

# Answer Cancer Fund

## Small Grants 2024

## Guidance for Applicants

### Would you like to help Answer Cancer grow communities' knowledge of cancer and increase the uptake of cancer screening across Greater Manchester?

The Answer Cancer fund is offering grants of up to £2,000 to GM based voluntary, community & social enterprise (VCSE) organisations to deliver projects that will raise awareness of cancer & encourage people to attend cancer screening appointments.

### Who Can Apply?

This fund is only open to organisations that meet the eligibility criteria below:

• Greater Manchester-based VCSE organisations	
• Have an organisational bank account with two signatories who are not related to each other	
• Be fully up to date with previous grant reporting to Salford CVS (if a previous recipient of a Salford CVS grant)	
There is <b>no annual turnover limit</b> for applicant organisations. <b>Organisations supported by Answer Cancer <u>are welcome to apply</u></b>	

### Important Dates

Closing date for applications	<b>12:00 noon, Wed 5<sup>th</sup> June 2024</b>
Decisions to be made by	July 2024
Delivery period	August 2024 – December 2024

The Answer Cancer Fund is managed by Salford CVS on behalf of 10GM It is supported by the Greater Manchester Health and Social Care Partnership.

## **What is the Answer Cancer Fund?**

Cancer screening can detect cancers at an early stage and in some cases prevent cancers from developing in the first place. The earlier cancer is detected, the sooner treatment can start and the better your chances of recovery.

In the UK there are national screening programmes for breast, cervical and bowel cancer, but take-up rates are low in Greater Manchester. In 2019 Greater Manchester was ranked 12<sup>th</sup> out of 14 regions across England for both bowel & cervical cancer screening, whilst for breast cancer screening it ranked 13<sup>th</sup>.

Answer Cancer recognises that VCSE organisations are part of their communities and trusted by local people. This makes them really well-placed to positively engage people in their community on the topic of cancer, and the importance of attending cancer screening appointments. It is this meaningful engagement that will encourage more people to attend cancer screening appointments and help boost screening rates across Greater Manchester.

## **Priorities of the fund**

The Answer Cancer fund is looking for projects that will:

- Educate and raise awareness of the signs and symptoms of cancer
- Promote the breast, cervical and bowel cancer screening programmes
- Evidence how, as an organisation, you have encouraged participants to commit to attend cancer screening appointments
- Recruit Answer Cancer Champions (See below for more info)

## **Target groups**

Data from the NHS tells us that certain groups in society have lower attendance rates for cancer screening. Applications targeting these priority groups will be prioritised. These groups are outlined below:

- Carers
- People with mental ill-health and illness
- LGBTQIA+ community
- People with learning, sensory and/or physical disabilities, Autism and Neurodiversity

We would like to see projects promoting screening and positively impacting cancer screening rates amongst these priority groups. However, projects do not need to focus exclusively on one or more of the priority groups as we understand that your organisation may include other communities or groups of identity,

**Demonstrating community leadership:** Successful organisations will be encouraged to [sign up](#) to being an [Answer Cancer Organisational Champion](#) and to Answer Cancer's Bee Seen, Get Screened [workplace pledge](#).

Funded organisations will also be required to attend an **Induction Session** to get to know the Answer Cancer staff team, understand the aims of the Answer Cancer programme and find out about the training available.

## Answer Cancer Champions

Our Champions are local people committed to help boosting cancer screening uptake across Greater Manchester. This can be done in a variety of ways, including:

- Sharing Answer Cancer messages on screening and early detection
- Promoting Answer Cancer activities and events
- Writing blogs
- Creating vlogs (video blogs), podcasts, radio content
- Encouraging friends and families to become Cancer Champions

And any other creative ways that they think will generate enthusiasm and engagement to start conversations around screening.

Individuals interested in becoming [Cancer Champions](#) should [sign up here](#). Cancer Champions are encouraged to take part in Answer Cancer's regular [training events](#) which will help give individuals the skills & knowledge to help people within your community.

## 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.

In terms of **project ideas** the fund is open to a wide range of project ideas that engage people in the community. You know your community and understand how to get their attention to create a positive shift in attitudes and beliefs towards cancer screening. Project ideas could include activities such as:

- Dance workshops
- Coffee mornings
- Craft sessions
- Awareness raising sessions
- Photo competitions
- Cooking classes
- Gardening workshops
- Chair yoga
- Wood work
- And many, many more

Think about what activities and events you know your community will engage with. **Creative ideas are very much welcomed and encouraged!**

## 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](mailto:grants@salfordcvs.co.uk) before the deadline of **12:00noon on Wednesday 5<sup>th</sup> June.**

## **What support is available to applicants?**

### **Support from the Answer Cancer team**

If you need advice or guidance in shaping your project idea, please contact Susan Crabb, Answer Cancer Programme Manager, by email at

[susan.crabb@salfordcvs.co.uk](mailto:susan.crabb@salfordcvs.co.uk)

### **Support from 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](mailto:ashley.chapman@salfordcvs.co.uk) Tel: 07421 125 355

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

If you would like some general support for your organisation such as support creating policies, additional funding, volunteer guidance, training needs; etc., please contact your local infrastructure organisation (e.g. Bolton CVS). A full list of the infrastructure organisations in Greater Manchester is available on the 10GM website: <https://www.10gm.org.uk/local-areas.html>

## **When will we hear the outcome?**

Decisions can be expected in July 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 and spend must be completed by 31<sup>st</sup> December 2024.

