

**Application Form
Mouth Cancer Foundation
Support Groups Awards 2017**

**Supporting Head & Neck Cancer
Support Groups**



Mouth Cancer Foundation is a Registered Charity No: 1109298 Registered as a
Company Limited by Guarantee in England and Wales No: 515 429
Registered address Top Floor, 1 Victoria Parade, By 331 Sandycombe Road, Kew, Richmond, Surrey, TW9 3NB.

Mouth Cancer Foundation Registered Charity Number: 1109298

Supported by:

irwinmitchell ^{IM}
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The Mouth Cancer Foundation welcomes applications from all UK local support groups dedicated to supporting people affected by mouth, throat and other head and neck cancers.

The Mouth Cancer Foundation prefers to receive completed forms electronically. If you have any questions about the Mouth Cancer Foundation Support Group Awards, please contact the Mouth Cancer Foundation on 01924 950 950 or via info@mouthcancerfoundation.org.

Please submit completed applications by 31st December 2016

Mouth Cancer Foundation Support Awards Winners will be awarded:

- Gold Support Award £1,500
- Silver Support Award £1,000
- Bronze Support Award £500

Mouth Cancer Foundation Support Group Awards Winners will be announced in January 2017.

The Mouth Cancer Foundation will look for evidence of work that:

- Improves support services to head and neck cancer patients
- Offers opportunities to share experiences
- Can be replicated across the UK

The Mouth Cancer Foundation Support Group Awards will highly commend support groups for raising awareness of the signs and symptoms of head and neck cancers in the local community or amongst those at high risk.

Please note that the decision to award money to a winning support group or project is final. Prize money will be given in a one-off payment. A panel of judges will make the final decision based on the completed application form and a brief telephone interview with the shortlisted support group or project. The Mouth Cancer Foundation Support Group Awards are not linked in any way to any other grants or programmes run by the Mouth Cancer Foundation.

Mouth Cancer Support Groups Awards Application Form

Name of support group or project	
Number of members or regular attendees <small>If applicable</small>	
Website <small>If applicable</small>	
Date the group or project was established	
Type of organisation	
Charity number <small>If applicable</small>	
Name of the support group leader	
Job title <small>If applicable</small>	
Address	
Telephone	
Email	

Signature

Print name

Date

Where did you hear about the Mouth Cancer Foundation Support Group Awards

The Mouth Cancer Foundation mailing		The Mouth Cancer Foundation website	
Hospital mailing		Publication <small>Please specify</small>	
Other internet source <small>Please specify</small>		Professional Association <small>Please specify</small>	
Other <small>Please specify</small>			

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Please answer questions 1-10. Question 11 is optional. For more information or help completing the application form, please refer to the Guidance Notes. Please continue on a separate sheet if necessary.

1. How often does your support group meet? Briefly describe your group's activities and services. Please give a summary of the head and neck cancer support group or projects with examples of the types of work carried out and the activities undertaken. The Mouth Cancer Foundation would like to know what you feel is special, unique or innovative about your project and why it is a good candidate for these awards.

2. How do you engage with people affected by head and neck cancer? You may wish to describe how you identify people affected by head and neck cancer who may want to access your support. How do you encourage members to participate in running the group? Describe your experience of working with people affected by head and neck cancers and how you know that the support or projects you have are meeting needs of participants.

3. What are the outcomes of your support group? Please tell us about your head and neck cancer support groups or project's outcomes. What have you achieved to date and what do you plan to achieve in 2015?

4. How do you monitor and evaluate the support that you provide? You need to demonstrate that the support group or project monitors and evaluates the support your group or service provides. Please explain what monitoring information is collected and how it is used to review and inform progress to develop existing support e.g. surveys, feedback forms.

5. How do you share knowledge and best practice with other support groups or services?

If your organisation wins the Mouth Cancer Foundation Support Group Awards your group will be asked to share learning, experience, and best practice with other organisations that support people affected by head and neck cancers. Tell us how you will share best practice if you do not currently communicate with other groups?

6. How many people affected by head and neck cancer benefit from your support group or project?

How many people benefited from your support group or project in 2014/2015 and how many people do you anticipate benefiting in 2016/17? As far as possible, please state the number of beneficiaries broken down for example by head and neck cancer type, gender, age, and ethnicity. You may wish to describe how your support adapts to changing needs.

7. How do you encourage participation?

How do you encourage participation and involve participants in running the project or support group service? How do you encourage them to take up these opportunities?

8. How do you co-operate to enhance support available to participants?

Please give a brief summary of how you liaise with organisations to enhance the support your group provides.

9. How do you ensure your support group or project is widely accessible to patients and their carers? Describe how you minimise any potential barriers that may occur while accessing the group or services. How do you share the benefits of your work with any potential patients? How do you publicise your support?

10. Describe how your support group or project would use the prize. Please see the Guidance Notes for Conditions of Entry

11. A person affected by head and neck cancer that uses the support services or project can comment to share their experiences of the support group or project. Please note that this section is optional.

Photographic, Press Publications and Filming Consent Form

The Mouth Cancer Foundation may photograph and film the shortlisted projects for public viewing on the Mouth Cancer Foundation website. Photographs, press publications and filming are for the purposes of promotion and education only. Please note that any personal information will be processed by the Mouth Cancer Foundation in compliance with the Data Protection Act 1998.

Should you have any concerns about giving consent, please contact the Mouth Cancer Foundation on 01924 950 950 or via info@mouthcancerfoundation.org.

I acknowledge the terms set out above and confirm that I will inform all participants being filmed about the purpose of the film and how the film will be used. I will procure written consent from those persons to be filmed including parents/guardians who have legal/parental responsibility for children under 18 years of age. The Mouth Cancer Foundation will supply the necessary consent forms if a project is shortlisted. Please note that filming will not take place until the Mouth Cancer Foundation has received all required consents.

Name:

Signature:

Date:

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