

**Cheshire & Merseyside Cancer Alliance CVS Partnership**

**Improving Community Awareness of Cancer   
VCSE Community of Practice Small Grants Programme (One Knowsley)**

**Guidance Notes**

**Guidance Notes**

Throughout the application, please be aware of the **word count**.  
  
Deadline for receipt of applications is 23rd September.   
  
Please submit your application as a **Word document**. Please name your application file using the following format **CMCA Your Organisation MonthOfSubmission 22 e.g.**

if your organisation was called Rethink Support and you submit your application in September 2022, your file name would be   
CMCARethinkSupportSept22

**Section A – About your organisation**

Please complete in full and ensure that you give us an alternative contact for your programme.

A1 – Please give a brief description of your group’s main activities, highlighting any work with the cohort supported by this fund.

A2 – Please note the intended outcomes for this funding (see Page 2 of Application Proforma) and use this question to explain how your project will help us deliver them.

**Section B – About your programme**

B1 - Please describe your programme (Max 250 words)

In this section we want you tell us the ‘who, what, when and where’ of your programme.

* Who?   
  Who will you be working with?  
  How will you target them?   
  How will you encourage them to take part? i.e. How do you plan to market your programme? How will you use social media as part of your programme?
* What?  
  What activities/interventions will take place?
* When?   
  When will they take place e.g. weekly/at weekends/evenings etc?  
  Please include your project start date and end date.
* Where?   
  Which venue/s you will be working in or if you are providing detached or street work

B2 - Please tell us about the positive impact the programme will have on those taking part (Max 250 words)

In this section tell us how you know that the interventions/activities you are a planning will make a difference.

Funds cannot be used to pay for anything that is already funded *–* i.e. direct duplication of funding.

**Section C – Financial Information**

C1 and C2 – Please give a clear breakdown of project costs (including any management and marketing costs) and any additional funds that you may be seeking to support the programme.

**Declaration Document Checklist**

To avoid delays in processing your application, please make sure you attach all 3 items from the **Declaration Document Checklist,** along with your application:

i) The constitution / set of rules of your organisation

ii) Your organisation’s latest annual accounts, or income/expenditure statement for the last 12 months

iii) A copy of your organisations Safeguarding Policy

**What happens next**

Following submission of your application, we aim to notify you of our decision within 6 weeks of application deadline.

**Rejected applications**

* We will contact you by email to notify you of your rejection

To reduce the likelihood of your application being rejected, please contact Paula Kearns (Sector Resilience and Capacity Building Manager) [PaulaKearns@OneKnowsley.org](mailto:PaulaKearns@OneKnowsley.org) to discuss your proposal *prior* to submission.

**Approved applications**

* We will phone you to give you the good news
* We will talk about any conditions
* We will discuss payment details and schedule milestones (if applicable)
* We will discuss progress reporting and claiming
* We will send an email including:
  + A “Congratulations” letter
  + A Grant Award Contract with details of any monitoring and evaluation requirements
  + A bank details form

Once bank details form is received and any due diligence checks have been completed:

* We will make payment.

**Find out more about the Cheshire & Merseyside Cancer Alliance “Improving Community Awareness of Cancer” VCSE Community of Practice Small Grants Programme (One Knowsley)** [**here**](https://oneknowsley.org/knowsley-cancer-alliance/) **.**