

**A Macmillan Wellbeing Grant is a one-off payment that directly benefits Macmillan Professionals.**

## Macmillan Wellbeing Grant

### External guidance for applicants

We understand at Macmillan how difficult it is for professionals right now and recognise that your wellbeing is of vital importance as you continue to care for people living with cancer. As a small, but we hope, meaningful gesture, we have developed a wellbeing fund to support you.

This guide gives an overview of what the wellbeing 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

### What we will fund

Some examples of what we can fund to a **maximum of £1000** are as follows:

- Room hire costs and refreshments
- Facilitation costs
- Structured Team Building Activities (to the value of £15pp)
- Staff Recognition Gifts (to the value of £7.50pp)

### What we won't fund

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.

- Carers support, bereavement support
- Salaries, on costs and overheads
- Anything not in line with Macmillan's charitable objectives and constitution

- Learning and Development for professionals
- IT Devices
- Holidays or weekends away for groups or individuals
- Activities that support fundraising
- Mobile device contracts and software
- Any consultancy work that Macmillan would be the direct beneficiary of
- Alcohol or any activity that includes alcohol

## **How to apply**

If you would like to make a Wellbeing 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 require 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 it 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.

## **Accessing the funding**

Once the Wellbeing Grant has been approved, payment will be made 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 wellbeing grant reference on the Request for Payment. All this information will be provided in the 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).