

2014 Supporting You to Help Others Grant application form



Please email completed applications to resources@macmillan.org.uk

Hard copies can be sent to:
Inclusion admin & project support officer
Macmillan Cancer Support
FREEPOST RLTC-ARUZ-ELSC
89 Albert Embankment
London, SE1 7UQ

For Office Use ONLY

Ref No: _____

Date entered: _____

Region: _____

THIS IS AN EXAMPLE OF USER INVOLVEMENT GRANT APPLICATION – THE NAMES OF PEOPLE AND PLACES HAVE BEEN REMOVED TO COMPLY WITH DATA PROTECTION.

PLEASE READ THE GUIDANCE NOTES BEFORE YOU COMPLETE THIS FORM

Contact information

Group, Individual, Organisation name:	
Contact name:	
Contact role:	
Address for correspondence:	
Postcode:	
Daytime telephone:	
Email address:	
Website address:	
Please indicate preferred contact method(s) below:	
Daytime telephone no:	<input type="checkbox"/>
Email address:	<input type="checkbox"/>
Do you have any specific communication needs? If yes, please describe below:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(Where possible we will endeavour to accommodate these needs.)</i>	
Please provide the 2nd contact details for the application below:	
Name:	
Address:	
Email:	

Tel:

INFORMATION ABOUT YOUR PLANNED ACTIVITIES

1. Please tell us briefly about the background to/or reason for the group/project or activity.

Who are we:

- Past and current cancer patients and/ or carers.

What do we do:

- Consult and listen to people whose lives are affected by cancer.
- Work on behalf of patients and carers to improve services.
- Work with and lobby health care professionals.
- Represent the voice of patients and carers at committees and at high level planning meetings.

2. Please tell us:

- **what you want to do**
- **why you want to do it**
- **how this will benefit people affected by cancer**

Following the demise of the ____ Cancer Network user involvement structures and a lack of lead cancer nurse at ____ Hospital there is a need to re-establish the identity of the ____ cancer services user group, both supporting current members to use their experience to make a difference, as well as increasing membership of the group so that is sustainable and representative of the community.

____ consistently scores in the lower percentage of the national cancer patient experience surveys, if successful with this bid the funds will be effectively and sensibly utilised to develop and channel the enthusiasm of the user group.

It will allow both patient and carer representatives to work in partnership with health professionals to identify areas of both positive and negative patient experience and use this information to develop the groups programme of work for the following twelve months and areas that we would like to look at in the future. This will ensure that cancer services in the ____ and ____ area continue to be designed and delivered in response to the needs of people affected by cancer.

Funding is requested for the following:

1. Laptop, printer, paper & ink:

A laptop will be utilised by any member of the user group and in user group meetings for a variety of functions providing central access to documents, minutes, meeting agendas and materials.

2. Promotional banners & leaflets:

The group would like to have some promotional leaflets designed which outline the aims and purpose of the group. Previous leaflets were developed by the cancer network and are out of date. Leaflets will help with the group's recruitment, leaflets could be distributed by health professionals to current cancer patients and carers, they will also be distributed in local cancer information facilities, local GP practices, local Healthwatch premises and at various networking events by the patient members. This will also help raise profile of the group amongst key organisations such as clinical commissioning groups and Healthwatch.

The group would also like to have two pull up banners with matching design so they can have recruitment stands/displays in the hospital and other relevant community venues or open days.

3. User group planning/training day:

Following what will hopefully be a successful recruitment drive and awareness raising of the group in the hospital. We would like to hold a planning day where we can discuss, agree and plan our work programme for the year ahead. Our Macmillan Involvement Co-ordinator has also suggested we use half of this day for some bespoke training/facilitation support relevant to our groups needs.

4. Travel expenses for Cancer User Group members for 6 meetings, 2 outreach/networking events

Following the demise of the cancer network patient and carer representative no longer receive any travel expenses to reimburse the cost of travelling to and from meetings and connected CSUG work. We feel this is a barrier to involvement and with the current financial constraints facing the NHS it is difficult to source funding for this. We currently have 8 regular members of the group but hope to increase this to 15, so we are requesting travel expenses for a year's meetings, plus outreach/promotional work for 15 members.

3. Tell us how you know this activity or project is needed

To encourage recruitment into the ____ and ____ cancer user group and to continuously strive to actively participate in raising the profile of the cancer user group to our local population. This would be through a variety of ways through posters, leaflets, attending events to publicise the user group to inform the local area of the work and how this has a positive impact on patient experience of cancer in ____ and ____.

