



# APPLICANT GUIDANCE

## Contents

Introduction.....	2
1.1 Purpose of the guide.....	2
1.2 About Moondance Cancer Initiative.....	2
1.3 About the Keith James Grants.....	2
Grant Guidelines.....	3
2.1 Who can apply?.....	3
2.2 What can we fund?.....	3
2.3 What costs can the funding cover?.....	4
2.4 What is expected of award recipients?.....	5
2.5 Comms and Publicity.....	5
2.6 Accessing the funding.....	5
2.7 Application Process and Guidance.....	6
Frequently Asked Questions.....	9
Annex A: Keith James Grants – Terms and Conditions.....	10
Annex B –Keith James Grants Travel and Subsistence Rates.....	11

## Introduction

### 1.1 Purpose of the guide

In this guide, you'll find everything you need to know to help you apply for a **Keith James Grant** from Moondance Cancer Initiative. It also outlines what to expect after your application is submitted and if you are successful.

Please make sure you read this guidance **thoroughly** before submitting your application.

### 1.2 About Moondance Cancer Initiative

Moondance Cancer Initiative find, fund and fuel brilliant people and brave ideas to make Wales a world leader in cancer survival. Established in 2019, we are a philanthropically funded, not-for-profit company.

We are Wales-focused, with a global outlook. Our aim is to accelerate significant and sustained improvement in cancer survival outcomes over the next 10 – 15 years. Our work includes funding demonstration projects in the Welsh NHS and with NHS partners, supporting the people delivering those projects. We undertake research and insight work to scan for global solutions and to ensure all our work is evidence-informed.

### 1.3 About the Keith James Grants

The Keith James Grants have been established in memory of Keith James, a founding board member of Moondance Cancer Initiative.

An '[active, engaged citizen](#)', Keith was passionate about Wales, and led the development of a wide range of organisations, whose work continues to contribute to making Wales a better place.

Here at Moondance Cancer Initiative, our work is only made possible by the talented and passionate people who are driving change for patients across all parts of the cancer pathway. And we know that access to learning and development opportunities locally, nationally, and internationally is a crucial part of helping to improve cancer services and with it, cancer survival rates, across the country.

Therefore, through the Keith James Grants, a total of £1 million is available to support a broad spectrum of learning and development opportunities for a wide range of professionals – clinical, medical, and administrative, across cancer services.

Recipients of a Keith James Grant will share our motivation to improve cancer outcomes for patients across Wales. They will be committed to putting their learning into action for the benefit of patients, their role, and their team.

## Grant Guidelines

### 2.1 Who can apply?

We welcome applications from anyone working within the NHS in Wales whose role has a direct connection to cancer services. This can be at any part of the cancer pathway from presentation, through to diagnosis, treatment, and associated care and support. Awards are accessible to clinicians, health care professionals and those working in administrative roles linked to cancer services.

You can be at any stage of your career, and your role may link directly to cancer e.g. you are a Cancer Nurse Specialist, or less directly, e.g. you are a generalist lab technician.

Please note, if we receive multiple competing applications, we may choose to prioritise applicants who would be less likely to receive funding from other sources.

We will only fund applications from individuals employed by NHS Wales.

### 2.2 What can we fund?

The Keith James Grants take a deliberately broad approach to the types of activity that can be funded. We are keen to support participation from a wide range of multi-disciplinary professionals in short-term activities that build skills, knowledge, connections and / or experience that can be used to directly improve cancer services in Wales.

There are two headings that individuals and / or groups can apply under:

- **EVENTS, EDUCATION & TRAINING**
- **VISITS.**

**Events, education and training** may include: conferences, professional study days, training courses and networking events. This list is not exhaustive, and we encourage you to submit applications for activities that will deliver benefit to patients at any point of the cancer pathway.

We will not fund applications:

- for academic study such as a Masters or PhD
- for project management or general management courses
- for clinical or academic research
- that have no relevance to your current role
- that represent mandatory or legal training that is considered a core requirement of your role
- that represents retrospective funding
- from individuals not employed by NHS Wales

**Visits** offer opportunities for individuals or groups to learn how we can improve cancer services in Wales through a variety of ways such as:

- Visiting or shadowing leaders / teams nationally or internationally
- Exposure to new skills, techniques, operational models of delivery that could be beneficial to Wales.
- Forging or deepening links with experts and leaders in the field of cancer with the aim of developing ideas for future collaboration and/or improvement.

