

Cancer Society of New Zealand

Canterbury/West Coast Division Inc.

P O Box 13-450

CHRISTCHURCH 8141

Telephone: 03 379-5835

Email: contact@cancercwc.org.nz

Thank you for your interest in applying for a Cancer Society grant. Please read the following Guidelines for applications before you complete the application form.

GENERAL GUIDELINES FOR GRANT APPLICATIONS:

1. The Cancer Society of New Zealand, Canterbury-West Coast Division will support, through the giving of grants:

* 1. Funding for conferences/courses/professional development (to a maximum of $2,500):

1.1.1 The attendance and presentation of papers by nurses, researchers and other personnel working in the area of cancer. These conferences, meetings and courses must be directly relevant to the investigation and/or management of cancer or assisting those diagnosed with cancer. Refer to Guidelines & Application Form for Conference/ Course/ Professional Development.

* 1. Funding for local research:
     1. A Research Fellowship of $25,000 per annum for up to three consecutive years. Applications preferred by 30 April each year, although will be considered throughout the year if the scholarship has not been awarded. Refer to Guidelines & Application Form for Research Fellowship.
     2. Summer Studentships (number confirmed annually)

Further information regarding funding for summer studentships can be obtained from the address below or the relevant tertiary institution.

1.2.3 Special Projects: From time-to-time applications for special projects identified from the assessment of local needs, or requested by the CSNZ. Detailed requirements will be advised on request by emailing [amanda.warren@cancercwc.org.nz](mailto:amanda.warren@cancercwc.org.nz)

1. Grant applications must be received by email on the appropriate application form

by emailing: [amanda.warren@cancercwc.org.nz](mailto:amanda.warren@cancercwc.org.nz)

1. Applications for grants of 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.
2. References will be sought by the Chief Executive prior to reviewing the applications on the suitability of the applicant and the appropriateness of the meeting/conference or research, and the benefit of attendance to the cancer community of a research project. Formal peer review may also be sought for a research project.
3. 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.
     + priority will be given to conference applicants who are presenting papers of their work.
     + appropriate ethical and other (eg Tissue Bank Board) approvals must be demonstrated.

* No retrospective approval of any grant application will be made.
* For conference or meeting applications, salary costs, accommodation expenses and social costs will not be considered.
* Economy airfares (or cheaper if available).
* Early bird conference fee only will be funded.

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 study/conference etc, 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/or Cancer Society staff or volunteers, and to provide information for Cancer Society promotional publications. They must be prepared to be interviewed for publicity purposes of the Cancer Society.