Previous recruitment into the group has not been sustainable and with the demise of the cancer networks and lack of Lead Cancer Nurse post within ____ and ____ Hospital if we were successful in our application for funding would undoubtedly enable the group to have the ability to put their knowledge, enthusiasm and motivation into the above.

The cancer services user group needs to be operating effectively with active membership so the hospital has a system for involving patients in the design and improvement of cancer services and improving levels of patient experience.

4. Who will be involved in the group, project or activity and how will they be involved?

We currently have 8 members, but plan to grow to have 15 members over the next year. Face to face interviews enable wider levels of patient feedback and the information gathered in these exercises is used by the group.

The following people are currently working together on the cancer services user group work:

____ – Lead Cancer Nurse ____, to provide clinical leadership and support to user group from the acute hospital perspective.

____ – Cancer Services Manager ____ – overall sign off for trust projects and finances, cancer budget holder

____ – Chair of ____ and ____ Cancer User Group: to lead on the recruitment and awareness of the group/project

____ – Deputy chair of ____ and ____ Cancer User Group: to support chair of user group in the above.

5. How will you ensure people affected by cancer from every community can be involved?

OR

If you only want to invite specific groups of people affected by cancer to be involved, please explain why

To promote the user group in the primary and secondary care setting to facilitate recruitment and the work of the group.

To explore the potential of a 'user event' for people affected by cancer.

To continue the successful face to face interviews with cancer patients at ____ Hospital to provide comparative data both locally and nationally with the result of the national cancer patient experience survey, this also means people's views are captured outside of the meetings.

6. Tell us how people affected by cancer have contributed to this application

The Lead Cancer Nurse has worked with all members of the user group to develop the content of this application.

7. How will you evaluate the project or activity to find out if it has been successful?

- To monitor the number of people successfully recruited into the cancer user group
- To produce a document transcribing the number of events and outcomes the user group have attended to promote the focus and achievements of the group.
- This will be a rolling agenda item on user group meetings and will be minuted.

8. If you are requesting funding for *training and development or conference attendance* in order to implement your plans, please explain the benefits to you and the activity/project

User group planning/training day:

Following what will hopefully be a successful recruitment drive and awareness raising of the group in the hospital. We would like to hold a planning day where we can discuss, agree and plan our work programme for the year ahead. Our Macmillan Involvement Co-ordinator has also suggested we use half of this day for some bespoke training relevant to our learning needs, which will be discussed once we have increased membership.

9. Finally, list the three main outcomes you hope to achieve with this funding. We will ask how these outcomes have been achieved in your end of grant report.

Examples of possible outcomes: Increased membership to the group; better communication and outreach to group members;

Outcome one:

To initiate successful and sustainable recruitment of people affected by cancer to the ____ and ____ Cancer User Group through publicity and supporting user group members financially to attend bi monthly meetings.

Outcome two:

To agree, design, publish, print and disseminate promotional material describing the work of the user group.

Outcome three:

To work in collaboration with _____ Hospital in continuing to gain a deeper understanding of the experience of local cancer patients experience through a series of face to face interviews. This will provide a local benchmark which can be utilised as comparative data alongside the National Cancer Patient Experience Survey.

BREAKDOWN OF FUNDING REQUESTED

Please provide a full breakdown of the funding required stating the cost of each individual item/activity.

Item/Activity	Total cost of item/activity £	Funding requested from Macmillan for item/activity £
e.g. room hire (2hrs x 12 meetings)	£550.00	£250.00
Printer, paper and ink	£80.00	£80.00
Laptop with bag	£430.00	£430.00
Promotional banner x2 @£50 each	£100.00	£100.00
Design and print of 400 promotional leaflets	£400.00	£400.00
User group planning/training for 15 members:		
Macmillan trainer/facilitator for ½ day and travel costs	£250.00	£250.00
External venue hire including one serving of tea/coffee & lunch & projector hire	£120.00	£120.00
Travel expenses for Cancer User Group members for 6 meetings, 2 outreach/networking events (based on 0.40 per mile/per average 30 miles per event for 15 people)	£1440.00	£1440.00
Please confirm the total amount you are requesting	£2820.00	£2820.00

Please do not attach any quotes with your application. However we reserve the right to request copies of the quotes you have obtained if necessary.

