

**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?

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| --- | --- |
| **Your Name**  *Please print* |  |
| **Preferred contact details** |  |
| **Date** |  |
| **Focus of funding request**  **(e.g. course, equipment, treatment etc.)** |  |
| **Provider if applicable** |  |
| **Ethical Approval**  **Needed/granted?** |  |
| **Cost** |  |
| **Have other funding sources been explored?**  ***If so please state where?*** |  |
| **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). Written feedback will be required.

Please forward the completed application to

Wendy Davies (COPES Chair to the Fundraising Committee)

OR Sue Soper (COPES Secretary to the Fundraising Committee)

Email: COPES11.05@gmail.com

Via the COPES website [www.copescharity.co.uk](http://www.copescharity.co.uk) ,

The form is on the website (under ‘contact us’)

**OR** by postto

COPES, 7, Park Gardens, Hockley, Essex. SS5 4HE.

**OR** in person at the monthly COPES Coffee Mornings.

This is held on the 1st Saturday of every month in the Ekco Sports and Social Club. Southend. SS2 6PU, between 1000 and 1300.

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

(Other than for small requests or in urgent cases)