



GUIDELINES FOR THE SUBMISSION OF BIDS FOR FUNDING

The Rosemere Cancer Foundation is based at the Rosemere Cancer Centre at Royal Preston Hospital. Its aim is to support the provision of cancer treatment for the benefit of patients in Lancashire and South Cumbria by raising additional funding for the following activities:

- Oncology related research undertaken by NHS staff
- Projects that improve the welfare of cancer patients
- Additional equipment over and above that which is necessary for the delivery of service
- Developmental training for oncology staff beyond that considered essential to their role and staff wellbeing projects

These projects are funded via grants given by the Foundation which benefit oncology patients and staff and are given as follows;

- **Direct support of patient-focused expenditure;** such as improving patient waiting areas or purchasing equipment; and
- **Indirect support;** by funding additional training, staff wellbeing and local research that has a direct (and not too tenuous) link to patient benefit.

The Foundation therefore has a remit to fund projects in Lancashire Teaching Hospitals NHS Foundation Trust, Blackpool Fylde & Wyre NHS Foundation Trust, University Hospitals of Morecambe Bay NHS Foundation Trust and East Lancashire Hospitals NHS Trust.

Please note that the following guidelines should be adhered to closely when submitting an application for funding. **Insufficient information may result in your bid being deferred or rejected.**

It is strongly recommended that you contact Dan Hill prior to completing and submitting an application particularly if the application is in excess of £5,000 via daniel.hill@lthtr.nhs.uk or 01772 522913.

The Application Process

1. Applications for funding below £5,000 can be submitted at any time and a decision will be made by Chair's Action, usually within one working week.
2. Bids for funding in excess of £5,000 will be considered by the Rosemere Cancer Foundation Management Committee in January and July each year. Signed applications with full supporting documentation must be submitted to the Head of Rosemere Cancer Foundation by respective deadlines set by the Head of Rosemere Cancer Foundation, to be considered at the subsequent January and July Committee meetings. **Applications will only be accepted by email if the signatory page has been fully completed and scanned.**
3. All bids must be submitted on the latest version of the relevant form which can be downloaded from <https://rosemere.org.uk/about-us/apply-for-funding/> or requested by emailing daniel.hill@lthtr.nhs.uk.
4. **Application forms must be fully signed and countersigned on page 4 of the application form as follows:**

Under £5k in value	Project Lead Clinical Director of submitting department and/or Lead Clinician for Cancer Cancer Services Manager
Over £5k	All above Divisional Director
Over £30k	All above Member of Executive Team of submitting Trust

Where a funding application is submitted for medical equipment that has ongoing revenue consequences for your Department/Trust, the signature of your Senior Financial Advisor must also be included on your application, with a supporting letter to confirm your Trusts ability to absorb any ongoing revenue/maintenance costs (also see point 5 below).

The signature of the Cancer Services Manager will be taken as confirmation that the project has been approved through the local process at the Trust the application has been submitted from, eg. by the Cancer Steering Group and/or the Charitable Funds Committee.

5. Projects that may have revenue consequences for the bidding department, directorate or Trust **must** be supported by a letter from the relevant Senior Financial Advisor (SFI) to confirm that such revenue costs will be met from the directorate budget. **The charity will not fund any ongoing revenue costs.**

6. Bids for the funding of research projects **must** be submitted on a research application form in accordance with the Rosemere Cancer Foundation's Guidelines for the Funding of Research.

7. It is expected that **all** alternative sources of funding (internal and external) will have been explored and exhausted before a bid is submitted to the Rosemere Cancer Foundation, including submitting a relevant business case to your Trust and support from your local endowment funds (in house charity). Evidence of a failed business case will be requested to evidence all funding avenues have been exhausted.

7.1. In most cases, the project lead of each bid will be expected to attend the relevant Rosemere Management Committee meeting to detail their bid in person or via MS Teams and address any specific questions and concerns the Committee may have. Attendance can help avoid significant delays in the approval process. Committee meetings usually take place on the 3rd Tuesday of January and July.

Funding Criteria

8. The Rosemere Cancer Foundation **will not fund projects or items of equipment which are essential to the delivery of the service** and can therefore be considered the proper responsibility of the NHS or local authority. Applications must therefore address the additionality of the project and why funding is not available through normal NHS channels.

