



Palliative Care Development in Africa: Small Grants Programme

Application Guidelines for 4th September 2020 submission deadline

Background

The Trustees of the True Colours Trust have set aside funds towards a small grants programme for hospices and palliative care providers across Africa to support the development of palliative care.

All work supported by this programme must adhere to the WHO definition of palliative care (<http://www.who.int/cancer/palliative/definition/en/>).

All funding decisions are made by the Trustees of the True Colours Trust, who meet twice a year to review applications. Applications and approved grants are administered by the African Palliative Care Association. Funding is primarily for one-off projects, with a duration of no more than one year. The size of grants ranges from £500- £5,000.

Funding Priorities

Trustees favour support for items which directly improve the patient experience and the standard of palliative care services for people of all ages.

Please note: For this round, prevention of and protection against Covid-19 for health workers, patients and their families will be included as crosscutting issues across all the funding priorities. This round we are therefore accepting applications for work designed to allow services to respond to the Covid-19 pandemic, as outlined in bold text below.

Priority is given to the following, in no particular order:

- Training courses for palliative care service providers held in Africa (applicants must supply a curriculum / outline of the topics to be covered, Curriculum vitae (CVs) of the trainers, fill out the training template and supply the name of the accrediting body. Funds will be released on receiving the letter of acceptance for the training institution for those applying to undertake courses). **For this round, training in dealing with Covid-19, including prevention, containment, referral and use of PPE, will also be considered.**
- Equipment for patients (e.g. beds, wheelchairs). **For this round, equipment may also include PPEs for staff and patients, or any other equipment to support palliative care patients during the Covid-19 crisis.**
- Projects supporting paediatric palliative care services (this could include purchasing toys, integrating paediatric services into an existing programme, developing materials for advocacy, etc.).
- Palliative care Essential Medicines and Personal Protection Equipment. **For this round, medicines and equipment may include that intended to ensure the safety of patients and staff including PPE; masks, aprons, gowns, face shields, temperature guns, hand sanitiser, soap, etc.**
- Capital improvement costs (such as refurbishing buildings to improve the patient experience, buying furniture, etc.) **For this round, capital improvement costs may include the adaptation of existing spaces to ensure the safety of staff and patients during the Covid-19 crisis.**



- Developing small palliative care projects (integrating palliative care components into existing health care services, adapting palliative care models, quality improvement activities such as Palliative Care standards, developing materials among others. and helping health care providers to establish new palliative care projects where none currently exist. **For this round, applications for the costs of adapting existing projects and services in light of the Covid-19 crisis will be considered.**
- Increasing access to palliative care services in rural areas. **For this round, applications for work on sensitising palliative care patients and communities about Covid-19 will be considered. We will also consider applications towards the costs of airtime or virtual visiting for palliative care patients.**

Please note applicants for this round should also confirm that they are operating within the WHO road map to end the Covid-19 pandemic and/or their National Guidelines regarding Covid-19.

Grants will not be approved for:

- Attending conferences
- Education courses outside Africa
- General work with children and young people which does not adhere to the WHO definition of palliative care
- Per Diems or grants to individuals or governments.
- Salary costs since multi-year grants are not considered.
- Only registered hospices and/or palliative care providers in any setting of care can apply.
- Any organisation currently funded by the True Colours Trust even if is that funding is not from the small grants programme.

Each applicant may include a request for up to £500 within their application for their core / administration costs. This component must be included as part of a bigger proposal. This part of a grant will only be included if the organisation applying makes a convincing case for the need for core / administration costs. This does not increase the maximum grant size which can be applied for, which remains at £5,000.

Grantees will be required to share with APCA any required information related to the grant in a timely manner, for the further development of the programme and other official purposes.

Trustees are keen to make this programme available to as many organisations as possible. They are therefore unlikely to approve consecutive grants to any organisation. This means that an organisation which has received funding from the small grants programme, will have to wait at least one year (starting from the date of approval of final narrative report and financial report), before being eligible for another grant.



Applications

The deadline for applications this year will be 05th March and 01st September respectively. Trustees will then review applications in April and October. Trustees will only consider appeals made by completing the small grants application form which is available from the African Palliative Care Association website (www.africanpalliativecare.org). Should you require additional support or information while developing the proposals you can contact the Small Grants Officer at APCA by telephone +256 312 264978 or email at: truecolourssmallgrants@africanpalliativecare.org or Pamela.kalema@africanpalliativecare.org

Please attach all required documents to this application form. Incomplete applications risk not being considered.

All applicants must include the following documents with their application:

- **Clear details of how the services provided will be adapted to ensure the safety of staff and patients during the Covid-19 pandemic, if appropriate.**
- Clear address and direction to the physical premises of the facility where the applying organisation operates from.
- A copy of the registration of your organisation confirming that it is a legal entity in the country of operation.
- At least two reference letters from a relevant local hospice and/or palliative care organisation, national palliative care association, the ministry of health or district or municipal health authorities or its representative, professional bodies like nursing council or medical council or any other credible network organisation e.g. cancer society, hospital, academic institution.
- A reference from a current or previous donor sent to APCA directly.
- Proof of employment with the organisation of the person responsible for the project.
- Proof of registration of the person responsible with the relevant professional body/council such as the Medical Council where applicable.
- A copy of a valid work permit if the responsible person is not a national.
- Current audited accounts. In the absence of current audited accounts, please provide an explanation of why it is not possible to provide accounts and instead submit an annual statement of income and expenditure.
- Detailed project budget using the provided template. The budget should be provided both in the local currency and GBP currency, indicating the date of currency conversion and rate used. The budget MUST NOT exceed the proposed range of £500 to £5000.
- A copy of the organisation structure. Alternatively, a summary list of staff positions in the organisation indicating number of people per position.
- Curriculum vitae (CVs) of the key institutional contact, the person responsible for project coordination and for the person responsible for finance management of the project.

If applying for training courses, please also include the following:

- Completed training sheet for activities involving training using the attached template.
- Attach Curriculum vitae (CVs) of the trainers.



If applying for the purchase of equipment, medicines or materials or undertaking capital improvements, you will be required to provide evidence of a competitive quote if your application is successful. We do not need to receive this quote at the application stage.

Please note that we receive a large number of applications and some applications will therefore be unsuccessful. We will endeavour to communicate the trustees' decision to all applicants within two months of the closing date.

What to expect if you are successful in applying for a grant

If you are successful in applying for a grant, you will be notified by APCA who will send you a grant approval letter and agreement outlining the terms and conditions of the grant.

Once the grant has been paid to your organisation, you will be required to report on the progress of the grant on a quarterly basis as well as provide accountability for the used funds. This will be explained in your agreement.

Once you are a successful applicant, please ensure that you stick to the project implementation timeline, activities and budget lines. If, at any time, you need to make changes, you must contact APCA for approval. A failure to meet the compliance requirements of the grant may result into:

- Receiving a letter for non-compliance
- Forfeiting of any undisbursed funds
- Disallowance of any ineligible costs charged to the grant, and your organisation will be asked to pay back to APCA any disallowed costs
- Being banned from reapplying for future grants, among others.

What to do if your application is not successful

If your application is not successful, you will receive a letter of regret from APCA. Please feel free to request any clarification from APCA if required. We know that all organisations that apply for small grants have interest in the programme and are doing important work in palliative care. Failure to succeed on one grant round does not stop you from applying for the next round.