**Funding Application Guidance Notes for Applicants**

1. **Funding Criteria**

Beatson Cancer Charity is committed to providing significant funding and services to enhance the experience, treatment, outcomes and wellbeing of current and former cancer patients and their families/carers in partnership with the Beatson West of Scotland Cancer Centre.

Beatson Cancer Charity provides a range of patient and family support and facilities including patient wellbeing and complementary therapy services delivered throughout the cancer centre and through our unique and award winning wellbeing centre as well as in other locations. The charity also funds many specialist posts including specialist nursing, radiography, physics and research-based staff as well as enhanced medical equipment, innovative service developments, novel research projects and developmental staff training.

Beatson Cancer Charity supports the vision of Glasgow being an internationally renowned comprehensive cancer centre attracting the highest calibre of professional staff and developing ground breaking, novel and pioneering techniques and treatments that will change the face of cancer treatment on a local, national and international scale. Beatson Cancer Charity will undertake significant activity in pursuit of these goals through a partnership working approach.

Funding is open to all Beatson staff, various individuals and institutions involved in the care and investigation of cancer, including the NHS. All staff are encouraged to consider their funding requirements and discuss potential applications with Beatson Cancer Charity which will adopt a proactive approach to engaging with staff at all levels to encourage and develop appropriate funding applications.

Please email funding@beatsoncancercharity.org for further information.

1. **Application Process**
	1. Applicants can contact Beatson Cancer Charity for an initial discussion and for advice about their potential application and to determine whether they require to complete the full or summary application. Support and communication will be on going throughout the application process.
	2. Full and summary funding applications are available to complete on the Beatson Cancer Charity website [www.beatsoncancercharity.org](http://www.beatsoncancercharity.org) along with the guidance document.
	3. It is the responsibility of applicants to ensure that their applications are submitted on time to allow full consideration and potential Board approval. Retrospective applications will not be accepted.
	4. All funding applications must be submitted by email completed in full.
	5. Funding applications should include a full and detailed description of the funding requested, why it is required, key objectives, benefits and outcomes, when it is required and the relevant time period if applicable.
	6. Particular attention should be paid to detail the benefits of the funding application to patients/former patients/families/carers.
	7. Funding applications should also include full details of all costs including any associated revenue costs, in particular operational and maintenance costs, and any other papers which will support the application. Please note that if insufficient detail is provided the application will be returned and may miss the next application deadline.
	8. Any attachments in support of funding applications can be included.
	9. The applicant’s line manager should countersign the Management Authorisation Section to confirm that the funding application is supported by their line manager.
	10. All approved funding awards must follow the relevant management and procurement approval from within NHSGGC. If this is not correctly followed the funding will not be progressed and may be withdrawn.
	11. Each application will be given a unique reference number.
	12. Applications are welcomed at any time although they will be assessed in a quarterly cycle via one of two funding committees dependant on the application category, and in line with the Beatson Cancer Charity Board meeting dates. For details of any deadlines please contact funding@beatsoncancercharity.org
	13. Once received, applications are reviewed by our funding officer who may return or reject any application that is not accurately and fully completed.
	14. Funding Applications will come under one of the following Funding Categories:

Specialist Staff Resources

Innovative Service Developments

Enhanced Medical Equipment

Novel Research Projects

Staff Education and Development

* 1. It is important that the experience of all funding applicants is a positive experience. In order to achieve this, although all applications are required to be submitted to the Beatson Cancer Charity, the following applies:
		1. Summary applications for awards of a maximum of £250 can be processed within three working days and approved by the Chief Executive. This process is referred to as fast-tracked.
		2. Applications between £251 and £10,000 can be processed outwith the quarterly cycle and approved by the Chief Executive, in consultation with a relevant Funding Committee member or members unless anyone determines that full Funding Committee consideration is required. If any query is unresolved the Chief Executive will require the application to be discussed at the full Funding Committee meeting. An update on these applications will be provided at each Funding Committee meeting and meeting of the Board of Beatson Cancer Charity.
	2. Approved applications will be communicated to the relevant Funding Committee at each meeting. All applications to be considered for approval will be presented to this Funding Committee with one of three recommendations from the Chief Executive outlined below. Funding applications are recommended by the Funding Committee, to the Beatson Cancer Charity Board, who tend to meet every three months, and make the final decision regarding the allocation of funds. The relevant Funding Committee will make one of three recommendations to the Board:
		1. Consider the application for funding or part funding from appropriate restricted funds or unrestricted funds if no appropriate restricted funds are available.
		2. Consider the application as a potential fundraising or specific appeal opportunity with a recommended timeframe. At this stage there may be a need to underwrite any potential funding. The charity’s aim to secure funding does not guarantee that funding will be in place within the agreed timeframe. For example a company may pledge to raise the funds in a set time period and although the funding is pledged, it is not yet secured. If the funding is not secured or at least pledged within the agreed timeframe, or if partial funding is secured or pledged, the applications will go back to the Funding Committee for consideration for recommendation to the Beatson Cancer Charity Board that:
1. the charity fund any shortfall or the full amount requested, thus allowing the project to go ahead immediately.

ii. the charity takes more time to secure funding. This could depend on the priority attached to the item in question and on the organisations cash flow position.

* + 1. Decline funding or request further information.
	1. The Beatson Cancer Charity Board will have the final decision in relation to the recommendations of the Funding Committee by majority vote. In the event of an equal vote the Chair of the Beatson Cancer Charity Board shall have the casting vote.
	2. No application presented to the Funding Committee for approval can be considered approved or declined until the Board of Beatson Cancer Charity confirm or otherwise their support of the recommendation of the Funding Committee.
	3. Within one week of the Board meeting a letter will be sent to each applicant by email confirming the outcome of their application and next steps.
1. **Staff Development**
	1. Educational and Training funding will be available to multi disciplinary staff working within the Specialist Oncology and Clinical Haematology Services as well as other relevant staff towards appropriate education and training opportunities.
	2. Funding will be considered for Training Courses, Conferences and for Further Education including MSc and MA. A clear demonstration of benefit to patients/former patients/families/carers and to the service is imperative.
	3. Where the benefit is considered to be more to the individual applicants career development than to patients/former patients/families/carers or to the service, applicants may only be considered for part funding.
	4. In order to encourage developmental opportunities for staff who have not attended training courses and conferences such staff members can apply for funding for registration fees, travel and accomodation. Also, where there is a strong direct service or patient benefit and under other specific circumstances there will be flexibility around the following criteria. As a general guideline for experienced staff:
		1. Where a staff member is attending a training course or conference but not giving an oral or poster presentation the maximum funding available is reimbursement of registration fees.
		2. Where there is a poster presentation the maximum funding is registration fees and travel.
		3. Where there is an oral presentation the maximum funding is registration fees, travel and accommodation.

* 1. Travel will be funded in line with second class equivalent or cheapest reasonable cost as will accommodation. The charity will consider covering other subsistence costs only under exceptional circumstances and will provide no more than £20 per day for such costs.
	2. Funding will be subject to the applicant acknowledging the support of Beatson Cancer

Charity in all materials and written work. Successful applicants will be expected to publish the relevant data and to give a presentation locally within 3 months of the course or conference.

1. **Research Projects**

* 1. Beatson Cancer Charity welcomes funding applications for research initiatives with the proviso that there is a connection and benefit to the Beatson West of Scotland Cancer Centre and/or to Beatson patients/former patients/families/carers although not necessarily exclusively. Priority will be given to unique and ground breaking projects,  novel and cutting edge research, pump priming of projects, gap funding, clinical and research studentships and fellowships. Funding of clinician scientists and research with a direct impact on patients/former patients will be prioritised.
	2. Due to the level of professional expertise on the Funding Committee and the Board of Beatson Cancer Charity external peer review of research funding applications may not always be required. Where it is deemed by the Funding Committee that peer review is required a minimum of two peer reviewers will be identified. Where research funding applications come in response to a call for proposals issued by Beatson Cancer Charity a minimum of three peer reviewers will have been identified in advance. The reviewers will not be members of the Funding Committee or the Board of Beatson Cancer Charity.
	3. Funding will be considered for Research Training Courses, Conferences and for Further Education including MSc, MD or PhD including clinical fellowships in the disciplines of medicine, nursing, and radiography. A clear demonstration of benefit to patients/former patients/families/carers and to the service is imperative.
	4. Where the benefit is considered to be more to the individual applicants career development than to patients/former patients/families/carers or to the service, applicants may only be considered for part funding.
	5. In order to encourage developmental opportunities for staff who have not attended training courses and conferences such staff members can apply for funding for registration fees, travel and accomodation. Also, where there is a strong direct service or patient benefit and under other specific circumstances there will be flexibility around the following criteria. As a general guideline for experienced staff:
		1. Where a staff member is attending a training course or conference but not giving an oral or poster presentation the maximum funding available is reimbursement of registration fees.
		2. Where there is a poster presentation the maximum funding is registration fees and travel.
		3. Where there is an oral presentation the maximum funding is registration fees, travel and accommodation.

* 1. Travel will be funded in line with second class equivalent or cheapest reasonable cost as will accommodation. The charity will consider covering other subsistence costs only under exceptional circumstances and will provide no more than £20 per day for such costs.
	2. Funding will be subject to the applicant acknowledging the support of Beatson Cancer Charity in all materials and written work. Successful applicants will be expected to publish the relevant data and to give a presentation locally within three months of the course or conference.
1. **Funding Recovery**

Beatson Cancer Charity has a standard funding recovery clause for each funding award and reserves the right to recover funding awarded should the successful applicant leave their employment and/or discontinue their association with the Beaston West of Scotland Cancer Centre within three years after completion of their award. This means that under these circumstances successful applicants could have to repay a portion of the funding should they not continue to work at the Beatson or benefit Beatson patients within three years after completion of the award. If they leave after less than 1 year 75% of the funding may be recoverable, after less than 2 years but more than 1 year then 50% of the funding may be recoverable and after less than 3 years but more than 2 years then 25% of the funding may be recoverable.

1. **Competitive Clinical Fellowships**

The charity intend to launch a programme of clinical fellowships in which selected or shortlisted clinical projects will be advertised. Applicants will undergo a competitive selection process that will include an interview. A small sub committee will be established to take this forward.

1. **Patient/Relative/Carer Travel and Subsistence**

The charity will under special circumstances based only on an approach made on behalf of a patient, relative or carer by a senior member of staff, consider an application to support costs related to travel and subsistence.

1. **Communications**
	1. As a condition of each funding application being approved, Beatson Cancer Charity may publicise each funding award in internal and external communications activity including digital and media activity. The successful applicant will provide appropriate information in relation to the funding award including case study materials, subject to consent, in support of this activity when required.
	2. PR and media exposure may be sought for relevant funding awards where appropriate and subject to consent.
	3. Beatson Cancer Charity requires each funding award to be acknowledged in the most appropriate way including where applicable by a plaque or signage or in writing in a relevant publication or presentation. The Beatson Cancer Charity logo should always be included in any such material. Any mention of the funding award should include reference to Beatson Cancer Charity funding and any reference to that funding should acknowledge Beatson Cancer Charity funding.
2. **Monitoring and Evaluation**

Three months from the date of the funding being awarded, Beatson Cancer Charity will request confirmation that the funding has been spent. If expenditure is not complete an explanation will be required along with a proposed timescale for expenditure within the next three months. If the funding remains unspent after six months from the date of the award Beatson Cancer Charity reserves the right to withdraw funding and recover any funds already provided.

As a condition of each funding award, Beatson Cancer Charity requires an annual evaluation of the funding for the duration of the award. Evaluation Forms should be submitted online no later than one year from the funding start date. This should include details of the impact of the funding award with relevant statistical information and case studies where appropriate.

 **01 Beatson Cancer Charity Full Funding Application Form**

|  |  |
| --- | --- |
| **Funding Application Title** |  |
| **Application Number****(Beatson Cancer Charity Use Only)** |  |
| **Total Amount Requested** |  |
| **Anticipated Start Date** |  |
| **Duration** |  |
| **Funding Category****(please tick)** | Specialist Staff ResourcesInnovative Service DevelopmentsEnhanced Medical EquipmentNovel Research Projects Staff Education and Development |

**Applicant Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Department** |  |
| **Organisation** |  |
| **Address** |  |
| **Postcode** |  |
| **Email** |  |
| **Telephone** |  |
| **Details of Funding Request**Please provide a full and detailed description of the funding requested, why it is required, key objectives, benefits and outcomes, when it is required and the relevant time period involved if applicable. Please include details of how Beatson patients/families and/or staff will potentially benefit from the funding and how they will benefit.For Training Courses please provide the title, length, start and finish date, location, organiser/academic provider and mode of study. For Conferences please provide the title, organiser, length, start and finish date and location.Please use a second page if necessary and provide any supporting information that you feel will enhance your application.  |
| **Lay Summary of Funding Request**This summary is required for Beatson Cancer Charity Audit and Finance Committee and Board review.  |

**Financial Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Cost £** | **VAT £** | **Total £** |
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| **Registration Fees****If applicable** |  |  |  |  |
| **Travel Costs****If applicable** |  |  |  |  |
| **Accommodation Costs if applicable** |  |  |  |  |
| **Staff Costs including employers costs if applicable (please state agenda for change or equivalent salary band)**  |  |  |  |  |
| **Total** |  |  |  |  |
| **Annual Revenue Costs if applicable** |  |  |  |  |
| **Notes for Beatson Cancer Charity Use Only** |  |  |  |  |
| **NHS Funding**Please detail other funding options that you have considered and the outcome against each funding area.  |
| **NHS Core Funding** |  |
| **NHS National Services Division (NSD) Funding** **if applicable** |  |
| **NHS Endowment Funds****If applicable** |  |
| **NHS Other**  |  |
| **Other Funding**Please list all other funding sources that have been explored and details of the outcomes pending or otherwise. |
| **Funding Source** | **Outcome** |
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| --- | --- |
| **If Funding is sought from a specific Restricted Fund please detail** |  |

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| --- | --- |
| **Applicant One Name**  |  |
| **Applicant Signature** |  |
| **Date** |  |
| **Applicant Two Name****(if applicable)**  |  |
| **Applicant Signature** |  |
| **Date** |  |
| **Applicant Three Name****(if applicable)**  |  |
| **Applicant Signature** |  |
| **Date** |  |

**Management Authorisation**

|  |  |
| --- | --- |
| **Manager Name** |  |
| **Manager Job Title** |  |
| **Department** |  |
| **Organisation** |  |
| **Address** |  |
| **Postcode** |  |
| **Email** |  |
| **Telephone** |  |
| **Manager Signature** |  |
| **Date** |  |
| **Beatson Cancer Charity Use Only** |
| **Funding Sources Explored** |  |
| **Beatson Cancer Charity Restricted Funds** |  |
| **Recommendation to Funding Committee** |  |
| **Funding Committee Recommendation** |  |
| **Board Decision** |  |
| **Funding Timeframe Where Applicable** |  |
| **Six Month Review** |  |
| **Annual Report and Evaluation** |  |
| **Communications and Branding** |  |
| **Notes** |