

BCRA Research Grant Scheme (RGS)

Help Notes

Breast Cancer Research Aid (BCRA) will fund local good causes whose focus is breast cancer research projects across the UK.

The focus of BCRA is getting breast cancer research organizations who lack funds and resources, to apply for the extra financial help they might need.

Please be aware that other community organizations such as registered charities, non- and for-profit organizations, and individuals are not eligible for applying for RGS.

BCRA Research Grant Scheme (RGS) is a rolling scheme, where research organizations can apply for funding all year round. Applicants will generally know the outcome of their application between 3-6 months of applying. However, if your application is eligible, but not funded at the first attempt, your application may be reconsidered at subsequent shortlisting.

Please note that there is no guarantee that your project will be chosen due to high demand and strict eligibility criteria, and neither it is guaranteed that the grant amount requested will be issued in full.

How to use these Help Notes

These notes aim to help you complete your application form. We'll also tell you why we're asking for certain information and how we use the information you give us.

Demand for funding

Many organizations apply for funding through the BCRA Research Grant scheme and sadly there will be many good applications that we won't be able to support because there isn't enough money available. We make our decisions based on the information you provide in your application, the programme criteria, and outcomes. We use our professional judgment to make difficult choices between the many projects seeking funding.

Please bear in mind that it will likely take 3- 6 months to hear if your application has been shortlisted. This is due to very high application numbers and three months reviewing period.

We'll always try to shortlist the applications which present the most persuasive case. We can't support everything, so when planning your project, you should think about what you'd do if your application is unsuccessful.

Reapplying for Funding

As this is a rolling scheme, you can reapply for funding at any point. Whether you have secured funding in previous rounds or were not shortlisted, this is the case.

If you have received funding through BCRA previously you **must** submit your completion report for the previous funding before submitting a new application. Your new application will not be considered without the completion report from the previous grant(s) and may be rejected or withdrawn. Although you will receive reminders from our grants team about submitting your completion report, it is your responsibility to do so within the agreed time.

Receiving correspondence from us

To ensure you successfully receive email communications regarding your application, please save this email address – grant@breastcancerresearchaid.org - to your contacts or safe list. This will prevent emails from being filtered into your junk or clutter folders, where they can easily be overlooked.

Getting Started Checklist

Have you got everything you need to complete your application form?

- Your organization's contact details and information
- Your organization's governing document e.g., Constitution, Memorandum, and Articles of Association.
- Your written project proposal, including evidence of demand for your project
- Your project location and postcode
- Your Project budgets
- Your other supporting Information if applicable
- Two forms of identification for the main project contact

Section 1: About Your Organisation

In this section, we're asking you to tell us some basic information about your organization.

1. What is the name of your organization?

We need to know the name of your group, this should be the name of the organization that is applying for funding, and match it with the information on your bank statements and governing documents i.e., constitution, Memorandum, Articles of Association, etc.

2. What is your organization's address?

Please provide the address and postcode of the organization that is applying for funding.

3. What type is your organization?

4. How long has your organization been in existence?

5. Main Contact

This should be a key person involved in your project. They should be able to talk about your project and provide further information if required. It is very important that you provide the correct email address and daytime phone number so we can communicate updates and decisions on your application.

Please let us know if the main contact has any communication needs. We intend to use email as our main means of communication for environmental reasons.

If your application is successful, the grant offer will be emailed to the main contact. They will be responsible for sending us an update once the project has ended. If your contacts change throughout the lifetime of the project, it is your responsibility to confirm any changes, we will not be able to discuss the application with anyone who is not a named contact on the application form.

6. Main Contact Home Address

7. Telephone Number

Please ensure that the number is correct and contains 11 digits.

8. Proof of Identification

One for proof of name and the other for proof of address.

You cannot use one form of identification for both name and address. For example, if you provide your driving license as proof of your name you must provide another form of identification for your address, such as a utility bill.

Proof of Name - Please provide a copy of the document, such as your Current signed passport; a Current UK or EEA photocard driving license; or original birth certificate (UK birth certificate issued within 12

months of the date of birth in the full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces).

Proof of Address – please provide a copy of the document, such as a Utility bill (gas, electric - issued within the last three months, UK water bill; Local authority council tax bill for the current council tax year; Tenancy agreement from a housing association or a council; Current UK driving license (but only if not used for the name evidence).

6. Alternative Contact

Please use this section to provide the contact details for your alternative project contact. The telephone number and email address must be different from those of the main contact.

