

**A Macmillan Education Grant enables Macmillan professionals to access learning opportunities.**

## Macmillan Education Grant

### External guidance for applicants

Macmillan recognises the importance of supporting the learning and development of both Macmillan professionals and the wider cancer workforce with the aim of improving the lives of people affected by cancer.

This guide gives an overview of what the educational grant funding can be used for and how to apply.

If you have any questions, please speak to your Macmillan contact.

### Who can apply?

- Macmillan Professionals

### Types of grant available:

**Individual Grant:** This grant can be used for courses and conferences not already provided by Macmillan. Maximum £1000 per year, via **ONE** application.

**Group Grant:** This grant can be used to provide bespoke learning for a group or team of cancer care professionals. Only the applicant needs to be a Macmillan professional. Maximum £5000 per year, via **ONE** application.

### Criteria for funding: Individual Grant

- The applicant must be a Macmillan professional
- You will have been recorded as in post for a minimum of 6 months
- The maximum amount of funding available is £1000 per calendar year
- You may only apply once, per calendar year
- You must have approval from your line manager to attend, before applying for a grant

- You must have prior agreement from your organisation that they will pay for the course/conference and Macmillan will then reimburse them on receipt of a request for payment
- You are required to submit estimates of the costs you expect to incur, and quotes must be provided. These should be on officially headed documents via the course provider/facilitator
- You must speak to your Macmillan representative at least 8 weeks prior to the event you wish to attend to allow sufficient time for approval

### **What we will fund: Individual Grant**

- Courses, modules, and workshops that will offer knowledge that will build your skills and help you to improve the lives of people living with cancer
- Coaching, only with a qualified coach

### **All courses should be at either:**

- **Expert Level** – Applies to certain roles or functions that require more clinical expertise with a greater depth of skills and knowledge

Or:

- **Enhanced Level** – Relates to certain roles, functions, and existing skills and knowledge

### **What we won't fund: Individual Grant**

- **Essential Level** – Covers core competencies, skills and knowledge identified in the Macmillan Person Centred Care Competency Framework as relevant for all the workforce
- Learning which is mandatory, legal or a core requirement of your role
- Clinical Supervision
- Courses that require a competency sign off in the workplace (such as Non-medical Prescribing)
- Project Management courses (e.g. Prince 2)

- Courses and conferences NOT relevant to your current role
- Courses currently provided by Macmillan
- Travel, food, and accommodation expenses

### **Criteria for funding: Group Grant**

- Only a Macmillan professional may apply. The other attendees can be non-Macmillan health and social care professionals, including volunteers and people affected by cancer
- The grant is for the development and delivery of a bespoke learning programme or service quality improvement initiative for a group/team
- The maximum amount of funding available is £5000 per calendar year. This is not guaranteed and is subject to approval
- Only one application may be made per calendar year
- To enable you to plan your group grant activity well in advance, you are required to submit estimates of the costs you expect to incur, and quotes must be provided. These should be on officially headed documents via the course provider/facilitator
- You must have approval from your line manager for this activity, before applying for a grant
- You must have prior agreement from your organisation that they will pay for the course/conference and Macmillan will then reimburse them on receipt of a request for payment

### **What we will fund: Group Grant**

- Facilitator costs
- Venue costs for the activity. You should try to use your own venue where possible
- Other reasonable costs, which could include administration time, or the purchase of essential materials required

## **What we won't fund: Group Grant**

Whilst there are exclusions listed below, we may be able to offer support through other funding streams, please speak to your Macmillan contact for more information.

- Travel, food, and accommodation expenses (except for the annual Macmillan Professionals Conference)
- Courses/conferences outside the UK
- Team Building events. Any event must be work focussed and support the alignment of working processes and good practice. Team building and non-work related 'activities' will not be supported

## **How to apply**

If you would like to make an Education Grant application, please talk through your ideas with a Macmillan representative in your area. This will typically be your Partnership Manager or Partnership Quality Lead.

Once your Macmillan representative agrees that your suggestion fits the criteria, you will be signposted to the Learning and Communications Hub where the application form is located.

Prior to emailing your application form, you must have approval from your line manager to undertake the activity. You will also need prior agreement from your organisation that they will pay for the activity and that Macmillan will then reimburse them on receipt of a request for payment.

Once you have completed your application form, please return by email to your Macmillan representative who will seek approval through our charitable spend meeting.

You will then receive an email from your Macmillan representative to confirm if the grant has been approved or declined.

You should apply well in advance of your course start date (at least 8 weeks) to allow plenty of time for your application to be processed and approved.

## **Accessing the funding**

Once the Education Grant has been approved;

- You will receive a confirmatory email from your Macmillan representative
- Payment will be made to your employer on receipt of request for payment



Your Macmillan representative will have confirmed how to request payment in your approval email.

You will include the workflow code, use of funds reference and education grant reference on the Request for Payment – all this information will be provided in an email from your Macmillan representative. You should submit proof of payment of the course/event with the request for payment as backing information.

You will send your request to payment to [P2P@macmillan.org.uk](mailto:P2P@macmillan.org.uk).