



## Guidance for completing the Cancer application form

Following your request for an application form, or following review of your Share Your Idea form, we will send you a link to complete a full application form. This will be sent by email to the email address you've provided. You will be able to check [application deadlines](#) on our website and we ask that you submit your application in good time. Late applications will only be accepted in exceptional circumstances. We will only accept proposals submitted through the online form and cannot accept Word or pdf versions.

It is important to note that application forms will time-out after 30 minutes. If you are unable to complete your form within this time, please make sure to save the form by clicking on the 'save my progress and resume later' tickbox in top right hand corner of the form. You will be asked for your email address and a link will then be sent to your email address to be able to resume at a later stage.

The first page of the application form is primarily guidance on eligibility. Please read this carefully and let us know if you feel your idea would not be eligible after review.

Detailed guidance for further questions is below.

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Section on form	Question	Guidance notes	Word limit
Section 1 – Applicant details	Primary Applicant: Title First Name Last Name Position Organisation Department Street Town/City County Postcode Phone Email	All applications require a primary applicant. This will be the person who will assume responsibility of the grant if your application is successful and will be the main contact for correspondence during the decision-making and grant management stages. If you have submitted a Share Your Idea form or application request form prior to receiving the Evelina application form, this should have pre-populated for you with the details you previously provided. If this is not the case, please add the details.	N/A
	Do you have a co-applicant?	This is a mandatory question. If this application is being submitted with a co-applicant, please select Yes and fields will appear to provide the same contact details as for the primary applicant. You can add up to 5 co-applicants by clicking on 'Add another co-applicant' in the bottom right hand corner of the form. If you do not have any co-applicants, please select 'No' and click on Next page.	N/A
Organisation		This section asks you to confirm if you are applying on behalf of Guy's and St Thomas' NHS Foundation Trust or King's College London (KCL). This will make it clear to the Charity and decision-making body as to who will hold the grant if successful. It is important to note that KCL applicants must go through the appropriate internal procedures before submitting an application to us. Please contact Kuet Liew in the Research Grants and Contracts team for more information at <a href="mailto:kuet.liew@kcl.ac.uk">kuet.liew@kcl.ac.uk</a> .	

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Section 2 – Project Details	Your Project's Title	Please provide a brief title for your project. This should be no more than 20 words.	20 words
	Project type	Please tick all that apply	N/A
Project funding	Amount you are requesting Total project amount Duration of project	In this section, we are looking for the amount you are requesting from the Charity, the total project amount (which may be more than the amount you are requesting if you are expecting or are applying for other funding) and the length of time needed to complete the project. There is a further section in the application form for a more detailed budget, broken down by years.	N/A
	Proposed start date of your project	Please provide your best estimate for when the project will start if funding is awarded. Please bear in mind that projects should not start before funding is confirmed and that decisions are usually made up to month after the published application deadline. Please use the calendar widget to select the start date.	N/A
Project description	Overview of the project	Please describe your project as succinctly as possible, setting out clear objectives that you wish to achieve through this project. This will be used to assess the application and measure the potential success of this project if funded. This will also form the key summary to decision makers.	500 words
	What are the benefits to patient care?	Please explain the direct benefits this project would bring to patients. Even if you have indicated this is a staff project, please explain how this could impact on patients.	500 words
	What is the incidence of the condition(s) concerned?	Please provide the number of patients under the care of the Trust for this condition and (if appropriate) the general incidence in the UK. This will help us to ascertain the scale of the issue.	500 words
	How will you demonstrate the success of the project?	Please tell us your expected outcomes for this project and how you will measure them.	500 words

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	What will happen when the project finishes?	Please tell us what will happen when the funding comes to an end. Please indicate whether further funding will be needed, where you hope to get funding from, or how the project will be maintained without further funding.	500 words
	Does your department have a local user group?	Please select 'yes' or 'no'. If you select 'yes' further questions will appear.	N/A
	Does the local user group support this application?	This will only appear if you have selected 'yes' to the previous question. Please be honest and confirm if your user group supports your application.	N/A
	How is the local user group involved?	Please use this space to tell us what steps you have taken to involve your local user group in developing this application and summarise any feedback they have provided.	500 words
	No local user group? Please describe how you intend to obtain feedback from users on your proposal	This will only be asked if you have answered No to the question 'Does your department have a local user group?'. We would still like to know how you will obtain feedback from those who will benefit from your project.	500 words
	What is the need for charitable funding?	Please explain why this is over and above NHS support, and what alternative sources of funding you have sought (including from Guy's and St Thomas' NHS Foundation Trust budgets)	500 words
	Non-confidential summary	This should be a clear and concise summary of your project, which could be used to publicly explain the project, for example on our website, or for fundraising purposes, so please consider the language you use and try to keep this jargon-free.	500 words
Section 3 – Urgency of Need	Please indicate the urgency of your application	This is a mandatory question. Please select just one option. If you select 'Urgent', you will be asked an additional question.	N/A
	Please describe why this application should be funded urgently	This is only applicable if you have selected 'urgent' to the previous question. Please make your case why this should be considered more quickly, which may be outside of our usual decision-making process.	250 words

