

## Promoting Innovative Practice Education Fund

### Terms and Conditions

By accepting a grant from Pancreatic Cancer UK you are also agreeing to be bound by the terms and conditions as outlined below. It is therefore important that you read and understand them prior to accepting the grant.

### Scope

Pancreatic Cancer UK will consider grant applications from NHS organisations, registered charities, institutions and professional bodies who intend to provide UK based, face to face education activities on pancreatic cancer for health, allied health and social care professionals.

Education activities are defined as face to face training days, workshops, study days, networking opportunities, clinical updates or similar which are UK based and health professional led. Priority will be given to applications that facilitate improvements in care for people affected by pancreatic cancer through increasing awareness and understanding; developing and sharing good practice; promoting collaboration and multi-disciplinary working.

### Eligibility and Application

Applications can be made by health professionals employed by NHS organisations, charities, health professional bodies and associations.

Applications must be submitted on the Pancreatic Cancer UK Promoting Innovative Practice Grant Application Form.

If funding is required for more than one education activity a separate application must be submitted for each activity. If the same education activity is to be run multiple times or if the activity will be spread over a number of separate sessions the organisation can use one application form and provide details of the locations and dates of subsequent / repeated activity.

Pancreatic Cancer UK will **not** consider applications:

- For activities based outside the UK
- For activities that do not have a clear focus on pancreatic cancer
- For retrospective activities
- From individual health professionals to attend an education or training event (there is a separate bursary fund for this)

Funding can be made available for the direct costs of organising and running the event including venue hire, refreshments, travel and accommodation.

## Pancreatic Cancer UK

Grants are awarded at Pancreatic Cancer UK's discretion and the charity has the right to request additional information when considering an application. Organisations will be notified whether or not their application has been successful usually within 8 weeks but this may take longer if additional information is required.

If the organisation is successful, 80% of the funding will be allocated prior to the event with the remaining 20% given on receipt of an evaluation report (including a list of attendees) following the event. Both payments will be made on receipt of an invoice.

One of the conditions of receiving a grant is that a representative from Pancreatic Cancer UK has the opportunity to attend the event and give a short talk (10-15 minutes) on the work of the charity as part of the programme.

### The Organisation

All submitted applications must identify a lead contact for the application process. The lead contact will represent the Organisation and be responsible for all contact / liaison with Pancreatic Cancer UK and for ensuring that the terms and conditions of the grant are adhered to.

Pancreatic Cancer UK must be kept up to date with any significant changes to the event, if the organisation wishes to withdraw from the grant process or if the activity is cancelled. In the event of cancellation, applicants should note that Pancreatic Cancer UK may require grant funding already paid to be returned.

If successful in their application the organisation is responsible for:

- Ensuring venues used for the activity comply with relevant health and safety legislation
- Producing a short evaluation report and submitting this to Pancreatic Cancer UK within 2 months of the activity ending. This report should as a minimum outline the aims and objectives of the activity, the content delivered, the number and names of participants and evidence that the anticipated learning outcomes have been achieved.

If successful in their application the organisation agrees to:

- advertise the receipt of the grant from Pancreatic Cancer UK on any promotional / delegate materials
- Sharing of presentations / slides from events on the health professional secure pages of our website
- A representative from Pancreatic Cancer UK attending the event to give a short talk (10-15 minutes) about the work of the charity

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