

**Hardship Grants**

The PCCF will consider requests from local people with cancer or those that care for them, under the care of Derriford Hospital, Plymouth or other health organisations within its catchment area. This includes requests for:

* subsistence
* travel for patients, and carers (where appropriate)
* relief for hardship arising from cancer and its treatment

**How to apply:**

The Committee will only receive requests from a recognised health care professional on behalf of patients or their carers. These health professionals include the Mustard Tree Benefits Advisor or delegated person (Telephone 01752 763672 for appointment), Cancer Nurse Specialists, Chemotherapy or Radiotherapy Staff.

Applications for financial assistance should include:

* Why the support is needed
* What the funding is for
* Confirmation that a financial assessment has been undertaken, that the patient has received all relevant entitlements and that the costs and expenses are reasonable.

**Processing a Grant Application**

On receipt of a grant application, approval will be sought from two Officers or Trustees, up to a maximum total payment of £500 per Applicant.

Sometimes, applications for financial support come in instalments and grants can be approved up to £250 initially, and to up to a maximum total payment of £500 per Applicant.

Requests that exceed a total of £500 will be considered by at least three Officers before payment. (See Committee meeting minute 1416 – 9/1/18)

A letter of confirmation of PCCF decision is sent to the applicant (with Information Leaflet) with payment and an email to the Health Professional/Macmillan Financial Advisor who made the application on the patient’s/patient’s family behalf (using patient’s initials only).

When providing information to Trustees, the identity of an applicant is kept confidential, and only initials and place of residence to be used.

**Records**

Copies of applications, decision letters and a copy of the cheque are kept for 7 years in a secure place, either as hard copies or electronically (see Data Protection Policy).

Electronic records are kept and on a password protected computer, using applicant’s initials or reference number only to protect personal information.

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**