

INCLUSION USER INVOLVEMENT GRANTS

Supporting the development of user involvement activity across the UK



CONDITIONS OF GRANT AWARDS 2011

Please read the following conditions of grant. By signing our group agrees to abide by these conditions.

1. Grants will be paid by cheque.
2. This grant has been awarded to support the work of the cancer network partnership group or community group specified in the application. The award **MUST** be used for these purposes only.
3. Your group must keep a record of all expenditure made against this grant and make available to Macmillan Cancer Support with your end of grant report.
4. Your group must complete and return the end of grant report by the date stated. The report must include a complete record of expenditure to date. Macmillan reserves the right to ask for further information and/or supporting documentation after receiving the completed end of grant report.

If you fail to return the report by the date given, Macmillan reserves the right to require you to repay part or the entire grant.

Failure to return the report by the date given will negatively affect your group's eligibility to apply for further funding from Macmillan.

5. If part or the entire grant has not been spent within 12 months of the date of our grant offer letter, Macmillan reserves the right to ask you to repay any money that has not been spent.
6. If your group disbands or stops operating during the course of the grant, Macmillan requires a representative of the group to:
 - a. inform Macmillan as soon as a decision to cease operating is made
 - b. provide Macmillan with a breakdown of how the grant has been spent to date
 - c. provide a date for when any remaining grant monies will be returned to Macmillan.
7. If your group disbands or stops operating during the course of the grant, Macmillan retain the right to ask your group to repay any money that has not been spent.
8. In the event of a merger of groups (for example, due to merger of cancer networks or Primary Care Trusts) Macmillan will require evidence that adequate arrangements have been made to ensure that Macmillan grant award(s) will be spent solely on projects and activities in accordance with the purposes for which they were awarded. This evidence must:
 - a. confirm that **all** groups concerned have had the opportunity to discuss and agree where any remaining monies from Macmillan grants will be held. Minutes from appropriate meetings will be accepted

- b. include details of the amended expenditure plan including timescales and financial procedures, plus evidence that this has been agreed by all groups concerned. Minutes from appropriate meetings will be accepted.

If you do not provide this information to us within **six months** of the merger, Macmillan has the right to require you to repay part, or all, of the grant.

9. In the event of a merger of groups, Macmillan will require full contact details for a minimum of **two** people authorised to sign on behalf of the group in acceptance of these conditions of grant. One of these people should be a non health or social care professional.
10. Equipment or other capital assets purchased with Macmillan funding must not be sold, transferred to another party or otherwise disposed of without the group first receiving agreement in writing from Macmillan.
11. We may use your group's name, award amount and details of good practice and activities in our publications, promotional material and on our website for stories relating to user involvement and partnership working.
12. We would be delighted if you would like to acknowledge our support in your own publications but please **do not** use our charity logo without our permission. It is very important to us that it always appears in the correct colour and print style. For permission, please visit www.be.macmillan.org.uk or contact Carol Gibbons 0207 091 2007.
13. These terms and conditions will apply until the group has spent the entire grant and returned the completed end of grant report to Macmillan.
14. These terms and conditions will apply to any successors in title of the recipient, including but not limited to successors by way of merger or consolidation.

If you have any questions regarding the conditions of grant awards, please do not hesitate to contact Carol Gibbons on 020 7091 2007 or via email: cgibbons@macmillan.org.uk.