## **What are the reporting requirements?**

Grant holders will be required to complete a short end of project report form.

This will need to outline:

- the activities delivered
- how they have helped raise awareness of cancer and promoted screening

programmes

- the commitment from participants to attend cancer screening
- the outcomes and learning from the project

This report will need to be returned by **31<sup>st</sup> January 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](mailto:grants@salfordcvs.co.uk)

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## **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)

## **Project Summary**

**Question 10)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 11)** - Please give a brief description of your project that sums up what you plan to do (50 words max). This may be used in our publicity to publicise the award. Please also indicate whether this is an existing project or activity which has been delivered before, or a new project.

**Question 12)** - Please give your proposed project start and finish dates. Approximate delivery periods are provided on page 1 of these guidance notes.

**Question 13)** – Please indicate the areas of Greater Manchester your project will be located.

**Question 14)** – Please state your organisation name.



**Question 15)** - Please tell us which cancer screening programme your project will focus on. Please note, your application will not score more highly if you select multiple programmes.

**Question 16)** - 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 17)** – We want to know how you plan to raise awareness of cancer and cancer screening, for example consider things such as will you have individual conversations with people about cancer or is a focus group setting more appropriate. You might want to share current cancer resources as part of your project and inform people about cancer by discussing these. You could have people with lived experience talking, you might want to run a presentation and invite a health practitioner to present.

**Question 18)** – We want to know who will benefit from your project. Please tick if your project will engage any of the communities stated in the list. If you aren't working with any of the communities please tick other and state who you plan to work with. Please note it is not a requirement that you work with one of the communities stated however these are the communities where we know cancer uptake is low.

**Question 19)** – Tell us how you will engage with your target community. What are you doing to ensure that people will participate in your project? For example, are you planning to deliver your project in a culturally appropriate venue? Or maybe a respected member of the community will attend or deliver the session?

**Question 20)** - Please tell us approximately how many people will be involved in your project. This can include volunteers if they will be able to participate in the actual activity.

**Question 21)** – Please think of ways you will inspire people to become Cancer Champions. For example, do you have Champions in your organisation already that could do a talk or could you create flyers with information about what it means to be a champion.

**Question 22)** – In this answer we want to know how you will measure the outputs stated in the table. You may consider using tools such as surveys or questionnaires, you may take notes at group discussions, or ask participants to rite pledges; etc.

**Question 23)** – You could consider more creative ways of demonstrating the impact your project has had on peoples understanding and knowledge on cancer and the likelihood of attending screening appointments. For example you might want to create a short video of people talking about their beliefs on cancer at the start and the end of the project and demonstrate how these have changed, or you could create case studies, you might want to write a blog; etc.

## About the money

**Question 24)** - 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). 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). **Such match funding is desirable but not essential.**

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

**Question 25)** – Beyond raising awareness of cancer and promoting cancer screening, your project may have **wider benefits** for the **people, economy and environment** of Greater Manchester.

#### Example

You are running dance classes in your local community room with a social tea and chat at the end of the session to talk about cancer and screening programmes. This project is designed to help raise awareness and encourage people to commit to their screening appointments however there are also additional benefits:

- It supports the **health and fitness of the beneficiaries**, through offering a physical activity which helps improve fitness, mobility, flexibility; etc.
- By renting a room at your local community venue you are **supporting the local economy and VCSE sector**, by ensuring the services you have bought are sourced from a fellow VCSE organisation. You could also ensure that you purchase materials or refreshments from local independent businesses.
- It **helps the local environment** as you have delivered your project in a venue which is easily accessible to your community by walking or public transport.

#### Purchasing from local independent suppliers

Salford CVS wants to ensure that as much of its grant monies as possible are spent locally, in the case of this grant, in Greater Manchester. If possible, please try and avoid large chains or corporations, and especially Amazon who have been identified as the [worst company for aggressive tax avoidance](#) which deprives our government of much-needed funds for schools, hospitals, local services etc. If you

do feel pressured to occasionally use Amazon, then buy from Amazon Marketplace which supports independent suppliers.

### **Please attach:**

Salford CVS needs copies of the following documentation in order to perform our due diligence checks and make grant payments:

- All applications must be accompanied by a signed copy of your **Articles of Association**, to enable us to undertake our due diligence checks.
- We also will need a **scan or photo of a recent bank statement or paying-in slip**. If your application is successful, this is required by our Finance Team in order to validate payments.
- **If working with children or vulnerable adults** through this project, your safeguarding children and/or adults policy must be submitted along with the completed application form. Please check (x) to confirm any relevant safeguarding policies are attached.

### **Declaration**

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