We will be unable to consider applications:

- that do not have the support / agreement of the venue / institution that you plan to visit
- that do not outline the potential benefit to cancer services in Wales
- that represent retrospective funding
- from individuals not employed by NHS Wales
- that represent funding requests for long term travel fellowships

### 2.3 What costs can the funding cover?

The costs you submit in your application will be based on research and planning that you undertake. It is your responsibility to ensure that this is as accurate as you can make it. If detailed travel costs are not available at the time of application submission, e.g. as flights, train fares are yet to be released, please estimate these as best you can and make a note of this on your application form.

Eligible costs are as follows:

- Travel to / from your home and the location of the activity.
- Entrance / ticket / course costs.
- Hotel accommodation.
- Subsistence rates.

Travel and accommodation costs submitted in the application should appropriately reflect the needs of individual applicants with disabilities and / or long-term health conditions.

It is the responsibility of the grant recipient to ensure they have appropriate insurance in relation to themselves and the activity being undertaken, this could include, but is not limited to, car insurance, travel insurance and personal possession insurance. Keith James Grants cannot be used towards these costs.

Should backfill resourcing be required to enable a key participant to attend we will explore these with you through the application process.

All costs should be given in GBP on the application form. Costs in other currencies, e.g. tickets for a conference in Europe that are priced in Euros, should be converted using <https://www.xe.com/en-gb/currencyconverter/>

Similarly, subsistence rates should be converted using the same method to provide maximum allowances when undertaking funded activity abroad.

Please see Annex B for our travel and subsistence rates.

#### 2.4 What is expected of grant recipients?

Feedback and reporting processes will reflect the scale and type of activity you are undertaking, and these will be set out in the award letter (along with any reporting templates for completion and return).

Generally, all grant recipients will provide written evidence of the impact of the award on their work and complete a short evaluation form within two weeks of the completion of the funded activity.

The support of Moondance Cancer Initiative should be acknowledged in any posters, abstracts, reports, or published work that result from a Keith James Grant.

A recipient of a Keith James Grant is not an employee, volunteer, or representative of Moondance Cancer Initiative. Please see Annex A for our full Terms and Conditions.

We will retain people's contact details for up to two years after the completion of their activity. We may follow up with you at a later point to gather information on the impact the activities have had on applicants' roles and / or cancer services. What you tell us, will help us shape any future iterations of the programme and to understand more about what benefits the cancer services workforce in Wales.

#### 2.5 Comms and Publicity

We encourage grant recipients to share updates about their funded activity with their colleagues and networks. This could be in various ways, e.g. posting a picture while attending an event on social media, sharing details with your team at work, via internal communication channels.

All grant recipients will be provided with a simple comms pack which will include social media handles for use on their own social media accounts when posting about their participation in the funded activity.

We may publish information about Grants we have made, e.g. website, social platforms, newsletters, using the full names of recipients along with any photographs or video clips we receive as part of the evaluation process.

#### 2.6 Accessing the funding

**If you are awarded a Keith James Grant, your employing organisation must pay the costs in full in the first instance.**

Upon completion of the activity, your organisation will then request payment from us, by submitting an invoice for the total costs (this includes expenses linked to subsistence). We will reimburse your organisation in line with the agreed costs as outlined in the award letter.

**We cannot reimburse individuals directly.**

Details of how to claim the approved funding will be outlined in the award letter we issue if you are successful. It is important that applicants identify, and provide details on the application form of, the person in their organisation who will be responsible for booking/arranging the activity and ensuring an invoice is submitted to us on completion.

**2.7 Application Process and Guidance**

Applications must be completed and submitted using the official Keith James Grants application form and submitted via email to [info@moondance-cancer.wales](mailto:info@moondance-cancer.wales). The application form is available to download here: <https://moondance-cancer.wales/keith-james-grants>

Keith James Grants are available on a rolling basis i.e. there is no deadline. It may take up to 4 weeks for us to assess your application following submission – please bear this in mind when completing your application. We are unable to commit funding more than six months in advance of the start date of an activity, therefore please do not submit an application until within six months of the commencement of your chosen activity.

Please complete all sections of the application form as fully as possible. Incomplete sections could delay the assessment process as we may need to request further information from you.

