

# Lingen Davies Small Grants-

## Application Guidance Notes



Please read the below notes before you begin your Small Grants application. These should answer all of your questions, but if you would like to discuss the process or need any further assistance please contact Louise Dawson, Operations Manager at [louise.dawson@lingendavies.co.uk](mailto:louise.dawson@lingendavies.co.uk)

### Application Criteria

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

The object of Lingen Davies Cancer Fund 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

Any grants given must support the above objectives, and the trustees will need to be satisfied of this in order to accept an application.

We are interested in funding new and creative ideas, however we will not usually fund:

- (a) Individual patient treatment
- (b) Research, clinical trials, or experimental treatments for individual patients.
- (c) Ongoing revenue costs of programmes. In order for a grant to be approved, any ongoing costs must be covered from another source
- (d) Cases where Trustees believe a service or process is the direct responsibility of the NHS to fund and provide (core services)

We are focussed on funding new ideas and projects, so it is unlikely that we would fund work you have already started. If you are looking for top-up funding for an existing project, please speak to us prior to submitting an application.

Applications will be considered from any healthcare provider or organisation providing services or support to people with cancer, or to organisations working to prevent cancer in our community. 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.

If your application requires additional funding from other partners, you should have an agreement in principle that secures this before you submit your form- you will need to let us know where this funding is coming from. Trustees will use their discretion where the applications are parallel processes.

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### The Application Process

You need to submit your Small Grants application form fully completed, along with a letter of support for your proposal from the Accountable Officer from your department or organisation. This is the person who has the authority to approve the implementation of your proposal, and any relevant ongoing costs. This should be submitted to Louise Dawson, Operations Manager, at [louise.dawson@lingendavies.co.uk](mailto:louise.dawson@lingendavies.co.uk)

On receipt of an application, the Operations Manager will confirm that it meets the criteria and can be considered in the small grants process. If the application does not meet the criteria, we will contact you and let you know why it cannot be progressed.

If your application meets the criteria, it will be processed as follows:

- Applications up to £1,000 - Will be considered by the Chair of the Grants Committee plus one other member of the committee
- Applications £1,000 <> £5,000 - Will be considered by the Grants Committee (as assigned by the Trustee Board)
- Applications £5,000 <> £10,000 - Will be considered by the Grants Committee and a recommendation made for a decision by the full Trustee Board

### Timescales

For applications up to £1,000, we will do our best to make an initial decision within 15 working days. Application for £1,001-£10,000 may require more time, but you can expect a decision within 6 weeks of submitting your form. If we are not able to meet these timescales, we will contact you and ensure you are aware of the progress of your application and a realistic timescale for completion.

If you are awarded a grant, you will need to confirm acceptance in writing, along with any terms and conditions within 10 working days of receipt of notification. You will be required to enter into a grant agreement with Lingen Davies Cancer Fund detailing the commitment and expectations. All communications on the application are subject to contract and your grant will not be confirmed until the terms are agreed, and the grant agreement is signed.

### Finance

Your application must cover the full costs required- we will not consider a request for increased funding once a grant has been approved. Please make sure you are considering all work related to this project, including any enabling works or installation when developing your proposal.

We understand that joint, multiple or match funding applications may have a degree of uncertainty as to the final amount; in this case, the range of funding required must be indicated in the application. We may offer a single grant or staged payments, which may be with or without conditions attached. Where conditions are attached to a grant, the applicant will be required to

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demonstrate that those conditions have been met before funds will be released. Where joint or matched funding applications are made, Lingen Davies funding will be held back until all parties have confirmed funding.

Please include any quotes you have received for your project, along with your application.

### **Guidance on measuring Outcomes and Benefits**

Please align your bid to one of the main Lingen Davies strategic objectives. These are:

- Improving Cancer prevention in our community.
- Enhancing cancer treatment and services locally.
- Support people to live well, with and beyond Cancer.

For this chosen objective, you should set out (linking this objective to statements you have already made in your bid) how you will measure that this bid meets that objective. There should be no more than one metric for each statement against an objective.

Please note that as this is a small grants application, the measurement and effort to measure the bid must be proportionate to the size and complexity of the bid.

Please note that all statements or outputs need to be SMART, (Specific, Measurable, Achievable, Realistic and Timely).

Recipients of grants are expected to report to the grants committee on progress.

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 assure us of 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.

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.

### **Your project**

We will expect your project to run within the timescales you have indicated. If you need to make a change to these, please speak to us as soon as possible. If a project runs significantly outside of the agreed timing, the trustees reserve the right to rescind the offer of funding.

It is important that we maintain a high profile for Lingen Davies Cancer Fund to secure future funding for the charity. We will expect successful applicants to take part in any publicity, promotion, or public events relevant to your grant. It is expected that Lingen Davies Cancer Fund is given prominent recognition in any outcome or output from the grant. This may include the requirement for equipment to be labelled or visible signs of recognition within the unit (e.g. plaques). Specific requirements may form part of your grant agreement.

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We will agree with you how you will report back on the progress of your project with us- we are really keen to hear about, and celebrate, the impact of the grants we make!

**Naomi Atkin**

**Chief Executive Officer, Lingen Davies Cancer Fund**