9. The Rosemere Cancer Foundation **will not fund training courses which are considered to be standard or advised for specific oncology posts**. Applicants for training grants will need to demonstrate that the course or conference is over and above what is required for their post, explain the benefit to patients and give details of how knowledge will be cascaded to colleagues locally and/or regionally.

10. The Rosemere Cancer Foundation **will not fund projects that are not in line with local, regional or national cancer strategies**.

11. The Rosemere Cancer Foundation **will not fund permanent staff posts**. However, funding may be considered for the pump priming of posts for a time limited period where it can be demonstrated that continued funding is likely to be made available from NHS sources once the service is established.

12. The project or item for which funding is being requested **must be for the primary or exclusive benefit of cancer patients**. It is expected that the benefit to patients, and where relevant to their families, will be central to any application for funding.

13. The Rosemere Cancer Foundation will not normally be responsible for the running costs and/or maintenance contract for items of capital equipment it may agree to fund. However, for items of equipment that are purely concerned with patient welfare and do not contribute to treatment delivery (eg. cool cap systems),

the funding of maintenance contracts may be considered, particularly where a fixed term contract can be secured as part of the purchase.

Administration of Funds

14. The outcome of all applications will be notified in writing or by email within one working week of the meeting at which they are considered. Meetings usually take place on the third Tuesday in the month.

15. Once agreed, funding must be drawn down as soon as possible and the Rosemere Cancer Foundation notified of any delays to the project. Unless alternative timescales have been agreed, funding must be utilised within 12 months of being granted, after which funding may be withdrawn and a new application submitted.

16. **Funding can only be used for the purpose for which it was agreed.** Any variation to the criteria laid out in the application must be agreed with the Rosemere Cancer Foundation and failure to do this may result in a request for the funding to be repaid in full.

17. Project leads are responsible for raising orders and implementing projects for which funding has been agreed. All medical equipment **must** be ordered through a local endowment fund in order to avoid payment of VAT.

Within Lancashire Teaching Hospitals NHS Foundation Trust funds will be made available by internal transfer on production of proof of order and the relevant cost centre code. Oracle orders should be forwarded to Asif Iqbal for coding, authorisation and direct payment by the Rosemere Cancer Foundation.

Payment will be made to other Trusts through Oracle on the production of an invoice and proof of order.

Project Management and Feedback

18. The Rosemere Cancer Foundation **must** be advised in writing or by email of the start date of projects and/or delivery of equipment.

20. If for any reason a project has to be suspended or postponed the Rosemere Cancer Foundation **must** be informed as soon as possible.

21. Project feedback forms will be sent to the project leads of all successful applications and **must be completed and returned to the Rosemere Cancer Foundation within 12 months of funding being drawn down, or later if agreed with Rosemere.** An annual progress report will be required for long term projects and project leads may be requested to present an update on their project to the Rosemere Management Committee. Feedback is essential as it is used in our annual Impact Report which details the impact of the Foundations charitable impact

as well as press release and Rosemere literature. **Failure to provide feedback on the impact of funding on patients will jeopardise future applications.**

22. All publications and presentations resulting from projects funded by the Rosemere Cancer Foundation **must** acknowledge the Foundation's contribution and bear its logo and registered charity number.

Press Releases

23. As part of the feedback process from successful applications for funding, achieving press coverage is essential for Rosemere, so the charity can showcase to the public and its supporters how their support is making a real difference for local cancer patients. This coverage will help the Charity to grow brand awareness, which in turn will lead to the opportunity to raise more income and thus fund more projects. Rosemere has a dedicated Press Officer who will work with the Project Lead to create an accurate and detailed press release on any projects funded. A press release won't be issued to local press until sign off is agreed with the Project Lead, Head of Rosemere Cancer Foundation and relevant trust Communication Team. In nearly all cases, this needs to be a timely process and prompt dialogue and interaction with Rosemere's Press Officer is expected.

Appeals Process

23. If you are unhappy with the outcome of your funding application, appeals can be made in writing to the Head of Rosemere Cancer Foundation, Dan Hill at Daniel.hill@lthtr.nhs.uk . All appeals will be taken to the following Rosemere Management Committee to be added as an item on the agenda. If you are not satisfied with their response, complaints will be escalated to the Charitable Funds Committee at Lancashire Teaching Hospital Trust for final resolution. The committee meet quarterly and the matter will be added as an item on the agenda and addressed during their next scheduled meeting. The decision of the Charitable Funds Committee will be final.

Last amended Feb 2023