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Section on form	Question	Guidance notes	Word limit
Section 4a – Income	Income from Guy's and St Thomas' Charity	Please tell us how much you are requesting from the Charity for each year of your project. If your project is 12 months or less, all your income will be in year 1. For projects of more than 12 months, you will need to have an entry for each year – please use the 'click to add another item' link to add subsequent years.	N/A
	Income from Other organisations	Please tell us how much you have received/requested from other organisations to support this project, including any funding from the Trust, by year and confirm who is providing funding. Again for multiple year projects, use the 'Click to add another item' link to add subsequent years. Please confirm if funding is confirmed or if security of funding is being sought.	N/A
	Income from other sources	If you will be receiving income through other sources, such as through any earned income, please confirm how much by year and source. Use the 'click to add another item' link to add information for projects of more than one year.	N/A
	Total income	This plays back the amount you said you were requesting and total project amount in section 2 with the income detailed in previous question. The income from Guy's and St Thomas' Charity and Amount you are requesting should match so please edit as required until these match. You may need to go back a page to edit the amount you are requesting. Similarly, Total Project Value and Total Project Amount should match.	N/A

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Section on form	Question	Guidance notes	Word limit
Section 4b – Proposed expenditure	Capital and Other One-off expenditure over £5,000 per item.	<p>This is where you can provide details of large items of expenditure, including building works, equipment, software. Please confirm which year the cost will be, how much the item is, what type of expenditure (options are building works, equipment/hardware, software or Other) and then provide further detail in the Description field. Please provide relevant detail such as number of items, name of item, reason eg, 1 x MRI scanner for PICU ward</p> <p>You will need to separate the costs between the value funded by the Charity and the value funded by other organisations or sources.</p> <p>You may find it better to have a budget in Excel before completing this section which clearly indicates which costs are associated with the Charity funding and which costs are funded by others.</p> <p>Use the 'click to add another item' link to add more than one item.</p>	
	Consumables and other Ongoing Expenditure	<p>This is where you can provide details of smaller expenditure, for ongoing expenditure during the project and project consumables. Please confirm which year the cost will be, how much the item is, what type of expenditure (options are consumables, contractors and Other) and then provide further detail in the Description field. Please provide relevant detail such as number of items, name of item/service eg, Refreshments for user group meeting x 3 meetings per year for 10 people.</p> <p>You will need to separate the costs between the value funded by the Charity and the value funded by other organisations or sources.</p>	
	Staff costs	<p>Please read the guidance on the form as to which staff costs can be claimed through charitable funding.</p> <p>Please confirm the year, cost, employer and job title or role.</p> <p>You will need to separate the costs between the value funded by the Charity and the value funded by other organisations or sources.</p>	

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	Total expenditure	This plays back values entered into above budget. Funded by Guy's and St Thomas' Charity and Total income from GSTC should match, and funded by other organisations/sources and Total income from Others should match.	
Section 6 – Sign off	Primary applicant confirmation	Please tick the boxes to confirm the application form is now ready to be processed and that you have read and understood the <a href="#">Charity's Data Privacy statement</a> . Please use the date you submit the form in the Date field.	N/A
	Head of Service or Directorate General Manager contact details	Your application form will be sent by email to your Head of Service or Directorate General Manager to review and indicate their authorisation. Please provide their details so the form can be sent to them. Please ensure there is sufficient time for this individual to read, review and authorise before the deadline. We will also send your application to the Cancer Centre Business Manager for review from a Finance perspective – there is no need to provide these details.	N/A

Once you have completed your form, please click on 'Submit'. The form will then be sent to the individual named on your application for sign-off, and to the Cancer Centre Business Manager to check. Once this process has been completed, you should receive an acknowledgement by email to confirm we have received your application. We will contact you if there are any queries with the application. Please note it may take up to 3 months for a decision once we've received your application, depending on when the next committee meeting is taking place. For any queries, please contact [specialfunds@gsttcharity.org.uk](mailto:specialfunds@gsttcharity.org.uk).