

### Purpose

1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how the organisation The Fitness Support Network makes grants.

1.2 A grant is defined as a financial award the organisation makes from its funds to support individual adult cancer patients partaking in physical activity at a gym or sports facility in their local area for 12 months after their diagnosis by paying the year's membership fee directly to the gym or sports facility.

### 2. Introduction

2.1 The Fitness Support Network is a Charitable Incorporated Organisation benefiting cancer patients in England. It is governed by a board of trustees. The Organisation's Founder voluntarily takes responsibility for day-to-day activities.

2.2 The trustees ensure proper governance of the Organisation's grant-making in three ways.

- **Through grant-making principles** which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Organisation's trustees.
- **Through published grant-making criteria** which set out the activities the trustees wish to support in furtherance of the Organisation's charitable objectives. The criteria also include activities which the trustees do not wish to support because they do not consider them to be in line with the Organisation's purpose. The trustees accept that they will on some occasions make grants outside published criteria but that in all such cases the activity supported will be charitable in law.
- **Through the grant-making process** which set out how decisions are reached for awarding grants at the Organisation.

### 3. Grant-making principles

3.1 The principles which underpin the trustees' governance of the Foundation's grantmaking take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive customer service for both applicants and donors.

3.2 The principles are as follows.

- The Board of trustees has ultimate collective responsibility for all grant-making decisions in line with the Organisation's charitable purposes.

- Trustees may assign certain decision-making responsibilities to its sub-committees, Board members or staff within its scheme of delegation. Such delegated decisions are subject to scrutiny and review from time to time.
- Trustees reserve the right to apply conditions to any grant.
- Trustees also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable, or would conflict with the Foundation's stated policies or damage its reputation.

#### **4. Grant-making criteria**

4.1 The Organisation's published guidance on criteria for applications from individuals is set out in Appendix 1 of this policy. The goal is to make grants to as many adult cancer patients in England who fit the criteria.

4.2 Applications for support must be made using the Organisations online application process which will be set up on The Fitness Support Network website

4.3 The maximum grant is £1000 to be paid directly to the gym or sports facility upon approval from all parties. There is no minimum limit for a grant though all applicants should be mindful that if they do apply for a certain amount of funding and then want to increase the amount at a later date due to improving health and activity levels or an upgraded gym membership, they may have to start a new application and there is no guarantee they will be approved. The amount for any applicant will be capped at £1000 and any further expenses will need to be covered by the beneficiary.

4.4 A limited number of funds support individuals, and the trustees only accept applications from individuals to these funds as advertised.

#### **5. Grant-making process**

5.1 Trustees aim for the Organisation's grant-making processes to be transparent and to address the interests of applicants and the wishes of donors and funding partners. To this end, all eligible grant requests go through the process as follows:

- **Allocation** to available funds according to their availability. All applicants will be reviewed however, funding for those with a lower band household income will be a prioritised but all applications will be reviewed and considered when funding is available.
- **Assessment** to determine whether the request by the applicant should be shortlisted for support based upon their meeting of the grant- making criteria. Establishing if the application should be accepted or rejected based on the information provided by the applicant.
- **Review** of the assessment with the board of trustees and confirming they are happy with the decision to accept/ reject the application.

- **Ratification** of the recommendation by the board of trustees with the applicant and the gym/ sports centre involved.

## **6. Variations to this policy**

6.1 The Board of trustees may vary the terms of this policy from time to time.

**Version approved by the Board October 2021**

## **APPENDIX 1: GRANT-MAKING CRITERIA**

### **How do I apply?**

All applications must be made using The Fitness Support Network on-line application form that will be available on the website.

