

Answer Cancer Innovation Fund (Swinton)

July 2024

Guidance for Applicants



The **Answer Cancer & Wellbeing Matters** programmes are joining forces to offer grants of up to £2,000 for Salford-based VCSE groups to help increase and enhance the range of support groups and activities for people living with, and affected by, cancer in Swinton.

Who can apply?

To apply, your group or organisation must meet the eligibility criteria below:

<ul style="list-style-type: none">• Constituted as a voluntary, community or social enterprise (VCSE) group or organisation	
<ul style="list-style-type: none">• Full membership of Salford CVS at the time of application	
<ul style="list-style-type: none">• Based in Salford with a strong track record of delivery in Swinton	
<ul style="list-style-type: none">• Have an organisational bank account with two signatories who are not related to each other OR a holding account at Salford CVS	
No annual turnover limit	
Organisations previously receiving Answer Cancer or Wellbeing Matters Community Asset Fund grants are welcome to apply.	

Important dates

Closing date for applications	12.00 noon on Friday 2nd August 2024
Decisions to be made by	August 2024
Delivery period	September 2024 – February 2025

The Answer Cancer Innovation fund is supported by NHS Salford Integrated Care Partnership (ICP) as part of Salford CVS' Third Sector Fund.



About Answer Cancer

[Answer Cancer](#) is a partnership of four VCSE organisations working together to improve cancer awareness and increase uptake of cancer screening across Greater Manchester. They do this a number of different ways including delivering cancer screening awareness sessions, through email newsletters, networking events, training sessions for individuals, groups and organisations, regular stakeholder meetings and distributing grants to VCSE groups embedded in communities. All of which help encourage communities who are less likely to take up screening to attend their appointments.

About Wellbeing Matters

[Wellbeing Matters](#) is a social prescribing approach which enables statutory health and care services such as GPs & nurses to refer to the VCSE sector. The aim of the approach is to support people to connect with their local community assets in order to support their wellbeing and independence, and therefore reducing the need for intervention by other health care services.

What is the Answer Cancer Innovation Fund?

In 2019 Greater Manchester Social Care & Health Partnership estimated that 16,000 people in GM are newly diagnosed with cancer each year. In 2022 the GM Cancer Alliance estimated that there would be 20,000 more GM residents living with cancer as a result of delayed diagnosis of cancer due to COVID-19.

Currently, there is a limited range and variety of support groups and activities for these people living with cancer and those supporting them, however increased rates in cancer diagnosis will increase the demand for these types of groups. In recognition of this, funding has been allocated to offer small grants and investments to help increase and enhance projects for people living with, and those affected by cancer. **Only projects delivered in Swinton*, and supporting beneficiaries living in Swinton*, will be considered as eligible for funding.**

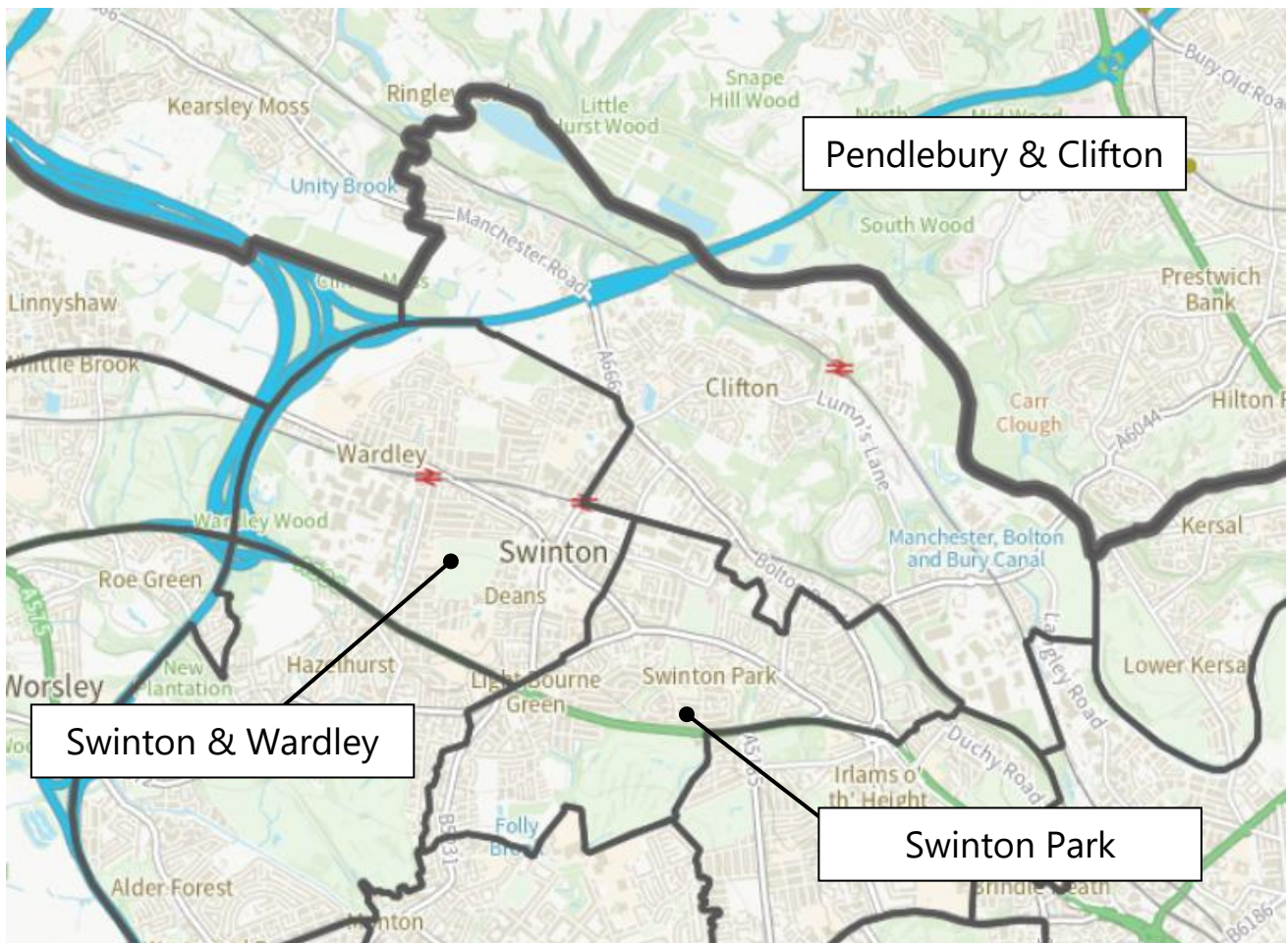
*see below for definition of the 'Swinton' area.