Section 2: About Your Project

In this section we're looking for:

- A clear and persuasive description of a well-researched project
- How do you demonstrate the need and demand for your project
- How your project meets the need you have identified
- How your project fits with program outcomes.

7. What is the name of your project?

At this stage, a project name is essential. If you use any abbreviations tell us what they stand for. Please ensure that your project name is different from your group name

8. Where is your project located?

Please provide the full address and postcode. If there is no postcode for the site, please provide the postcode of the nearest building.

10. Please make the statement that best describes your project

Please tell us which broad heading your project falls under.

13. Project summary guidance

Please provide a brief description of your project. This should be around 140-180 characters in length (including spaces and punctuation) It should tell people what your project is about and how you will use the BCRA Research Grant scheme.

Tell us about your project in the same everyday way you'd talk about it – for example use 'we' and 'our' when you talk about what you do. Make sure it reads well, makes sense, and accurately conveys what your project will be doing – perhaps get someone to have a look at it who knows nothing about your project to see if it makes sense to them. Try to be specific about your project.

Please note, if any of this information is unclear or it contains mistakes or typos, this could delay the assessment of your application.

14. Please tell us about your project, why it is needed, and how it will make things better in your local community

Tell us in more detail what the project is and what you want to do. This will be your opportunity to let us know what your project will be doing and give us information to decide on shortlisting and funding. You do not need to provide information about the history of your organization or previous projects you have delivered. We just want to know what you would spend the BCRA Research Grant on and what the benefits would be.

Some examples of what can't be funded through the Grant scheme:

- Work that has already taken place
- Political donations
- Fundraising activities or challenges
- Running costs and organization overheads
- Conferences or seminars
- Activities that collect funds for redistribution to other charities or individuals
- Overseas appeals
- Expeditions or overseas travel

- Promotion of a religious or political cause
- Marketing promotions
- Projects or activities that the state has a legal obligation to provide
- Purchase of land

Hints & Tips - Writing Your Project Proposal

- Write in clear, simple language, avoiding jargon, acronyms, and abbreviations
- Write about facts, not generalities
- Remember that the people who are assessing your application or making decisions do not necessarily know your local area.
- They will use this information to decide whether they want to shortlist your project so make sure the aims and how funds will be spent are clear

15. Project Delivery Period

Please let us know if your project needs to happen at a specific time. If your project has not been shortlisted by this date, we will withdraw your project, but you will have the opportunity to reapply or defer your application.

Additionally, please ensure that your start date is realistic as we are currently working on our minimum 3-month turnaround times due to the volume of applications.

Successful applicants will have 12 months from the date of their grant offer to spend and submit a short report on the awarded funding.

The report may include photographs, newsletters, press releases, or any social media on how the money has been spent and the impact it has had within the local community. We would also like a quote regarding the difference your project has made.

One of the things we will ask you to think about as you develop your application is how you will judge whether your work has made a difference. When you report back to us you can then tell us about your assessment of the work you are undertaking, and about important milestones you have reached.

We are always interested in learning about what works – and what doesn't. Please note, we cannot fund any activity that has taken place before notification of the grant award being made.

Section 3: Finances

16. How much funding are you requesting from the BCRA Research Grants Scheme? (Including irrecoverable VAT)?

Please note that the maximum amount of funding you can request is £10,000.00 and the minimum is £1000.00.

17. How do you intend to spend your grant

Please provide a budget breakdown of how you intend to spend your grant should you be successful with a BCRA Research Grant. There is no restriction on whether your grant is spent on capital (direct) or revenue (indirect) costs. Please note, in this section, we only want a list of what the BCRA Research Grant would be spent on – not how any match funding may be spent.

18. Data Protection

In this application form section, we're asking you to read some important information about our data protection responsibilities.

It's important that you understand how we will use and store the information you give us. You need to know what to do if you believe any of your information is commercially sensitive or confidential.

Section 4: Declaration

19. Conflict of Interest

In this section, please give us brief details of any conflict of interest you may have, for example, if you are involved in a business that may provide goods or services to the project if it is funded.

A conflict of interest is any situation in which an applicant, or the applicant's organization, has a personal connection with, or a business interest in any organization or individual that will be paid to deliver the project.

Conflicts of interest or potential conflicts of interest must be declared before any grant funding is awarded. Failure to disclose conflicts of interest may result in the withdrawal of funding and the repayment of the grant.

20. Governance Document

Please provide your Governance Document (This could be a Constitution, Code of Conduct, Standing Order, Memorandum Articles of Association, etc.) Please ensure that this includes a dissolution or winding up clause or equivalent.

21. Where did you hear about us?

22. Signatures and statements