Question 1: Use your answer to this question to clearly explain how your role relates to cancer services.

Question 2: Use your answer to this question to clearly explain how the activity relates to your work and the ways in which it will deliver benefits to cancer patients / services in Wales.

Question 3: Use your answer to this question to clearly explain how you will disseminate your learnings from the activity in your workplace.

We will prioritise funding applications that have the biggest potential benefit for cancer services.

If you intend to apply as a group, please ensure only one application form is submitted per employing organisation i.e. if the group comprises only people from Hywel Dda UHB, only submit one application; if the group comprises people from two or more organisations, complete one form for each organisation.

Ensure the details of all proposed participants from an organisation are included on the form. There is space on the application form to replicate the applicant details, please include everyone that you would like us to consider funding. When completing the cost section, please ensure the costs reflect the total amount requested.

We may fund all or some of those people included in an application for a group visit. We may ask you to amend the participants involved.

We understand there may be times when you cannot give completely accurate information, e.g. train fares not yet released on planned travel dates. In this scenario, please submit your application with the closest estimate and include a note to explain.

We also understand that **VISITS** applications made for groups will be more complex in defining the full costs required. At application stage we are looking for a reasonably accurate estimate of the total funding request. If you are successful, we will work with you to ensure all costings are accurate before the formal award letter is issued.

For all activities, once funding has been awarded, it is for the specific individuals named in the award letter. Any change to the individuals involved can only be made if approved by us. Please see Annex A for more information.

Having reviewed an application, we may ask for further information and / or a meeting to discuss your application.

You will receive a decision via email to let you know if your application is approved or declined. If your application is approved, an 'Award Letter' will be attached to the email. This will include confirmation of:

- who we agree to fund
- what we agree to fund
- detailed cost breakdown
- details of how your organisation can request payment
- feedback and / or reporting expectations (including templates)
- terms and conditions of the award.

You will also receive a simple communication pack which will include our logo, brand guidelines, details of our social media handles and suggestions for sharing your experience.



## Frequently Asked Questions

<p>You have rejected my application, and I would like to appeal this, how do I do that?</p>	<p>When we reject an application, we will provide information on why that was the case. There is no appeals process, instead, we would advise that you take on board the information in the rejection email and submit a new application.</p>
<p>The activity I want funding for is not specifically cancer focused but will enhance my role and therefore cancer services</p>	<p>The Keith James Grants are open to anyone working in the Welsh NHS whose role is connected to the delivery of cancer services. We understand that the skills and techniques necessary for the diagnosis, treatment and care of cancer patients can extend wider than just cancer and we understand that not all activities will have a singular cancer focus. We will however expect you to explain in your application how this will benefit your role and therefore cancer services.</p>
<p>I have applied already and received funding; can I apply again?</p>	<p>Yes, you can, however we will prioritise first time applicants when assessing applications.</p>
<p>What happens if something unexpected happens which means I have to spend more money than I put in my budget?</p>	<p>We cannot guarantee paying more than was originally budgeted but we will treat any situations like this on a case-by-case basis and work with you to reach a sensible conclusion.</p>
<p>I am currently unemployed and am seeking work within the NHS in Wales. I have seen some courses that I think would help me secure employment, can I apply for funding for these?</p>	<p>Unfortunately, we will not be able to consider your application unless you are employed by NHS Wales in a role connected to cancer services.</p>
<p>I don't want you to keep my contact details after I've submitted feedback, is that okay?</p>	<p>Yes, that's fine – you can either pop that in an email as part of submitting your feedback or contact us at any point afterwards to ask to have your details removed from our records.</p>
<p>I have more questions, who can I speak to?</p>	<p>If you have any queries, please contact the team on <a href="mailto:info@moondance-cancer.wales">info@moondance-cancer.wales</a></p>