A Word document will also be made available if you cannot use the on-line application. Please contact the office on 07753169484 or email [rvge.1v@gmail.com](mailto:rvge.1v@gmail.com)

### **Who can apply?**

Any adult cancer patient can apply providing they meet the following criteria:

- They are legally classed as an adult (above the age of 18). Patients who are still treated on the 'childhood cancer ward' of their hospital or the 'young adult' ward are still welcome to apply.
- They are within a 12 month period of being diagnosed with any type/ stage of cancer that requires treatment. Applicants with carcinoma in situ that does not require treatment/ extensive treatment will not be accepted as priorities will be made for those who have active cancer or who have recovered from treatment for active cancer and are now in remission/ with no evidence of disease. Cancer patients with a stage IV incurable diagnosis may still apply after the 12 month period of being diagnosed and it will be at the discretion of the board of trustees whether or not they accept the application as those with an incurable diagnosis often remain on some form of treatment until they either run out of treatment lines/ any more treatment/ go on a treatment break or die as a result of their disease.
- They can provide evidence of their diagnosis with a letter clearly showing the date they were diagnosed, their full name and address to match the name on the application (to be kept confidential and destroyed upon review), their NHS hospital number (to be kept confidential and destroyed upon review) and the type/grade/stage of cancer they have/had. This letter should be provided as an attachment with the online application form.
- They can provide a letter from their oncology team/ nurse clinician/ GP stating that they are able to exercise and there should be no issue in them doing so. Any issue that may arise should be stated by the applicant or their team at this point and it will be the decision of the gym/ sports centre whether this is something they can accept. The letter from the applicant's Oncology team should be provided as an attachment with the online application form.
- They are not earning, as a household, above £599 a week before tax.
- They are applying for a grant to access a gym or sports facility with their local area that has passed all relevant safety checks and holds all the licenses and relevant paperwork to be operating as a gym or sports facility. RAGE IV will not pay grants to any club that doesn't have up to date policies and proof that their instructors are adequately trained and qualified.

### **Which area do I need to be in to apply?**

The Fitness Support Network will currently operate in England only with plans to branch out further in the UK once it is an established charity and so long as it has the funding to make this achievable.

### **What sort of support is available?**

Through our grants we are hoping to support adult cancer patients through exercise by:

- Increasing physical and mental wellness
- Encouraging them to keep their independence where possible
- Promoting a healthy and active lifestyle throughout treatment and their diagnosis
- Aiming to give them a better quality of life by encouraging them to keep moving
- Making them feel fitter and stronger
- Allowing them an outlet for their emotions and feelings towards cancer
- Providing them with a place to go to socialise and connect with people and feel a sense of normality

### **What do the grants cover and what do the grants not cover?**

#### **The grants DO cover:**

- 12 months membership to a gym/ sports centre/ fitness facility providing the cost for 12 months is below the maximum grant amount of £2000
- Access to other forms of exercise classes and clubs i.e. Yoga/ Dance/ Pilates providing their yearly fees are below £2000 and they can provide evidence that they operate all year round in a premise that is safe and accessible to vulnerable people and with permission from the patients oncology team/ nurse clinician/ GP that they are happy for the patient to attend the class.

#### **The grants DO NOT cover:**

- Any further expenses outside of the membership fee such as parking at the facility unless it is included in the membership fee, food and drink within the facility, additional costs for other classes that are not covered within the membership fee
- Access to more than one facility per application or per cancer patient even if the cost for both is within the £2000 grant limit. A cancer patient is more than welcome to apply again on a separate application if the grant awarded the first time was below £2000 but there is no guarantee they will be accepted again or that their second application will be prioritised over someone else
- Access to any facility that has not been approved by The Fitness Support Network or that has not been approved as a safe environment by the patient's oncology team/ nurse clinician/ GP.

**When will I get a decision?**

We will aim to review and make a decision within 6 weeks but may take up to 12 weeks depending on demand of the service and funding that is available at the time of application. We will let you know if you have been successful in your application for funding via email but may also contact via telephone if we require further information or we have not heard back from you to confirm that you have received our offer/ rejection email.

**How will the grants be paid?**

Grants will be paid directly to the gym/ sports centre at the point in which it is required by the facility. All agreements to be made between the cancer patient and the gym/ sports centre should be agreed upon before the grant is paid and The Fitness Support Network will request a copy of the signed agreement between the two parties before they release the grant. The membership and any changes to it, that are made after the grant has been paid, will be between the gym/ sports facility and the cancer patient. If the facility faces closure for any reason or the membership fee needs to be paid back, The Fitness Support Network request that the remaining cost of the membership is refunded back to the charity's bank account.