Only complete this section if you are a self-help and support group.

- *What geographical area does your group cover?* eg does the group support people from a specific part of a city or town? Is the group county or UK wide or does it 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?
- *Does your group have a constitution or governing document?*
This is a written set of rules your group have 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.

Section 4: Information about planned activities

- *How much are you requesting from this grants programme?* You can request up to £3000
- *Please tick the box that best describes how you would use the grant money if successful.* Ticking one of these boxes helps us ensure that you are eligible to apply for a grant. If what you are requesting funding for does not fall within one of the three bullet points

listed here, we will not be able to consider your application. Please refer to the grant eligibility criteria on page 1-2 for an explanation of what we will consider funding.

- *Please explain the aims of attending/hosting the event for which you require funding, based on your answer above.* Use this space to tell us exactly what you plan to spend the money on and how the need for this activity was identified. Be clear to explain what the benefits will be to your group members/delegates/target audience. You can continue on an additional sheet if necessary.

Section 5: ATTENDING a training event, networking event or conference

Only complete this section if you are attending an event not if you are hosting an event. Then go straight to section 7.

Event details

Please tell us about the event for which you are applying for a grant.

If the event is not a Macmillan led event (ie run by another provider), you will need to provide evidence of the event and the conference fee (if applicable). Evidence could include the booking form, information flyer or website page where the event is advertised. We will not be able to assess your application without this information.

Breakdown of funding requested

Please provide costs per member and the total amount for all members for which you are requesting funding.

Please refer to the grant eligibility and criteria on page 1-2 for an explanation of what we will consider funding.

Is your group contributing any additional financial costs towards attending this event? eg grants from other funding bodies or donations.

Section 6: HOSTING a training event, networking event or conference

Please only complete this section if you are hosting an event not if you are attending an event.

Event details

Please tell us about the event for which you are applying for a grant. Please provide any supporting documentation with your application (eg event agenda or training programme).

Breakdown of funding required

Please provide a full breakdown of the funding required. Refer to the grant eligibility and criteria on page 1-2 for an explanation of what we will consider funding. Please also provide evidence of quotes from potential suppliers (eg venue hire, technical equipment or speaker fees).

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 that difference, eg grants from other funding bodies, donations. It is important for us to know that if funded, you will have enough resources to run the event.

Section 7: 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).

Section 8: 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 9: 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.

Grant application guidance – Training and conference grant

Terms and conditions

Please read the following conditions of 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. The entire grant award must be spent by the date specified in the award letter.
If the group is unable to spend all or part of the grant within this 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.
4. 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.
5. 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.
6. Macmillan reserves the right to ask for further information and/or supporting documentation after receiving the completed end of grant report.
7. 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.
8. 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.

9. 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.
10. Macmillan may use the groups 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.
11. 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.
12. 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, please contact the company secretary on 020 7840 7833 or vbenson@macmillan.org.uk