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 and comfort 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 initiatives

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 at Lancashire Teaching Hospitals NHS Foundation Trust, Blackpool Teaching Hospitals 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 application 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 £10,000 can be submitted at any time and a decision will be made by Chair's Action, usually within four working weeks.

2. Bids for funding in excess of £10,000 will be considered by the Rosemere Cancer Foundation Management Committee during 4 meetings a year in January, April, July and October. At each meeting a maximum of 5 funding applications will be considered. In exceptional circumstances, more applications may be considered subject to final agreement by the Rosemere Management Committee.

Signed applications with full supporting documentation must be submitted to the Head of Hospital Charities at LTHTR by the respective deadlines set by the Head of Hospital Charities at LTHTR, to be considered at the subsequent January, April, July and October Committee meetings. **Applications will only be accepted if the signatory page has been fully completed and relevant quotations provided. Alternatively, an email approval trail of supporting signatories for your application can also be accepted.**

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 £4,999 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 £25k	All above Member of Executive Team of submitting Trust

All applications must be supported by a formal quotation from the supplier for the goods/services being requested.

See point 5 for important requirements regarding on-going revenue consequences

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, e.g. by the Cancer Steering Group and/or the Charitable Funds Committee.

5. Due to the ongoing financial restrictions in place in the LSC system, Rosemere Cancer Foundation cannot consider applications where there are ongoing revenue consequences for your Department/Trust unless your Trust Chief Financial Officer has approved your application and these ongoing costs. Trusts can't increase their baseline revenue costs and where savings are made, the expectation is they will be used to offset the existing revenue deficit rather than supporting new investment.

The charity will not normally fund any ongoing revenue costs beyond a standard purchase agreement. However, in some exceptional circumstances where there is a significant benefit for patients across the whole region or the item funding is requested for is a first of its kind in the UK, it may be possible to include ongoing revenue costs for the life cycle of the equipment in your funding request. *__Also see section 13__*

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 and within the timelines specified.

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 application will be expected to attend the relevant Rosemere Management Committee meeting to summarise their application. The meetings take place via MS Teams, and it is your opportunity to 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, April, July and October.

<u>Funding Criteria</u>

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 of up to 2 years, 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 (e.g. 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. In some exceptional circumstances where there is a significant benefit for patients across the whole region or the item funding is requested for, is a first of its kind in the UK, it may be possible to include ongoing revenue costs for the life cycle of the equipment in your funding request.

If Rosemere Cancer Foundation can cover these costs, you still need to secure the support of your Chief Financial Officer to show they are aware of the purchase, and the subsequent costs will be covered by the charitable grant given.

Administration of Funds

14. The outcome of all applications will be notified by email usually 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 local procurement channels via the relevant endowment fund as VAT will not be charged.

Funding agreed for applicants from Blackpool Teaching Hospitals NHS Foundation Trust, University Hospitals of Morecambe Bay NHS Foundation Trust and East

Lancashire Hospitals NHS Trust will be paid to the respective Trust charities as a charitable grant on receipt of an invoice for the funding and will then be administrated at that Trust. There may be additional governance and application processes applicants will need to consider at their Trust, and **it is recommended that applicants approach their local Heads of Charity** to discuss their application intentions to Rosemere Cancer Foundation.

When notified of a successful application, applicants from Lancashire Teaching Hospitals NHS Foundation Trust funds will be given specific coding to enable them to raise an order via the Eproc procurement system and charge the cost to the charity budget code. When raising the order for medical equipment, let the supplier know it will be purchased via charitable funds and will be a VAT free purchase. To ensure VAT isn't charged, a VAT exemption certificate will need to be added to the order. Successful applicants will be sent a blank VAT exemption certificate along with instructions of how to complete it when notified of their successful application. If this process isn't followed for VAT exemption, the consequence of not following the process will fall upon the beneficiary Trust budget i.e. if you miss any of the instruction steps provided and the charity end up incurring VAT then the VAT will be charged to your Trust budget and not to the Charity.

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 the charity's annual Impact Report which details the impact of the Foundations charitable impact as well as press release and Rosemere promotional 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 Hospital Charities at LTHTR 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 Hospital Charities at LTHTR, 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 Chartable Funds Committee will be final.

Last amended Aug 2026