

Guidance Notes to support an application to Lingen Davies Cancer Fund for a grant.

Note that a member of the Lingen Davies Cancer Fund staff team may be available for consultation in completion of the grant application form. However, the advice will be given in good faith and must not be taken as a definitive view of the Trustees. Staff members do not have a vote at board meetings.

Applicants are responsible for the accuracy and validity of all statements and submissions made.

Background

Lingen Davies Cancer Fund is a charity registered with the Charity Commission under No. 1160922.

The object of Lingen Davies is:

- (a) the relief wholly or mainly of cancer patients residing in Shropshire, Telford & Wrekin, and Mid Wales ('the charity's area) in particular but not exclusively by providing
 - (i) grants to support the work of cancer healthcare professionals based within and serving cancer patients in the charity's area, and
 - (ii) services direct to such cancer patients if the Trustees deem it appropriate
- (b) the prevention of cancer by raising awareness in the charity's area notwithstanding that these may also benefit some cancer/non-cancer patients residing outside the charity's area

To be eligible for consideration by the Board of Trustees, proposals or projects must fall within the Charity's stated object.

Trustees will exercise a degree of discretion as to whether an application meets the Charity's overall aims.

1.0 Criteria

Applications for funding will be accepted from any group for programmes or projects that meet the following criteria

- 1.1 To develop or provide services for the benefit of cancer patients residing within the areas of Shropshire, Telford & Wrekin and/or Powys.
- 1.2 Where services are provided for patients from other geographical areas in addition, the application will show how this element is funded. Priority will be given to services to be provided within Shropshire, Telford & Wrekin, and Mid Wales.
- 1.3 Applications will be considered for infrastructure, equipment, or service development. They will not be considered for individual patient treatment. This may include:
 - a. Improved access
 - b. Improved quality
 - c. Improved outcomes
 - d. Improved patient experience
- 1.4 Applications must relate directly to patients with (or suspected of having) cancer or their carers (note carer refers to those individuals, usually family members directly caring for someone with cancer).
- 1.5 Applications must demonstrate they meet a need which is not currently met elsewhere within the area.
- 1.6 Applications must be able to demonstrate a direct and tangible patient benefit.
- 1.7 Applications must have a single lead applicant (host organisation) whose nominated representative will be the point of coordination and contact. This person is expected to take responsibility for accuracy of information in the bid as well as actions arising during and after the application.
- 1.8 Applications must have the support of the Executive Board and/or Accountable Officer of the applicant organisation.
- 1.9 Where appropriate, applications must fit with the current health economy cancer commissioning strategy and have the support of the relevant commission organisation.
- 1.10 Lingen Davies Cancer Fund will not consider funding the revenue costs of programmes indefinitely. Where revenue costs form all or part of an application, these must be for a specified period of time, and we would expect to see evidence of planning for how these costs would be met after the end of the grant period (where applicable). Applications that are unable to demonstrate a sufficient plan for any necessary future funding will not be considered. Bids will not be considered in cases where Trustees believe a service or process is the direct responsibility of the NHS to fund and provide (core services).

- 1.11 Applications will only be considered for projects that have a defined outcome or endpoint (either entirely or in a single phase). Applications that are uncertain in outcome, require further work or lack detail will be rejected.
- 1.12 Applications that require match funding from one or more additional partners should have an agreement in principle that secures the match funding from partner organisations. Evidence of this must be submitted with the application form. Trustees will use their discretion where the applications are parallel processes.
- 1.13 Where a grant from Lingen Davies Cancer Fund is to be used to lever additional or future funding from other bodies (whose processes may not map entirely to those set out here), Lingen Davies Cancer Fund will be sympathetic to bespoke submissions that allow greatest overall benefit.
- 1.14 The main grants process should be used for grants of £10,000.01 or more. Grants of £10,000 or less should be requested through the Small Grants Process.
- 1.15 Applications will be considered from any healthcare provider or organisation. However, Lingen Davies Cancer Fund will expect that the services supported by its funding will remain free at the point of delivery for all those accessing it.

2.0 Specific Detail

- 2.1 All applications must include a completed grant application form. However, the submission of detailed papers and supporting business cases are strongly encouraged to give Trustees greater understanding and to support the decision-making process.
- 2.2 Applications must be fully completed on submission. Papers with 'information to follow' or awaiting confirmation' will be returned for completion and possible future submission. Trustees will not consider applications when the full facts are not present.
- 2.3 Applications must have the fully signed support of the Executive Board and/or Accountable Officer of the applicant organisation. It is a requirement that a letter of support confirming this is included within the application. Board minutes that underpin this will need to be submitted, but it is accepted that there may be a delay in their submission due to the organisation's agreed board dates and processes. No payment will be made until these papers have been submitted.
- 2.4 Where clinical claims are made for the increased clinical efficacy of a process, Trustees will require the written confirmation of a senior clinician that this claimed improvement has been clinically validated and can be demonstrated. Lingen Davies will not fund trials or experimental treatments.

- 2.5 Applicants must ensure that the application covers the full costs required. The charity will not consider a request for increased funding. The charity recognises that joint, multiple or match funding applications may have a degree of uncertainty as to the final amount. This must be reflected in the application and the range of funding required must be indicated.
- 2.6 Submissions will be made in writing and with full information to the Lingen Davies Appeals Office marked for the attention of the Operations Manager. An electronic submission is encouraged.
- 2.7 Lingen Davies Grants Committee will meet whenever there are sufficient applications to consider (usually quarterly), and they will make recommendations to the full Lingen Davies Board.
- 2.8 Grants will only be confirmed if they are approved by the full Lingen Davies Board.

