Kay’s Endeavours

A support fund for cancer patients and their families

Application Form – Please read the Guidance Notes first

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| 1. Applicant details |
| Title: |  |
| Name: |  |
| Address: |  |
| Email: |  |
| Telephone Number: |  |
| Date of Birth: |  |

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| 2. Please tell us about your diagnosis: |
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| 3. Consultant and/or Specialist Nurse (name and email address): |
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| 4. What assistance do you need? |
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| 5. Please provide the total cost of this assistance as well as letting us know when payments are due and who the payments are made to. |
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| 6. Please tell us what difference this assistance will make to you / your family. How will it help you? |
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| 7. Please tell us about your financial situation.  |
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| 8. Please tell us if you have applied to anyone else for this help and the likely time it would take to get this help? |

9. Medical Consent and signature

I confirm that I have read and understood the Guidance Notes and privacy policy.

We promise to respect the personal data we hold on you and will deal with your data in accordance with our Privacy Policy. You agree that we will keep such data on our systems and databases primarily to consider your application and, if your application is successful, to help provide the assistance you have applied for and for related purposes including administration and accounting purposes, analysis to help us manage Kay’s Endeavours, statutory returns and legal and regulatory compliance. Please let us know if at any point you have any concern about us continuing to hold and process your data.

I give permission for Kay’s Endeavours to contact my medical professional in relation to this application and for relevant information about my diagnosis to be provided in order for my application to be assessed.

Name:

Signature:

Date:

Please send the completed application form and any supporting documents by email to contact@kaysendeavours.org.uk

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Guidance Notes for Applicants

Kay’s Endeavours offers grants to adults who have a cancer diagnosis and are being treated at St Bartholomew’s Hospital. The charity’s aim is to provide funding for measures which will improve the quality of life of the patient and / or their family. It will not provide funding for medical treatments.

Our aim is to make the application process as simple and quick as possible, while collecting enough information for us to assess each application and manage our funds appropriately.

Section 1 – Personal Details

Please provide your full contact details. We ask your date of birth to establish that you are over 18 and in the event that we need to contact your medical team for supporting information.

Section 2 - Diagnosis

Please tell us about your diagnosis and current health.

Section 3 – Consultant / Specialist Nurse details

It would be helpful if you could provide a supporting letter from your medical team. If you are not able to provide this with your application, we would seek to contact the named person to verify your diagnosis and to seek any relevant information to allow us to process your application.

All information provided will be treated confidentially and will not be disclosed to anyone other than the charity’s Trustees, who make the decisions on all applications.

Section 4 – What assistance do you need?

Please tell us about what help you need to improve your quality of life. This could be a wide variety of things, such as equipment, medical aids, travel expenses, help with bills, social or recreational activities, child care or anything that would make a significant difference to your quality of life. We are not able to fund medical treatments.

Section 5 – Total amount requested

Please tell us the monetary value of the assistance requested, when any payments need to be made and who the payments need to be made to. If you have quotations, please include copies with your application. If we have not made payment within three months of the date you are informed that your application has been successful then we will assume you no longer wish to proceed with the application unless you contact us to let us know why there has been a delay and we will then consider whether to extend this period. If an applicant dies before payment has been made then we will meet any costs that the charity has agreed to meet which have been incurred prior to their death. If the costs have not been incurred prior to their death then the charity will consider whether it is appropriate to meet the costs which were the subject of the application.

Section 6 - Please tell us what difference this assistance will make to you / your family. How will it help you?

This is your chance to tell us more about your circumstances and why you need support. Remember that we need to know how a grant will improve your quality of life.

Section 7 - Your financial situation.

You do not have to be on a means tested benefit to apply for a grant. Please tell us about your household income, your family composition, any debts you may have, and why you need this grant. If you are receiving benefits, please tell us what you are receiving.

Section 8 – Other applications

Please tell us if you have applied to anyone else for this help and the likely time it will take to get this help. This will help us assess your application and its urgency.

Section 9 – Signature & Consent to obtain medical information

Please sign and date this application form. In signing, you are agreeing that we may contact your medical team for supporting medical information in relation to your application. We will treat all information supplied in confidence and will not disclose any medical information provided, other than to the charity’s Trustees who make decisions on all applications. You are also agreeing that we can hold and process your data in order to consider your application and, if your application is successful, to help provide the assistance you have applied for and for related purposes including administration and accounting purposes, analysis to help us manage Kay’s Endeavours, statutory returns and legal and regulatory compliance. If you are unable to return a signed copy of the form to us then you can provide a copy of your passport or driving licence and by doing this you will be indicating your consent to the matters set out at 9 above. We will deal with your data in accordance with our Privacy Policy. Please let us know if at any point you have any concern about us continuing to hold and process your data.

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Privacy Policy

What is this policy for?

This privacy policy tells you how Kay’s Endeavours collects and uses personal information about individuals. We collect information about individuals who may benefit from our financial support, those who have received one of our grants and information about our trustees, who manage the charity.

What is Kay’s Endeavours?

We are a grant giving charity that provides financial help to individuals in financial need who meet our criteria, subject to available funding.

What personal information do we process?

We collect some financial details and may also collect health information in order to assess a grant application submitted to us.

We will need to know an individual’s name, address, telephone numbers and/or email address so we can:

* check that an individual’s application is eligible
* deliver any items approved by the grant making process

We only keep this information for as long as we need to for the purpose of the application. We make sure we keep the information secure and comply with legal rules that are in place so we can process this information safely. If we process personal information about you, we are willing to:

* give you a description of it
* tell you why we are holding it
* tell you who it could be disclosed to; and
* let you have a copy of it (if you ask us).

If you want a copy of the personal information we hold about you, you should write to us (at the address below).

How do we process personal information?

All applications should be made by email. Please note that the transmission of personal information and other data via email is not completely secure. If you do not have access to email then you can submit an application by post (Kay’s Endeavours, 64 Ulverston Road London E17 4BW).

Do we pass personal information to anyone else?

Yes, sometimes, but only if we need to for the purposes of carrying out our activities. For example, we may buy goods such as medical aids or equipment from external suppliers who will need your name and contact details so that they can deliver these items to you.

We may also share your information with other charities who could assist with your application, or who are currently helping you, to enable us both to make a decision regarding assistance. This will only be done with your explicit consent.

We will not disclose personal information about your health to anyone else unless we have your explicit consent.

There are other legal reasons where we may need to pass personal information to a public body. For example, we may be asked to pass information to law enforcement agencies, to investigate a crime.

Do we use personal information for marketing?

We will only use personal information to promote the charity with explicit consent from you.

Visitors to our website

When someone visits our website [www.kaysendeavours.org](http://www.kaysendeavours.org).uk we may use Google analytics to collect standard log information about visitors and general details of visitor behaviour patterns.  We do this to find out how many people visit the site. We collect this information in a way that does not identify anyone.   We do not seek to link that information to anyone or use it in any other way.

Do we use cookies?

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or to provide information to the owners of a website about how it is being used by visitors to that website. We use cookies only as part of Google analytics, to see if someone has viewed our website previously.

How can you contact us?

You can contact us by email at contact@kaysendeavours.org.uk or by post to:

Data Protection Officer
Kay’s Endeavours
64 Ulverston Road
London
E17 4BW

Corrections

If you think the personal information we hold on you is inaccurate, or out of date, please contact us (using the contact details above) so that we can correct it.