

Cancer does not discriminate

PLEASE READ

Important information to read before completing application form for small grant.

1. Event requirements

The National Cancer Action Team expects the following from the awareness events funded by the small grant programme:

- You must give out pre-packed bags containing cancer awareness information (bags and materials supplied to successful applicants) to everyone who attends your event.
 - You will need to send us a completed attendee questionnaire (supplied to successful applicants). These must be sent via post to Suzi Chung.
 - Take and send us photographs of the event (photo release form supplied to successful applicants).
 - Event organisers and staff to wear our 'cancer does not discriminate' T-shirts (supplied to successful applicants).
 - Provide details to Suzi Chung at least 10 days in advance of the event for inclusion on NCAT website
2. [Nottingham only] Applicants will be required to upload details of their event to the Champions of Change blog (details of this will be sent to successful applicants).
3. Events will be attended by a mystery shopper

4. All potentially viable events will be contacted via phone so please provide both a mobile and a landline telephone number in section 1.
5. Priority will be given to applications for events that are held within the target area during the campaign (details in table below).
6. Priority will be given to applications for events that are aimed at black and minority ethnic communities.
7. Grants of up to £200 are available to help with costs of running a cancer awareness event (for venues, refreshments etc).
8. Please note, funding will be provided **after** the event and receipts or invoices will be required in order for the payment to be processed. A form will be sent to all successful applicants to complete where they must detail how money was spent.
9. Applications need to be submitted at least 10 days before the campaign introductory event for your local area (please see table below for details).

Cancer does not *discriminate* campaign schedule

Area	Campaign Introductory Event	Start of campaign	End of campaign
Nottingham	19 th September	20 th September	25 th October
Leeds	9 th October	10 th October	9 th November
Birmingham	25 th October	26 th October	23 rd November
Leicester	6 th November	7 th November	30 th November

Thank you for your interest and we look forward to receiving your application shortly