3.0 Governance

- 3.1 Applicants must detail the outcomes or service improvement that the bid will deliver.
- 3.2 Applicants will report progress to the Lingen Davies Trustees on a regular basis; both in the programme development and the post implementation phase. Details for doing this should be included within the application.
- 3.3 Where claims for increased efficacy or improved outcomes were made with the grant application, Trustees will require updates on the improvements achieved. The application should set out how this is to be achieved.
- 3.4 Applicants receiving funding will usually draw down funding as expenditure requires. Proof of this expenditure must be provided.
- 3.5 Where a grant has been made for a project that is no longer required or viable, Trustees may require the return of all or some of the funding already made.
- 3.6 The remit of the Lingen Davies Cancer Fund is the relief of cancer patients in Shropshire, Telford & Wrekin, and Mid Wales. The charity understands that some projects may have benefits to people who do not have cancer, or who may live outside of our area of operation. We will consider these provided that the project can be shown to meet the criteria of benefitting “wholly or mainly” cancer patients in our region, as per our objects, shown on page one.
- 3.7 Successful applicants will be required to enter into a grant agreement with Lingen Davies Cancer Fund detailing commitments and expectations. A sample agreement will be included with application forms. Applicants are required to confirm on submission of their application that they are prepared to enter into this agreement and accept its terms.

4.0 Financial Matters

- 4.1 Payment may be made as a single grant, as a staged payment or as a draw down account. This may be with or without conditions attached.
- 4.2 Where conditions are attached to a grant, the applicant will be required to demonstrate that those conditions have been met before funds will be released.
- 4.3 Where joint or matched funding applications are made, Lingen Davies funding will be held back until all parties have confirmed funding.
- 4.4 The main grants process applies to grants of £10,001 or more. Grants for £10,000 or less should be submitted through the Small Grants Process.
- 4.5 Applicants would be expected to discuss grant applications exceeding £250,000 with the Lingen Davies Trustees before submitting an application as the charity reserves the right to consider how best to fund such an application

5.0 Timescales and process

- 5.1 Submissions must be made no less than 4 weeks before the formal board meeting for approval. Applicants will be encouraged to submit earlier than this to allow time for discussions prior to the meeting.
- 5.2 A list of the dates of future board meetings can be obtained from the Lingen Davies Fundraising Office.
- 5.3 On receipt of an application, the Operations Manager will confirm that the bid meets the criteria and can be considered by the Grants Committee. Applications that fall outside the criteria will be rejected. Applicants are advised to contact the Operations Manager prior to submitting an application; they will be able to give an indication of the current grant-making demands on the charity and timescales for beginning new fundraising projects.
- 5.4 Submissions will all be considered by the Grants Committee in the first instance; applicants may be invited to attend a Grants Committee meeting or answer queries from the committee via email in advance of the application progressing to the Trustee Board.
- 5.5 The Chair of the Grants Committee will make a formal recommendation to the Board of Trustees on each application received.
- 5.6 The Board of Trustees may wish to append specific terms or conditions to any grant.
- 5.7 The Operations Manager will inform all applicants of the outcome in writing.

- 5.8 Those awarded a grant will need to confirm in writing their acceptance of the grant and any terms and conditions within 10 working days of receipt of notification.
- 5.9 All grant recipients will be expected to give prominent recognition to the Lingen Davies Cancer Fund in any outcome or output from the grant. Specific terms may be agreed as part of the grant agreement.
- 5.10 It is a prerequisite that successful applicants will agree to take part in any publicity, promotion or other public events as required by Lingen Davies Cancer Fund.
- 5.11 Successful applicants will be required to enter into a grant agreement with Lingen Davies Cancer Fund detailing the commitment and expectations.

6.0 **Guidance on measuring Outcomes and Benefits**

- 6.1 Align your bid to one of the main Lingen Davies strategic objectives.
- 6.2 These are:
- Improving Cancer prevention in our community.
 - Enhancing cancer treatment and services locally.
 - Support people to live well, with and beyond Cancer.
- 6.3 For this chosen objective, set out (linking this objective to statements you have already made in your bid) how you will measure that this bid meets that objective.
- 6.4 There should be no more than one metric for each statement against an objective.
- 6.5 You can include any number of measures, but each one must be distinct from the others. We suggest you may want to consider the number of objectives in relation to the size and complexity of the bid.
- 6.6 Please note that all statements or outputs need to be SMART, (Specific, Measurable, Achievable, Realistic and Timely).
- 6.7 Where the application also meets another of Lingen Davies strategic objectives you may want to set this out as a secondary objective. These should be labelled S1, S2 etc.
- 6.8 Recipients of grants are expected to report to the grants committee on progress at least twice per year. Applicants should therefore consider metrics at a six-monthly increment. You will need to show what good measures of ongoing success at each of these points are.
- 6.9 Please note that this is not a performance metric in the business management sense where targets are set as a punitive tool. Rather this is to allow Lingen Davies and yourselves to see that the programme is largely on track and offer support and additional input if needed to ensure success. What the Lingen

Davies Grants Committee need is either numerical or narrative measures that allow us to quantify that the programme is where we expect it to be.

- 6.10 Lingen Davies Cancer Fund want this to be a transparent and supportive process, where grants are awarded in a meaningful way. If you want to discuss your application before submitting, please contact the Chief Executive Officer.