

## **The Elizabeth Coteman Fund – Our Small Grants Policy**

This policy sets out our grantmaking policies and priorities for small grants, as approved by the Trustees (25 January 2018). It reflects the priorities agreed by the Trustees (see objectives below). It will be reviewed (at least) annually and amended as necessary in the light of experience, new proposals put to us, and continuing dialogue with key stakeholders.

### **The Charity's Objects**

The objects of the Charity, as set out in its governing document, are:

*"The preservation and protection of good health for the public benefit and the relief of need among individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis\* by:*

- *Offering grants to those groups working with individuals, families and groups living with a diagnosis of pancreatic cancer or pancreatitis.*
- *Offering grants to NHS clinical pancreatic cancer services where this will directly improve services and support for individuals and families living with a diagnosis of pancreatic cancer or pancreatitis - where funding would not otherwise be available.*
- *Supporting research into pancreatic cancer with selected grants for research teams and pancreatic cancer patients participating in clinical trials, and promoting the publication of the useful results of research.*
- *Raising awareness of pancreatic cancer and its effects.*
- *Providing financial, practical and emotional support to those diagnosed with pancreatic cancer and their families and carers through appropriate referral and signposting in a way that will improve quality of life.*
- *Working in partnership with other relevant charities and groups to achieve better outcomes for those diagnosed with pancreatic cancer and their families and carers".*

*\*The geographical area covered shall be assumed to be the United Kingdom*

### **Funds available**

The Charity's income comes solely from donations – direct to the Charity or via fundraising. The Charity will publish its income and expenditure, including the total sum of grants made, in its annual report and accounts each year. This accounting process will include an impact report. The Charity will continue to balance the amount of funds available for grantmaking activities with the funds required to manage an efficient and effective charity and deliver services and support, whilst aiming to achieve a surplus each year.

From time to time the Trustees may agree to vote restricted funds to key projects or organisations (e.g. research activities), but such funding will still be consistent with the Charity's governing document and priorities. Unrestricted funds (to levels agreed by the Trustees annually) will be available for general grantmaking where applications are consistent with objects and priorities.

### **Funding Criteria/Applications Invited**

We will consider supporting any individual, family or organisation where funding will directly support, or lead to the support, of individuals, families and groups living with a diagnosis of pancreatic cancer/pancreatitis, or support better diagnosis/treatment; specifically, where:

- Quality of life can be improved
- Financial hardship can be reduced
- Emotional and general wellbeing can be enhanced
- Research into diagnosis/treatment of pancreatic cancer/pancreatitis can be improved

Applications are invited direct from individuals and families and/or from organisations working to support them, e.g.

- The NHS
- Charitable organisations

Applications must be clear on what the funding is for and what it hopes to achieve. Where applications are made to support an individual with pancreatic cancer/pancreatitis, they must also confirm the current medical status of the individual (diagnosis and prognosis). This may have a bearing on the size and timing of the grant/s. Where possible such applications should be supported by a clinician. Failing this, the application should be supported by an organisation working with the patient/family (a charity for instance). In the event that neither of these requirements can be met, a designated and experienced representative from The Elizabeth Coteman Fund will help the applicant or his/her carer or representative to complete the application.

Applications must detail any other applications for funding being made, or any monies received, or expected, from other funding bodies.

The Elizabeth Coteman Fund reserves the right to confer with third parties on the detail of applications. (This will often enhance and speed up the application process).

All successful applications for grant funding must be followed by feedback to The Elizabeth Coteman Fund, at an appropriate time, on the impact the grant has had.

The rules and good practice in relation to protecting patient, and other categories of sensitive data, will be observed by The Elizabeth Coteman Fund at all times.

### **Types of Grants We Will Make**

Whilst we will consider any application that meets our objectives and priorities, the majority of successful applications will relate to one or more of the following types of requests:

#### Hardship

Where a diagnosis of pancreatic cancer has had a negative effect on household or personal income or expenditure and where a one-off grant will help to reduce immediate pressures.

#### Respite

Where an individual, couple or family are seeking a short holiday, break or trip.

#### Equipment/Clothing and Household Items

Where the purchase of additional or alternative items is necessary to improve access, hygiene or comfort.

#### Expenses

Where extra and previously unforeseen costs of (e.g. travel) have arisen as a result of a diagnosis of pancreatic cancer.

#### Quality of Life

Where something may bring relief, happiness or comfort to someone with a diagnosis of pancreatic cancer.

#### Research or Special Projects

Where the availability of small grants can directly support research into pancreatic cancer in its widest sense, or where other relevant projects can be supported by small grants.

## **Value of Grants**

### **£250:**

This is normally the minimum grant value approved, unless a smaller amount is requested, or, if in the judgement of the Trustees, the requirement can be met in other ways or with less expenditure.

A second (subsequent) grant of £250 may be made, on application.

### **£500:**

This top level of grant (under our Small Grants Programme) will normally be made where costs, or need, are more acute or urgent

Grants may be paid in stages (i.e. 2 x £250)

In exceptional cases, the Trustees may consider the award of larger amounts, and/or work with other organisations to achieve a higher award.

The Charity appreciates that, given the restricted size of grants, funding may only constitute a contribution towards the cost of the item/s, service or support needed.

The Trustees have the right to refuse an application for funding. Refusal may be for undisclosed reasons, but is likely to be related to failure to meet criteria or the availability of funds (the Charity has a finite annual budget for grants).

## **Application Process**

Grant forms can be obtained/requested by:

- Downloading from our website – <https://www.ecfund.org/what-we-do/grants/>
- Post to - The Elizabeth Coteman Fund, 27 Thornton Court, Cambridge CB3 0NS
- Calling our helpline – 01223 782171
- Email – [info@ecfund.org](mailto:info@ecfund.org)

Once received, grant applications will normally be considered within a cycle of five working days and applicants will be advised of the decision of the Trustees. Once approved and advised to the applicant a cheque or bank transfer will normally be sent/completed within a further five working days, subject to the applicant having given address and banking details on the application form. Any delays, beyond these target dates, will be advised to the applicant or person acting on their behalf.

At the same time as payment is made, the applicant will receive a letter confirming the award made, and the purpose of the grant, which must be strictly adhered to.

## **Complaints**

Should any applicant feel that they have not been treated equally, fairly or with courtesy, they may seek redress via a letter to the trustees, who will consider, with an independent person (usually from another charity), what action should be taken in response.