



## SMALL GRANTS: Guidance notes

Applications to this grant scheme must be received by  
**1pm on 13 May 2019, 21 Oct 2019, or 2 Mar 2020**

### What is the aim of Communities Against Cancer?

To support communities to improve their own health and reduce their cancer risk by:

- increasing awareness of the signs and symptoms of cancer
- encouraging people to get cancer screening
- encouraging people to seek help at an early stage
- helping people to prevent cancer by living more healthily

This funding programme is to **prevent** people getting cancer and/or make sure they seek help at an **early stage**. It is **not** designed to support people already living with cancer. Please make sure your project meets this requirement.

### What kind of grants are available?

This project is offering two levels of grant:

- **Small grants of £50-£500**
- Large grants of up to £10,000

The information in this document relates to **small grants**.

### Why do we want to give these grants?

In parts of Hampshire and Dorset, there are very significant health inequalities. Some communities experience far worse health than other communities.

We are trying to reduce these inequalities by making sure that **everyone** understands how to spot the signs and symptoms of cancer and how to make their cancer risk as low as possible.

The grants are aimed at supporting people who are **less likely to know how to look after their health or are less able to do so**. Examples of these groups include:

- Black and Minority Ethnic (BME) groups
- People struggling financially
- People with mental health problems
- Informal carers
- Men
- People with learning difficulties
- People who are socially isolated
- People from Gypsy, Roma and Traveller backgrounds
- British Sign Language users

**These are just examples -** there are many other people that could benefit from grant funded activities.

## Who do we want to give grants to?

Anyone who has an idea that will meet the aims of the project. This could be an organised group or an individual.

If you feel that people in your community have poorer health (in relation to cancer) and would benefit from learning how to improve it, then we would love to hear from you.

## Where should you be working?

We are targeting these locations:

- Portsmouth (and surrounding areas such as Havant and Gosport)
- Southampton (and surrounding areas such as Eastleigh and Hedge End)
- Isle of Wight
- Bournemouth
- Christchurch
- Poole
- Weymouth and Portland

We will prioritise the above locations but if you are near these areas, we will still consider your application. Please see the map [here](#)

### Who is running Communities Against Cancer?

Action Hampshire (a charity) is running this project across Hampshire, Isle of Wight and Dorset with money that Wessex Cancer Alliance has provided. The project team is:

**Joanna Dixon** – Project Manager

**Kevin Sawers** – Grants Officer

**To be appointed** – Project Co-ordinator



<http://actionhampshire.org/>



<http://wessexsenate.nhs.uk/clinical-networks/cancer/>

Our decision on grant applications and monitoring is final, although we may be able to discuss with you why you weren't successful or why we need more information from you.

For any queries about the grant programme, please contact Kevin on 01962 857358 or [by email](#)

## Data protection and usage

- We will add basic details about your organisation (including your contact details) to our database. This is necessary for us to manage your grant application and follow up contact.
- We will share these details with Wessex Cancer Alliance (the funding body) and its constituent organisations.
- If you are awarded a grant, we would like to publicise details of the activities that you'll be doing. We will discuss this with you later but feel free to contact us with any queries or concerns.

## How much is the grant?

£50 to £500

In exceptional circumstances, it may be possible to award a little more than £500, but please contact Kevin (details above) to discuss this before sending in your application.

## Length of grant?

The start date needs to be at least a month after the application deadline. This will allow time for us to consider all the applications and confirm which ones have been successful.

We expect that your work will be finished within about 6 months of the grant award being confirmed (and definitely by June 2020).

### Who can apply?

If you can answer “yes” to all the questions below, you can apply to us for a grant.

1. Does your idea benefit people who are less likely to have knowledge about the signs, symptoms and prevention of cancer? Or who are less likely to have screening from the NHS?
2. Is your idea based in (or near) the geographical areas outlined above?
3. Is your idea ‘not for profit’? This means that your idea is intended to help other people and not for your own financial gain.

We don’t mind whether you are a formal or informal group, a bunch of friends, or even an individual. As long as your idea meets the aims of the project, we will consider you for a grant.

We will pay the grant in slightly different ways depending on whether you are a group or an individual, but we will provide more information about this if your application is successful.

## What can you spend the grant on?

We want to help you increase your group or community’s awareness and knowledge about cancer. We will cover all (or part) of the costs of activities that can help you to achieve this goal.

You don’t have to achieve this goal immediately. We know that change takes a long time. But we need to know how you plan to work towards the goal.

You know your own community best, so we don’t want to tell you what you should do. We would love to hear your ideas. Some examples of possible projects are:

- Healthy cooking workshops
- Ladies’ coffee and cake morning with an explanation of breast self-checking
- Cancer awareness event at your place of worship
- Help so informal carers can go for cancer screening without worrying about their loved one
- Group ‘cook up’ and discussions
- Parent and toddler play sessions with information about cancer
- A pub evening to talk about cancer screening and self-checking
- A drop-in session at a community celebration
- Translate useful information into your community’s first language

**But these are just a few thoughts, and you are likely to have much better ideas.**

## **Do you have to know a lot about cancer?**

No! You don't have to know anything about cancer in order to apply for a grant. We will run 'Cancer Champion' training sessions to tell you all you need to know about cancer screening and early diagnosis. Then you will be able to share this knowledge with your community.

We want to give grants to people with great ideas to help their community, not just to people who already know a lot about cancer.

## **How should you make the application?**

The easiest way for us is if you fill in the application form and email it to us. The application form can be found [here](#)

But if you don't feel confident to fill in the forms, you can telephone us and we will have a conversation and ask you the questions on the form. Or you could film yourself answering the questions and send the video to us.

We don't mind how you apply, but we do need the **answers to the questions on the application form**. We can't award a grant without them.

We need to receive your application by **1pm on 13 May 2019**.

Applications received after this time will not be considered in this round, but there will be two more rounds of funding with deadlines of 21 Oct 2019 and 2 Mar 2020.

## **If we award you a grant, how will we monitor it?**

We will ask you for a simple report showing what you have done, how you have spent the grant money, and what difference you have made. This may include receipts or similar evidence of expenditure.

We will ask questions such as:

- What has gone well / what has helped / what difference has it made (you can use case studies, photos, videos, written accounts etc as examples)
- What hasn't worked so well? Please be honest – all your feedback will be valuable!
- What have been the barriers / difficulties?
- What would you do differently next time?
- Other information to help achieve the project's aims

## **What else will you need to do if you receive a grant?**

- You, or someone involved with your idea will need to attend one of our Cancer Champion training sessions, usually before your funded activities begin. This will mean that you can provide high quality and accurate information about cancer awareness.
- We would like to visit some of the activities that we have funded. You must agree to us attending one or more of your activities if we ask, unless there is a genuine reason why this would cause a problem.
- You will keep evidence (e.g. receipts) of how you have spent the grant, ready for us to check if we ask.

- We appreciate that your plans and costs might change. If you are experiencing problems with your project, please talk to us!

These problems might be:

- Your project has hit a problem or what you planned to do is not working
- You can't spend all the money
- Things are more expensive than you budgeted for

We are very flexible and can help you with these things.

### **What next?**

1. If you would like to talk to someone about your idea, please contact Kevin on 01962 857358 or reception on 01962 854971. Or email [kevin.sawers@actionhampshire.org](mailto:kevin.sawers@actionhampshire.org)
2. Send us your application by **1pm on 13 May 2019**
3. We will let you know by 14 June if your application has been successful

If you are not successful this time, there will be two further rounds of funding with application deadlines on 21 Oct 2019 and 2 Mar 2020