

**Grants (Other than for Hardship)**

**Grants will be considered that:**

* Improve local facilities for the diagnosis and treatment of cancer
* Improve local Equipment and facilities for the care of cancer patients
* Support local research
* Promote cancer education

**How to Apply for a Grant:**

To support your application, healthcare professionals and staff caring for patients will need to provide the following:

* Description of the request
* Why it’s needed
* Why funding from PCCF is required
* How it will benefit patients
* Departmental support
* Total costs
* Any relevant evidence

**Processing the Grant Application**

If possible, all grant applications should be considered by the full Committee of Trustees. If a shorter timescale for a decision is needed eg the date for a study day is before the next scheduled Committee meeting, a decision can be made by three or more officers.

A letter indicating decision to be sent to the applicant with copy sent to the head of relevant department.

Any decisions taken between Committee meetings will be recorded at the next meeting.

**Records**

Electronic records are kept for minimum of seven years

All hard copy records and relevant information are kept for seven years in a secure place.

Any personal information held is not shared with any third party without gaining permission from the individual.

**Approval Date: 27.03.18(Committee Meeting Minute No 1429)**

**Review Date: March 2021**