Swinton as the area of focus

The area of focus for the Answer Cancer Innovation Fund is the Swinton Primary Care Network area.

It is defined as the following Salford Wards:

- Swinton & Wardley
- Swinton Park
- Pendlebury & Clifton



Priorities of the fund

The Answer Cancer Innovation fund is looking for projects that will:

- Deliver in Swinton, supporting Swinton beneficiaries.
- Build on, or enhance, a current support service or activity **OR** create and deliver a new project for people impacted by cancer.
- Educate and raise awareness of the signs and symptoms of cancer and the benefits of screening.

Awareness Raising

The main focus of this fund is to develop self-help or social activities for people with cancer and those supporting them (friends and family) to attend, however Answer Cancer and Wellbeing Matters would like to see that projects are proactively and positively raising awareness of cancer signs and symptoms and the importance of attending screening. This will improve early diagnosis and lead to more lives being saved. **All successful organisations will be required to attend Cancer screening awareness training.**

What can the grant be used for?

The grant can be used to pay for any reasonable project costs, including equipment, volunteer expenses, training, refreshments, and additional staff-time. A grant may be used as match funding for other local grants with similar purposes.

We are open to a wide range of project ideas as long as they enable your group or organisation to deliver a project in Swinton that supports people living with or supporting people living with cancer. The aim of the fund is to help increase activities this can include developing a new activity or enhancing a current activity e.g. increasing the capacity of an activity or the duration of a session; etc.

Some examples:

- Chat and share sessions
- Support group
- Therapeutic gardening sessions
- Walking group
- Dance class
- Arts & Crafts
- Cooking class
- And many more

What policies/other documentation are required?

All organisations will be expected to have the following policies in place at the time of submitting their application:

- a) Health and Safety Policy
- b) Equality/Diversity Statement or Policy
- c) Volunteer Policy
- d) Public Liability Insurance (Cost can be included in budget)
- e) Risk assessments
- f) Safeguarding Adults policy (if applicable to project activities)
- g) Safeguarding Children policy (if applicable to project activities)

How to apply

Please complete an application form and return it to grants@salfordcvs.co.uk before the deadline, **12.00 noon on Friday 2nd August 2024**

What support is available to applicants?

Answer Cancer team: If you need advice or guidance in shaping your project idea, please contact Jenny Capper. Email: jenny.capper@salfordcvs.co.uk

Salford CVS's Grants team: If you have any questions about the application form or would like some support writing an effective application including a draft read through please contact: **Ashley Chapman**, Grants Development Worker at Salford CVS. Email: ashley.chapman@salfordcvs.co.uk Tel: 07421 125355

If you have an administrative question or concern, please contact the Grants Team at Salford CVS by email grants@salfordcvs.co.uk or phone 0161 787 7795.

When will we hear the outcome?

Decisions can be expected late August 2024. Unsuccessful applicants will be provided with a short summary of feedback from the assessment panel.

How long do we have to spend the grant?

All projects must be completed by the end of February 2025.

What are the reporting requirements?

Grant holders will be required to submit a short end of project report form outlining the outcomes and learning from the project by **31st March 2025** (or within one month of project completion, whichever is sooner).

Please note, we may select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you are in need of any support. You may also be selected to take part in a case study interview to provide a more in-depth understanding of what has been achieved and the impact of the grant.

Any further questions?

