

Cancer Society of New Zealand

 Canterbury/West Coast Division Inc.

P O Box 13-450

CHRISTCHURCH 8141

Telephone: 03 379-5835

Email: Georgia.hall@cancercwc.org.nz

GUIDELINES FOR SPECIAL PROJECT GRANT APPLICATIONS*:*

1. The Cancer Society of New Zealand, Canterbury-West Coast Division will support, through the giving of grants to special projects identified from the assessment of local needs or requested by the CSNZ.

Detailed requirements will be advised on request by emailing: Georgia.hall@cancercwc.org.nz

1. Grant applications must be received by email on the application to: Georgia.hall@cancercwc.org.nz
2. Applications for grants will be assessed monthly if all requested documentation, including referees’ reports, are received. Note: It could take 4-5 weeks for applications to be processed. Applicants will be advised when they can expect to hear the outcome of their grant application.
3. References will be sought by the Chief Executive prior to reviewing the applications on the suitability of the applicant and the appropriateness research, and the benefit to the cancer community of the research project. Formal peer review may also be sought for a research project.
4. In deciding an amount to be granted, consideration will be given to:
	* + the total cost of the request.
		+ access to other avenues of funding.
		+ contribution of employer or other funders.
		+ contribution to the work of the Society (research, support and health promotion, etc).
		+ contribution to study of and/or treatment of diseases of cancer.
		+ the length of service of applicant in cancer-related work.
		+ the return to the community and/or work of the Society.
		+ the number of times, the amount and when a grant has been made previously to the applicant.
		+ appropriate ethical and other (eg Tissue Bank Board) approvals must be demonstrated.
* no retrospective approval of any grant application will be made.
* social costs will not be considered.
* accommodation expenses will only be considered in special circumstances
* independent opinions regarding relevance and validity of the research project may be sought by the Cancer Society.
1. If the grant is not used (fully or in part) the funds must be returned to the Society.

1. Accountability reports MUST be provided by email within 28 days of completion of the research outlining the main benefits to the grantee and his/her work, and there will be an expectation that knowledge gained will be shared. Successful applicants must be willing to formally report back to colleagues and the Cancer Society, and to provide information for Cancer Society promotional publications.

|  |  |
| --- | --- |
| K:\Communications & Social Media\Logos\Logos CSNZ\CSNZ LOGO preferred version with translation\BLACK & WHITE\CSNZ_MAORI_LOGO_BW.jpg | **Cancer Society of New Zealand****Canterbury/West Coast Division Inc**PO Box 13-450CHRISTCHURCH 8141Telephone: 03 379-5835Email: Georgia.hall@cancercwc.org.nz |
| **GRANT APPLICATION****SPECIAL PROJECTS & RESEARCH PROJECTS** |

1. Applicant:

 [Title] [Surname] [First name/s]

 Position:

 [Department] [Hours/week]

 Employer:

 Mailing Address:

 Work: Phone No: Fax No:

 Home: Phone No: Fax No:

 Email:

2. Educational History [only use space provided]

 Qualifications Institution Years

3. Recent Employment History as it relates to this application. Include job title and full or part-time. [Do not use more space]

 Institution Years

4. Amount of Funding Requested: Total $

 Project Salaries $

Project Equipment $

Travel Costs $..................

Other [specify] $

 …………………………………………………………………………………………………….

5. Research Project Details

Title:

General statement re purpose/aim of research emphasising relevance to cancer.

6. Provide a detailed outline of the planned project on a separate sheet including:

* Introduction/background
* Experimental design or project strategy
* Funding required/budget details
* Timeframe
* Performance indicators
* Quality measures
* References

7**.** Reporting back – The recipients of Cancer Society grants will be required to report back to the Cancer Society within 3 months of the completion of research study or the project activity.

8. What other funding have you received or are applying for? Please give details of the agency and amount requested/received.

9. What contribution is your employer making to:

* Staff salaries [detail]

* Project expenses [detail]

**Note** – it is the responsibility of the applicant to advise the Cancer Society immediately of the outcome of any funding applications detailed above.

10. Have you received any grants from the Canterbury-West Coast Division in the last 4 years?

YES/NO

If yes describe purpose, amount and year:

11. What are the benefits for undertaking this project?

 To you:

 To your employer:

 To the community:

12. Please name two referees we can approach to support this application – include postal address, phone and fax numbers and email address if applicable.

1.

2.

Please Note: The Cancer Society may seek a further independent opinion regarding the relevance/validity of the application if required.

Signed:

Date:

Please refer to guidelines above for application & eligibility criteria.