## Annex A: Keith James Grants – Terms and Conditions

1. "you", "your" means the individual/group who has completed the Keith James Grants Application Form. "us", "our", "we" means Moondance Cancer Initiative. "Grant" means the grant funding provided by Moondance Cancer Initiative following an approved application to the Keith James Grants.
2. Funding received via a Grant can only be used for the activities set out in the award letter we will issue if your application is approved.
3. Funding received via a Grant cannot be used retrospectively for any activity that has taken place before the Grant was approved.
4. Funding received via a Grant cannot be used towards insurance costs; it is the responsibility of grant recipients to ensure they have appropriate insurance in relation to themselves and the activity being undertaken.
5. To receive the Grant, your organisation must pay the costs in full in the first instance. The organisation will then request payment from us, and we will then reimburse the agreed costs as outlined in the award letter.
6. Any expenditure incurred before the approval of an application is done so at your own risk. There is no guarantee that an application will be approved.
7. In the case of international activities, all entry requirements are the responsibility of the grant recipient, these include, but are not limited to, visas, vaccinations, passport requirements.
8. If the Grant is used in any way other than in accordance with the detail set out in the award letter, then we reserve the right not to reimburse the costs.
9. Individual applications: The Grant is not transferrable to another person without prior approval from us. In the case of group applications, the main point of contact will need to request a change to the group membership and provide full details of the new member and confirmation of who is not attending/travelling. We will consider the request and communicate a decision in writing to confirm if we approve the change.
10. We may publish information about Grants we have made online, e.g website, social platforms, using the full names of recipients along with any photographs or video clips we receive as part of the evaluation process.
11. The support of Moondance Cancer Initiative should be acknowledged in any posters, abstracts, reports or published work that result from a Keith James Grant.
12. Our liability under these terms and conditions is limited to the payment of the Grant.
13. Any new skills, techniques or approaches that are developed as a result of a Keith James Grant are not endorsed by Moondance Cancer Initiative and must go through all appropriate governance processes before being utilised.
14. A recipient of a Keith James Grant is not an employee, volunteer, or representative of Moondance Cancer Initiative
15. The personal data provided in this application will be used to process the application, the making of any Grant and in subsequent follow up with recipients.

16. Payment of the Grant and these terms and conditions shall be governed by the laws of England and Wales.

## Annex B –Keith James Grants Travel and Subsistence Rates

The table below sets out the travel and subsistence rates that are applied to successful applications. We recognise they may differ to those applied by your employer. Full details of what will be funded will be set out in the award letter sent to successful applicants.

<b>Travel by Train</b>	All rail travel should be booked as standard class. First class tickets will not be reimbursed. Advanced purchase rail tickets should be purchased where possible and it is expected that you will plan your travel as far in advance as possible in order to obtain the best price.
<b>Travel by car or motorbike</b>	Car mileage is paid at 55 pence a mile. Motorcycle mileage is paid at 24 pence a mile. Mileage should be claimed from your home address – venue – home address. If you have collected colleagues as part of car sharing arrangements, then this can also be included within your mileage claim.
<b>Travel by coach</b>	Advanced purchase coach tickets should be purchased where possible and it is expected that you will plan your travel as far in advance as possible in order to obtain the best price.
<b>Air travel</b>	Air travel should be booked as standard/economy class.
<b>Overnight accommodation</b>	Up to £200 per night in major cities. Up to £120 per night elsewhere.  Where possible a bed and breakfast rate should be booked.
<b>Subsistence</b>	Breakfast – up to £5 Lunch – up to £10 Evening meal – up to £25

### Travel

- We would encourage car sharing where possible to maximise value for money if public transport is not being utilized where a group is being funded.
- The use of taxis will only be considered where such costs are necessary, for example, journeys where there is no public transport available, it is not safe to use public transport, or you are travelling in a group and the cost of a taxi is cheaper than the combined public transport fare.

### Accommodation

- Where there is a range of suitable accommodation options available, it is expected that you will select the most cost-effective option available, with consideration for

safety and proximity to the activity. There is no expectation that you will share a room with a colleague if attending as a group.

### **Subsistence**

- Subsistence allowances represent a limit rather than a suggested level of expenditure and they should be applied individually to each meal rather than aggregated to pay for one more expensive meal.
- Where the activity has subsistence included in the cost, e.g. lunch at a conference, breakfast included with hotel booking, we will not reimburse any additional claims if these meals are eaten elsewhere.
- Dinner is applicable if you are staying overnight or will be finishing your journey at a time where it would be appropriate to have dinner.
- Costs, such as mobile phone charges, newspapers, bar bills, mini bar, pay to view TV etc. will not be reimbursed.

If you're unable to plan your travel within the limits above, please contact Moondance Cancer Initiative for advice – [info@moondance-cancer.wales](mailto:info@moondance-cancer.wales)