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How to apply for funding from the Cancer Fund

Step 1: Application

Request an [application form](#). Complete with details of your project - what you want to do and how it will either improve patient care (including through research) or support staff in Guy's and St Thomas' Cancer Services.

Step 2: Assessment

Your application is assessed by Charity staff. If it meets our criteria, we send it to be assessed by the committee. If it doesn't meet our criteria, we get in touch to let you know why.

Step 3: Committee

Our Cancer committee decides whether to approve, decline or defer your application.

You receive notification of the decision within six weeks.

Step 4: Next steps

If your application is approved, you receive a funding agreement and have two months to start your project. If deferred, we work with you to clarify any issues and/or discuss requirements for revising the application and resubmitting it to a future committee meeting. If rejected, we tell you why by providing feedback.



How the committee process works

The Cancer Fund committee meets three times a year to assess applications. The Charity gives authority to the committee to award grants from donations which, once awarded, the Charity manages and monitors as appropriate. The committee is made up of senior clinical, academic and management staff from Guy's and St Thomas' Cancer Services. As an applicant you may be invited to come and answer some questions from the committee members at their meeting.

Grant holder responsibilities

Once your application for funding is approved and you become a grant holder, we require you to keep us updated on the progress of your grant. We'll send you templates to complete at certain stages of your grant:

- 1) Depending on the size and length of the grant we may request **reports or updates** throughout the life of the grant detailing the progress and financial status of your project.
- 2) A **final report** at the end of the grant.

We use the information provided in these reports to assess progress in achieving your aims as well as helping us show our impact so that we can encourage more people to donate to the Charity.

FAQs

Where does the Cancer Fund get its money from?

The money in this fund comes from donations people have given the Charity to support our work with Guy's and St Thomas' Cancer Services. We meet the fundraising costs from our central budget so that all money donated can be spent on improvement projects driven by Trust staff.

How do you decide how much money to spend each year?

The Charity actively seeks to make best use of as much of the fund as possible each year. The exact amount spent depends on how much we receive in donations. We aim to make sure that donated funds are used for the benefit of patients as quickly as possible.

Do you fund research?

Yes, but it must have a demonstrable benefit to patient care.

Can I discuss my application with anyone before I submit my application form?

Yes. Please email us at specialfunds@gsttcharity.org.uk

Can I apply for more than one grant at a time?

It's possible to hold more than one grant but please remember there are limited funds available. The committee judges applications for their benefit to patient care and staff support only.

If my application doesn't meet the Cancer Fund criteria are there other sources of funding available?

Yes, please visit [our website](#) to find out about other funding opportunities.



Can I make an application with my colleagues?

Yes, we accept applications supported by more than one Trust staff member or King's College London staff member with an honorary Trust contract. The online application form asks for co-applicant details.

How do I find out whether my idea should be funded by the NHS Foundation Trust or by the Charity?

The NHS might be expected to support items or activities which: ensure the health and safety of patients and staff; are needed to meet essential regulatory provision; provide routine hospital care. It can be difficult to define these areas specifically though so please contact us to discuss your idea if necessary.

Who in my department needs to approve my application?

In your online application form, you need to provide contact details of the clinical director or general manager and the finance manager who will approve your application. You should make the director or manager and finance manager aware of your project before submitting your form. After receiving your form we will contact them to seek approval.

I am a special purpose fund (SPF) fundholder. Do I need to contribute from the fund?

If the purpose of the fund could support the project, then yes. We have a duty to use more highly restricted funds ahead of other, less restricted funds such as the Cancer Fund. We review every application for possible support from SPFs and any uncommitted funds from an SPF could be applied to a grant awarded by the Cancer Fund committee. See our [Regulations](#) for additional information.

Application tips

- ✓ When writing your application remember that the committee is made up of clinical and non-clinical members of Trust staff. We understand that technical language is necessary for research-focused applications but advise the use of plain English wherever possible.
- ✓ Make sure your application references a specific need within your department or business area rather than only talking about a general issue that may exist at a London or national level.
- ✓ Make clear exactly what the problem is, how your idea seeks to solve that problem and why you think your project is the most suitable answer. Link the outcome you are trying to achieve to the activities you plan and resources requested with defined metrics for knowing you have been successful.
- ✓ Create a draft outline of each answer before filling in the application form. Ask for a critical friend or advice from the Charity at this stage if necessary, rather than after you have spent a lot of time writing within the form itself.