Please contact the Grants Team by phone 0161 787 7795 or email at: grants@salfordcvs.co.uk

Completing the Application Form

Contact information

Question a) – Please give the details of the lead contact for this application/project. They will be the primary point of contact for all matters relating to this application and any successful project award.

Question b) – Please give a secondary contact. This should be a senior member of staff or someone who is on the management committee if you are a community group. They will only be contacted if we have difficulty reaching the lead contact.

Payment details

Question c) – Please provide details of your organisation's bank account (Account name, number and sort code).

About your organisation

Question 1) – Please give the full name of your organisation. This should match the Account Name provided under Payment Details (question C).

Question 2) – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted; examples are provided below:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee

Question 5) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that unincorporated organisations / community groups will not have an organisation number.

Questions 6) – Please provide links to your organisation's website and social media accounts (if applicable)

Question 7-8) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.00 per hour** as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](#). If you don't employ staff, please tick the 'not applicable' box (N/A). For your information, please see below for the annual

Living Wage Employer accreditation fees (January 2023)
for VCSE organisations (before VAT):

- 0 - 10 employees: £60
- 11 - 50 employees: £120
- 51 - 250 employees: £240
- 251+ employees: £480



This includes regular third-party contractor staff.

Question 9) – We expect all organisations to have relevant policies in place at the time of application. Please note that that Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the ‘What support is available to applicants?’ section above.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

All the information below will be shared with the assessment panel.

Project Summary

Question 10) – Please restate your organisation name.

Question 11) – Please give your project a memorable name. This helps us identify your project should your application be successful.

Question 12) – Please state the name and address of the venue/location your project will take place.

Question 13) - Please give your proposed project start and finish dates. Projects can take place anytime between September 2024 and February 2025.

Question 14) - In this answer tell us what you intend to do with the grant if successful. Please give details of the practicalities involved in delivering your project i.e. what you plan to do, who’s delivering the activities, the frequency of activities, when they will happen, how they will be promoted, etc. This activity must be recognisable in your project budget.

Question 15) Will your project’s beneficiaries involve those living with cancer and/or those supporting people living with cancer?

Question 16) Please tell us approximately how many people will be involved in a session / activity.

Question 17a) – Will your project be supported by volunteers? Please note your application won't be scored lower if volunteers aren't involved in the delivery of your activities / support service.

Question 17b) – If you tick yes, we will put you in contact with our Volunteer Centre team.

Question 18) – What improvements in your beneficiaries' wellbeing are you hoping to achieve? How will you measure or assess this? e.g. before and after questionnaires, outcomes star, focus group, etc.

If you are unsure about how to answer this question, we strongly encourage contacting the Grants Team for support before applying (see page 4, 'Support with your application').

Questions 19 & 20) – Tell us how you will raise awareness of cancer & cancer screening programmes. You may want to run a social event or activity, which includes some dedicated time to discuss cancer signs and symptoms and current screening programmes. e.g. a cooking class which encompasses a discussion of diet and how a healthy diet can help reduce cancer risk, OR a life drawing class, which includes a discussion about the body and how to identify signs of cancer.

NB – All successful recipients will be required to attend Answer Cancer awareness training.

About the money

Question 21) - Please give an accurate breakdown of your project costs by describing each item. You'll need to research some prices or obtain quotes (i.e. you can't just guess the costs). Also, please break down your calculation so we can see how you've arrived at the cost for each item. See some examples below.

Example 1

Acceptable: Venue hire – 4hrs/wk @ £10ph x 10 weeks = £400

Not acceptable: Venue hire – £400

Example 2

Acceptable: Refreshments @ £1.50/person x 10 people x 10 events = £150

Not acceptable: Refreshments = £150

If other money is being used to support this project:

If you have other sources of money, it may be you're only looking for a contribution to certain costs (see the example below).

Description of item	Breakdown of calculations	Item cost	Amount requested
Venue Hire	4 hours per week @ £10ph x 10 weeks	£400	£250

- Full cost = £400
- Amount requested = £250
- Amount from alternative sources = £150 (e.g. an annual raffle)

Therefore, the total cost of the project may be more than the amount you're requesting from this fund. If this is the case, please include the other sources of funding which will support this project and whether the money has been secured or whether an application is pending (see example below).

If applicable, where is the rest of the money coming from?		
Source of funding	Amount	Funding Secured?
Annual raffle	£150	Yes

Such match funding is desirable but not essential.

Question 22) – An essential element of your project is to put in place ways of working to continue the activities, support and conversations to maximise the wellbeing benefits for your beneficiaries. How will you do this to ensure the benefits continue after the funding ends?

Please attach

- **All applicants** need to submit a scan or photo of a recent bank statement or paying-in slip.
- **If the project involved working with children or vulnerable adults** your safeguarding children and/or vulnerable adults policy must be submitted along with the completed application form. Please answer Yes or No. **If Yes, you must attach the relevant policy**

Declaration

Please confirm that you have read the [Terms and Conditions](#) of this grant by giving the name and role of the lead applicant.