PAYMENT OF SUCCESSFUL GRANTS

(Please read the guidance notes (if we haven't paid you before we will require evidence of the bank account before awards can be paid)

1. Does your group/project have a bank account in its own name?

Yes No

If **yes** please provide the bank account name :

If **no** please go to question 2

2. Are you going to set up a bank account for your group or project?

Yes No

If **no** please go to question 3

3. Has another organisation agreed to hold the grant award (if successful) on your behalf?
We will contact this organisation to obtain documentation before issuing award cheques.

Yes No If **yes** please provide the following details for this organisation:

3. cont.....

Organisation name/address:
Contact name/ role:
Contact email:
Contact telephone number:

If you have answered 'no' to all 3 questions and are NOT an individual, please note that we are unable to pay grant funds awarded to a group or an organisation by cheque or into a personal bank account

If you are an individual we will discuss the payment options with you if you are successful.

IMPORTANT INFORMATION

Please make every effort to discuss your application with your local Macmillan Involvement Coordinator (MIC) before submission (details of your local MIC can be found in the guidance notes). **If you do not do so we reserve the right to refuse your application.**

Please do not attach anything to your application (apart from bank details if you have these to hand), however we reserve the right to request copies of quotes if necessary.

Data Protection:

By submitting this form you agree to us recording your details on our database, so we can provide you with the best possible support every time you contact us.

We will 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 team. 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 details with third parties.**

Please tick here if you do not want us to use your information in this way.

SIGNATURE (*Electronic signature or typed is acceptable, we **do not** require a hard copy signature*):

Please **do not attach or enclose** any other documents to this application (apart from bank evidence if applicable)- if we need more supporting information we will contact you

Signature:

Print name:.....

Date of signature:

BEFORE SUBMITTING YOUR APPLICATION PLEASE CHECK

You have contacted your local Macmillan Involvement Coordinator to discuss your application	<input checked="" type="checkbox"/>
You have answered every question	<input checked="" type="checkbox"/>
Your contact details are correct	<input checked="" type="checkbox"/>
The budget headings within your financial breakdown in question 9 reflect the description of the activity or project you plan to undertake in question 2.	<input checked="" type="checkbox"/>
The figures in your financial breakdown are accurate, add up to the total you have given and the funding you have requested from Macmillan does not exceed the upper limit of either £500 or £3000.	<input checked="" type="checkbox"/>
You have not enclosed or attached any additional information	<input checked="" type="checkbox"/>

MONITORING INFORMATION

Who are you supporting and/or working with? (please tick & give examples)

People with a specific cancer type (i.e. breast, prostate).....

People from a particular community (i.e. men, South Asian, LGBT).....

Carers

Healthcare professional.....

People doing a shared activity or interest (i.e. football, gardening, art).....

When was your group or project set up?

Which geographical area/s does your group or project cover?

Is your group aimed at a specific group of people? (if so, please specify)

A certain age group:

18-26 years old

27-35 years old

- 36-45 years old
- 46-55 years old
- 56-65 years old
- 66-75 years old
- 76-80 years old
- 80+ years old

A specific ethnic group:

- White
 - Gypsy/Irish Traveller
 - Irish
 - English/Welsh/Scottish/Northern Irish/British
 - Other White
 - Indian
 - Pakistani
 - Bangladeshi
 - Other Asian
 - Chinese
 - African
 - Caribbean
 - Other Black
 - White & Black Caribbean
 - White & Asian
 - White & Black African
 - Other Mixed
 - Arab
 - Other (please specify)
-

Is your group gender specific (how your members might think of themselves) *you can tick more than one*

- Male
- Female
- Prefer not to say
- Please tick if this is different from the gender your members were assigned at birth

Does your group support people from a particularly religion:

- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- Sikh
- No religion
- Don't know
- Other religion (please specify)

Does your group specifically cater for any of the following groups:

- Bisexual
- Gay
- Heterosexual
- Lesbian

How many members does your group or project have? (if applicable). Please provide breakdown below:

Patients:

Carers:

Others (e.g. CNS):

People not affected by cancer (if the group also support people not affected by cancer):

Total number of people involved:

If this is not a one off project/activity, how will you sustain the project or activity after any funding awarded from this grants programme has been spent?

How did you find out about the grants programme?

Macmillan Cancer Support website

Macmillan Involvement Coordinator

Other: