

# Cancer & Inequalities Fund Round 2

March 2024

## Guidance for Applicants

### Would you like to help play a part in increasing early cancer diagnosis rates in underserved communities in Greater Manchester?

The Cancer & Inequalities fund is offering grants of up to £5,000 for Greater Manchester based voluntary, community or social enterprise organisations (VCSE) to deliver projects that will raise awareness of the early signs and symptoms of cancer and identify and understand the barriers people face when receiving a cancer diagnosis.

### Who Can Apply?

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

• Greater Manchester-based VCSE organisations	
• Organisational annual turnover limit of <b>£250,000</b>	
• With an organisational bank account with 2 signatories who are not related to each other	
• Be fully up to date with previous grant reporting to Salford CVS (if applicable)	

### Important Dates

Closing date for applications	<b>Monday 25<sup>th</sup> March 2024 at 12.00 noon</b>
Decisions to be made by	May 2024
Delivery period	May 2024 – December 2024

## Meet the Funder

If you have a question about the fund, a project idea or just want to find out a bit more about this grant please book on to one of our online [Meet the Funder events here](#).

- Thursday 7<sup>th</sup> March at 10:30 – 11:30
- Monday 18<sup>th</sup> March at 14:00 – 15:00

## What is the Cancer & Inequalities fund?

We know that early diagnosis is often the key to successfully treating cancer, yet the rate for early diagnosis for all cancers in Greater Manchester is only 55%.

One of the targets in the NHS's long-term plan is to increase the percentage of early-stage cancer diagnosis to 75% by 2028, with a particular focus on underserved communities who are at higher risk of a later diagnosis:

- People from lower socio-economic groups
- People with learning disabilities, Autism and Neurodiversity
- People with sensory and/or physical disabilities
- People with mental ill-health and illness
- Racially marginalised communities
- LGBTQ+ community
- Older people
- Men

The Cancer & Inequalities fund recognises that many VCSE organisations, whilst not cancer specialists, are best-placed to talk to people in their community about the barriers they face to accessing healthcare, and to inform them about the common signs and symptoms of cancer. The learning organisations collect can then be shared with the local healthcare system to help address these barriers.

## About 10GM's Cancer and Inequalities project

The Cancer & Inequalities fund is part of 10GM's Cancer & Inequalities project, a collaboration between GM Cancer Alliance and other partners from across the wider health and VCSE sector which aims to find innovative ways to tackle health inequalities. To find out more about the project (inclusive of this grants

programme) you can visit their website at <https://www.10gm.org.uk/cancer-and-inequalities.html>

Salford CVS manage the Cancer & Inequalities Fund on behalf of 10GM.

## **Priorities of the fund**

The Cancer & Inequalities fund will distribute grants for projects that will help increase early cancer diagnosis rates in communities that are at higher risk of a later stage diagnosis (see page 2, above). There are certain cancers which people are less likely to receive an Early Diagnosis for and it is these cancers we find more challenging. Therefore projects are expected to focus on one or more of the cancers specified below:

1. **Upper GI (Oesophageal & Stomach cancer)** - [Oesophageal cancer symptoms | Cancer Research UK](#) [Stomach cancer | Cancer Research UK](#)
2. **Lower GI (Bowel Cancer)** - [Bowel Cancer | Bowel Cancer UK](#)
3. **Urology** - [Urological cancers \(bladder, kidney, prostate, testicular\) | The Royal Marsden](#)
4. **Lung** - [Lung cancer | Cancer Research UK](#)
5. **Breast** - [Breast Cancer UK | Reduce Your Risk](#)
6. **Gynae (Ovarian cancer)** - [Ovarian cancer | Cancer Research UK](#)
7. **Head & neck cancers** - [Head and neck cancer | Cancer Research UK](#)

**The fund is looking for projects that will educate and raise awareness of the early signs and symptoms of specific cancers, engage their communities in conversations around these cancers and how to access timely healthcare.**

Working with communities to discuss the barriers people face to accessing healthcare, and report their learning and any ideas to help with these barriers back into the wider health care system (for example, by talking to your local GP practice). Projects are encouraged to link in with local healthcare providers such as local GP practices to support your project or work together with them to deliver your ideas.

Your organisation might already deliver health and engagement activities, but this is not a requirement of the fund. The most important thing is that you are a trusted organisation in your community, with relationships that will allow people to openly share their opinions and feedback on cancer signs and symptoms and early diagnosis, and be able to inform the community to raise awareness of the early signs and symptoms of cancer and what to do to access timely healthcare.

The Cancer & Inequalities fund is not about cancer screening programmes, it is about early cancer diagnosis and improving the rates of early diagnosis across Greater Manchester. For examples of how you might do this in your project please refer to page 6 of this guidance document.

If you are interested in being involved in increasing cancer screening uptake then we recommend you contacting Answer Cancer who are a voluntary sector partnership working on cancer screening uptake in Greater Manchester.

Click the link below to contact the team:

[Get Involved - Answer Cancer \(answercancergm.org.uk\)](https://www.answercancergm.org.uk)

**Please note: This fund is not about funding existing activities.** You will need to show in your application form that there is additionally to your project that clearly demonstrates how you will focus & engage communities on the specified cancers.

## Fund criteria

Successful applications will need to:

- Focus on one or more of the 7 cancers specified above.
- Demonstrate how you will engage, work with and meet the needs of one or more of the marginalised and underserved communities statistically more likely to present with cancer at a later stage.
- Support early cancer diagnosis through education and empowerment, reviewing and creating appropriate cancer resources around cancer and / or improving people's access to timely healthcare.
- Clearly explain how you will link in and work with the wider health and care systems including local GPs.
- Demonstrate how as an organisation you plan to share the learning and outcomes of the project, including through storytelling.

# Cancer & Inequalities round 1, 2 & 3

## What's the difference?

The fund is keen to see applications from:

- Organisations who applied for a grant under Round 1 of this fund, and may wish to further develop their project. Receipt of an award in Round 1 does not guarantee an award in Round 2; all bids are assessed on merit.
- Organisations who didn't apply to Round 1 of this fund.

**Round 1 (previous round)** - The focus of this round was to get conversations started about early cancer diagnosis and the inequalities within communities.

**Round 2 (this round)** – There is a big push in this round for projects to work with or include the health care systems. This could include inviting professionals from your local GP practice or PCNs (Primary Care Networks – a group of GP practises in a local area working closely together to provide integrated services to their local population) to attend your events.

You may ask if there is a GP who can deliver an education session, or you might arrange a separate meeting with professionals to discuss barriers your community has identified. Projects should still be about engagement, education and gathering information on barriers. However, there is now a focus on looking at these barriers in more depth and starting to think about and create (with your community) interventions which will help remove barriers and increase early diagnosis rates.

**Please note: if you had a grant in Round 1 you might want to develop your initial idea. However, you can create a new project idea if preferred.**

**Round 3 (coming later this year)** - these grants will focus on creating practical interventions which address barriers and increase rates of early cancer diagnosis. Funded groups will be expected to work and share these interventions with the health care system on a much larger scale than expected in rounds 1 & 2.

## Example project ideas

### Example 1

As an organisation you decide to focus on 3 of the 7 specified cancers, breast, lung and prostate (urology). For each of the cancers you run an event where you present CRUK Resource packs (see pg.9 for resources) and present the signs and symptoms of the cancers, discuss the barriers people face and what they like and dislike about the resource pack. The information gathered from the consultation is then used to update the resource pack so that it is more relevant for your community. You then arrange a time to speak to a contact at your local GP or PCN to discuss the edited resource pack and consultation with the community.

### Example 2

You run a local food bank and are going to run a weekly seasonal slow cooker workshop where the tutors and volunteers who help run the workshop have all attended a face to face Cancer Research training paid for as part of this project. The start and end of the workshop involves 15 minutes of conversation about the 7 specified cancers. As part of the project you invite your local GP to attend the final session where they provide some education on cancers to all attendees and listen to the attendees feedback on the barriers they have all faced when it comes to an early cancer diagnosis.

Please note if you plan to create any resources as part of your project they will need to be **signed off by Greater Manchester Cancer Alliance** to ensure any clinical messaging is correct before being shared out to the 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.

## Training and support

The Cancer Alliance will be offering the Cancer Research UK 'Talk Cancer' training sessions online and in person once a month, dates to be confirmed. For more information you can visit the [GM Cancer Academy website](#).

Sessions are delivered by nurse trainers, and they will give you the knowledge to raise cancer awareness in your community. After the sessions you will feel confident talking to people about:

- How to reduce the risk of cancer
- The importance of spotting cancer early
- The national cancer screening programmes

Train the Presenter sessions enable attendees to present a Cancer Research UK scripted cancer awareness presentation and manage related questions and discussions.

Cancer Research UK are also available for your organisation to book a training session. You could potentially receive a free workshop, click [here](#) to find out if you are eligible. Alternatively you may want to consider applying for the cost of training as part of your project idea. Please see below for a breakdown of the training costs:

### **Face-to-Face workshops**

£750 – 3 hour workshop (10-40 trainees)

£1,250 – Train the Presenter workshop (10-16)

### **Live online workshop**

£380 – 2-hour live online Talk Cancer workshop (10-40 trainees)

£380 – 2-hour live online Talk Cancer for Pharmacy workshop (10-40 trainees)

## **Who can apply?**

All organisations must:

- Be a voluntary, community or social enterprise (VCSE) sector organisation, operating in Greater Manchester for the benefit of Greater Manchester residents.
- Have an annual maximum turnover of **£250,000**.
- Have a bank account requiring two signatures in the name of your organisation.
- Be willing to undertake an evaluation of your project and share the learning generated.

- Give permission for the project to feature on the 10GM and Greater Manchester Cancer Alliance websites.
- Be able to complete the project by **31<sup>st</sup> December 2024**.

Please note, only one application may be submitted per organisation.

## **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, **Monday 25<sup>th</sup> March at 12 noon**.

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

If you'd like to talk through your project idea, find out more about this fund or would like some support linking in with your local GP and health network please contact: **Kirsty Rowlinson-Groves**, Strategic Lead – Cancer and Inequalities at 10GM. Email: [kirsty.rowlinson-groves@10gm.org.uk](mailto:kirsty.rowlinson-groves@10gm.org.uk) Tel: 07719 902037

For support with developing a project idea or writing an effective application, 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>

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.



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

Decisions can be expected in May 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 complete by 31<sup>st</sup> December 2024.

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

Grant holders will be required to submit a short end of project report form outlining the activities delivered and the outcomes and learning from the project 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.

## **Resources**

The resources below may be of use in developing your project ideas:

### **Cancer Research UK Free Resources**

Free resources which can be downloaded/ordered and include early sign and symptoms sheets, leaflets and posters which could accompany an awareness raising session with community groups. They can also be displayed in public areas.

[Early Diagnosis | Publications \(cancerresearchuk.org\)](https://www.cancerresearchuk.org)

### **GMCVO Cancer & Inequalities Resource Pack**

Relevant resources and provides a comprehensive overview of inequalities in cancer prevention, diagnosis, treatment and care, as well as a digest of relevant data to support the development of GM Cancer's Tackling Inequalities Action Plan. It also includes recommendations for actions and transformation to tackle these inequalities.

[Inequalities in cancer prevention, diagnosis, treatment and care | www.gmcvo.org.uk](https://www.gmcvo.org.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)** – 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 **if applicable to your project:**

- Safeguarding Adults Policy
- Safeguarding Children Policy

***Please note, all the information below will be shared with the assessment panel.***

**Question 8)** – Please give your project a memorable name. This helps us identify your project should your application be successful.

**Question 9)** – Please tell us in which of the 10 Greater Manchester boroughs your project will operate in. Please note, your application will not score more highly if you select multiple boroughs.

**Question 10)** – Please tell us which of the 7 cancers your project will focus on. Please note, your application will not score more highly if you select multiple boroughs.

**Question 11)** – Please tick which community or communities you plan to work with as part of your project.

**Question 12)** – Please estimate the number of people who you will be able to reach through your project. Be realistic – we are interested in organisations delivering good projects with a manageable number of beneficiaries.

**Question 13)** – Please give your proposed project start and finish dates. The earliest that funded projects can start is **May 2024** and must be completed by the end of **December 2024**.

**Question 14)** – Please tick the relevant box.

- **Targeted signs and symptoms awareness** – Helping to identify and redevelop resources to be more appropriate for specific communities.
- **Improve access to appropriate, effective and timely healthcare** – Understanding the barriers people face when it comes to accessing health care and/or identifying ways to remove these.
- **Educate and empower communities** – Helping people understand the signs and symptoms of cancer, how to access healthcare; etc.

**Question 15)** - In this question tell us what you intend to do with the grant if you're 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. It can be useful to see this as an advert for your activity, consider what people need to know before deciding to attend an activity – where, when, what; etc.

**Question 16)** – Please explain how you know your targeted community will engage with your project. What are you doing to ensure that people will participate in your project, are you planning to deliver your project in a culturally appropriate venue, will a respected member of the community attend or deliver the session, how is your activity tailor to ensure that the community you are working with will want to participate in your project.

**Question 17)** – Please describe how your organisation has a track record of delivering health and engagement activities or is well embedded and understood by your community. You could include a brief list of other health and engagement activities you deliver/ have delivered, other health organisations you may have worked with, explain where you are located and how it encourages people from the community to attend, explain the community that attends your activities, explain what activities you deliver and how these are tailored to your community; etc.

**Question 18)** – Please tell us how you will work or link in with the wider health care system. You may do this by asking a doctor from your GP to deliver a training session on the signs and symptoms of cancers and why and how you should book an appointment with your GP. You may deliver a session in your local GP and ask a medical professional to attend to listen to your community talk about barriers. You may want to consider advertising your project in a GP, or you may deliver a project and then arrange a session with PCN staff to discuss what learning you have found from your community regarding early cancer diagnosis and the barriers; etc Please read the priorities of this fund on page 3 and the project examples for more ideas on ways to link in with the wider health and care system.

**Question 19)** – Statistics show us that underserved communities are less likely to receive an early cancer diagnosis compared to other communities. In order to change this we need to understand the reasons behind this. As part of your project you may discuss current cancer resources and identify reasons why they don't engage people in your community and ways to change these so more people engage with them. Alternatively you may run a focus groups where people explain reasons they struggle to book an appointment with a GP. In this answer explain how you will gather information from people behind potential reasons why they think people don't get an early cancer diagnosis and then explain how you will present this information.

**Question 20)** – This is about the difference your project will make to attendees / the healthcare system. This question helps the panel understand how you will evidence this difference. Your outcomes should relate to the practical changes you want to see in for example in attendees knowledge, confidence, behaviours and attitudes - 'Attendees have improved confidence recognising the signs and symptoms of bowel cancer' or 'GP staff are more aware of the barriers people face when booking a GP appointment'.

We also want to understand how you will measure or assess whether the project has achieved these outcomes, for example using surveys, doing a reflection session to gather quotes, completing case studies. Although not a way to measure an outcome it is useful to know what output information you will collect, for example the number of people that attended a training session or the number of GP staff you spoke to about the barriers your communities face.

**Question 21)** – We know that through your project you will gain a lot of important insight from your communities which will be highly beneficial to the wider health care system and the wider community. In this question we want you to tell us how you plan to collate your learning and observations from your

project. You might want to consider examples such as creating case studies of your project or individuals, through short videos of your activities or of people sharing what they have learnt / the barriers they face, you could write a blog or a create an infographic and then share these on social media, via email through health networks you are a part of. Think about how you will show your learning and where you will share it.

**Question 22)** – Please tell us how you will try to continue promoting early cancer diagnosis after the project finishes. For example, by training people as volunteers who can be a ‘cancer buddy’ for people who are new to the group, helping educate these people on signs and symptoms and explaining how to book GP appointments or creating a volunteer run WhatsApp group for people to ask any questions they may have after the project.

**Question 23)** – Please give an overview of what your project will cost by describing each item and breaking 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 – 2hrs/wk @ £30ph x 5 weeks = £300  
**Not acceptable:** Venue hire – £300

Example 2

**Acceptable:** Refreshments @ £2.50pp x 10 people x 5 sessions = £125  
**Not acceptable:** Refreshments = £125

The item cost figure may be the same as the amount you’re requesting. If you have other sources of money, it may be you’re only looking for a contribution (see the example below)

Description of item	Breakdown of calculations	Full cost	Amount requested
Translated information booklets	£3 per booklet x 100 booklets	£300	£200
Cancer Research Face to Face Training session – Train the Presenter (10-16 attendees)	£1,250 – Train the Presenter workshop	£1250	£1000

Therefore, the total cost of the project may be more than the amount you're requesting from the Cancer & Inequalities 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.

Please attach

**All applicants** must attach a signed copy of their Articles of Association, please tick to confirm you have sent this with your application form.

**If your project involves working with children or vulnerable adults** you will also need to send an up-to-date Safeguarding Policies with your completed application form - only if applicable to your project.

## **Declaration**

Please confirm by typing your name, role in the organisation and date into the declaration box that all the information provided in the application form is correct and that you have authority to submit this application on behalf of your group / organisation.