**Supporting You to Help**

**Others (2016)**

**Grant Application Form**

Before you start filling in this form please make sure you have read the application guidelines carefully. If you are using a paper form please write clearly in black ink or type.



If you have any questions or communication needs (for example, large print) please

contact us on 020 7091 2056 or email [resources@macmillan.org.uk](mailto:resources@macmillan.org.uk).

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| **Section One: Contact Details** | |
| **Name of group, organisation or individual:** |  |
| **Name of primary contact for this application:** |  |
| **Role of primary contact:** |  |
| **Address:**  **Postcode:** |  |
| **Daytime Telephone: Email:**  **Website:** |  |
| **How would you like us to contact you?** |  By telephone   By email   In writing |
| **Do you have any specific communication needs?** |  Yes   No  If yes, please describe below: |
| **Office use only**  Reference:  Date:  Region: | |

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| **Section Two: The project you are applying for**  By ‘project’ we mean the group, activity, event or item/s you would like us to fund. | |
| **Project name** |  |
| **Total amount requested**  **(£)**  The total amount you would like us to fund. |  |
| **Type of grant requested** Please specify which grant/s you are applying for. Please refer to our definitions on guidance notes. |  Start up *(up to £500)*   Development *(up to £3,000)*   User Involvement   Individual development |
| **Project description**  Please provide an overview of your project, i.e. what you will do, how you will do it and what you would spend the grant on.  Please refer to the guidelines for what we will and will not fund. |  |

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| **How long has this project been running for?** |  0 – 12 months   Over 12 months  If over 12 months, when did it start? |
| **Why is this project needed and how can you demonstrate this?**  Tell us about what issues or problems this project will address and how you have consulted the people who would use the project.  Examples include: conducting surveys; gathering feedback; waiting lists; service gaps; oversubscription |  |

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| **Is the project aimed at particular members of the community?**  This might be people with a particular cancer type, gender, sexuality, ethnic, age, etc. |  No, open to all   Yes  If yes, please specify who and why: | |
| **How will the project benefit people affected by cancer?** |  | |
| **How many people will your project involve?** | **Current numbers**  Patients: Carers: Others: | **Proposed numbers**  Patients: Carers: Others: |
| **How will you evaluate the project to find out if it has been successful?** |  | |
| **If this is not a one-off project, how will you sustain the project after any awarded funds have been spent?** |  | |

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| **Section Three: Finance**  Please provide a breakdown of the amount you are requesting, ensuring that the items applied for reflect the project being described in Section Two. In column b, please tell us how the much item/activity will cost overall. In column c, please tell us how much (if any) of the total cost will be covered by other source. In column d, please tell us how much you are requesting from Macmillan | | | |
| **Item/activity (a)** | **Total cost (b)** | **£ already secured (c)** | **£ requested from us (d)** |
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| Please do not attach any quotes with your application. However we reserve the right to  request copies of quotes you have obtained if necessary. | | | |
| **Totals** |  |  |  |
| **If awarded a grant, where would your funding be paid into?**  Please provide full details of the bank account where payment should be sent to. Please note that:  A **project bank account** is one held by the group/project who will be awarded funding. This may also be the account of the organisation that runs the group/project.  A **host organisation account** is one held by a separate organisation that is not involved in running the group/project but has agreed to hold the grant on your behalf.  Please note that we are unable to pay by cheque or into a personal bank account.  If we have not paid you before, we will require evidence of bank details, e.g. bank statement, bank letter. |  Project bank account   Host organisation bank account   None of the above. We will be opening a bank account if awarded funding.  Please provide bank details below: | | |
| Bank/building society name: Account holder’s name: Address:  Postcode: | | |

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| **Section Four: Data protection and publicity** | | |
| By submitting this form, you agree to us:   recording your details on a database, to help provide us with useful data about the applications we receive;   publishing your details on our online Macmillan Directory to help improve access to local support groups for people affected by cancer. We will contact you about this  separately.  We may also contact you from time to time by phone, email, text or post to tell you about how we can support you and how you can get involved with our work. Your details will be kept securely and only shared with our suppliers or partners who work on our behalf or with us to deliver and improve services for people affected by cancer. We never sell or swap your detail with third parties.   Please tick here if you do not want us to use your information in this way. | | |
| **Section Five: Checklist and declaration**  Before submitting this application form, please tick all boxes to confirm you have done the following: | | |
|  Discussed your application with your Macmillan Involvement Co-ordinator, and where practical, had the form signed off.   Answered all of the questions.   Checked your financial breakdown ensuring that the totals are correct and that they do not exceed the upper limits of £500 or £3000?   Attached evidence of bank account details e.g. copy statement, letter from bank. | | |
| I confirm that the information on this application is true and accurate, and have read and agree with the terms and conditions outlined in the application pack.  **Name: Signed:**  **Date:**   Seen by Macmillan Involvement Co-ordinator  **Name:**  **Signed:**  **Date:** | | |
| Once you have completed the application form in full please send the form to: | | |
| **Email:** [resources@macmillan.org.uk](mailto:resources@macmillan.org.uk) | **By post:**  Inclusion Admin and Project Support Officer, FREEPOST RLTC-ARUZ-ELSC, Macmillan Cancer Support, 89 Albert Embankment, London, SE1 7UQ | **By fax:**  0207 091 2187  *(please mark for the attention of the Inclusion Admin and Project Support Officer)* |