

**REQUEST FOR FUNDING**

**Applications will be considered using the following criteria:**

* Will the grant or funding help with the treatment, diagnosis and/or morale of a woman/women with gynaecological cancer and/or contribute to relevant research?
* Willthe funding help the wider membership of COPES patients?
* Will funding help staff with training needs to help their professional development in order to help patients with gynaecological cancers?
* Will the funding help to develop the work and profile of COPES?

|  |  |
| --- | --- |
| Your Name |  |
| Preferred contact details |  |
| Date |  |
| Focus of funding request  (e.g. course, equipment, treatment etc.) |  |
| Provider if applicable |  |
| Cost |  |
| Please explain how this will meet one or more of the above criteria |  |
| Signature |  |
| Line Manager’s signature  *where appropriate* |  |

**NOTES & INSTRUCTIONS FOR COMPLETION:**

* Most requests will require 10 working days for response.
* For some, less expensive or urgent requests, a quicker response may be possible.
* If you are an NHS employee, please state your position following your name in the first box.
* In certain instances, approval may require the applicant to attend a committee meeting to discuss the request.
* All relevant documentation should be submitted with the application, where applicable; this may require manufacturer’s information leaflets or course outlines.
* In certain instances, there may be a requirement to feed back a report to the committee (e.g. the quality of a course).

Please forward the completed application to

Wendy Davies (COPES Chair)

OR Sue Soper (COPES Secretary)

Via the COPES website

**OR** by post **to**

**COPES,** c/o Gynaecology/Oncology CNS office,

The Education Centre,

Southend University Hospital NHS Foundation Trust

Prittlewell Chase

Westcliff-on-Sea

Essex. SS0 0RY

**OR** in person at the monthly COPES meeting.

This is held on the 1st Saturday of each month in the Women’s clinic, Southend University Hospital.

**Please allow at least 10 working days for response.**

(Other than for small requests or in urgent cases)