



Hwb Gwyddorau Bywyd Cymru
Life Sciences Hub Wales



Guidance Document: Innovation in Women's Cancer Accelerator Fund

Introduction

Bringing together collective expertise and resource to drive innovation to support the improvement of women's health is a priority across Wales, as evidenced by the recent release of [The NHS Wales Women's Health Plan](#). This plan demonstrates the short-term, medium-term and long-term actions within 8 priority areas. A focus on Cancer is highlighted in three of the priority areas:

1. Prevention strategies – preventing cancer, where possible
2. Menopause
3. Aging well and long-term health across the life course:
 - The cancer recovery programme
 - Palliative/End of Life Care
 - Novel HPV detection methods in adolescent girls

The [Innovation in Women's Cancer Accelerator Fund](#) is a collaborative scheme between Life Sciences Hub Wales and the Academy of Medical Sciences. The fund is designed to foster collaboration and provide crucial seed funding to help organisations advance innovative solutions to improve the outcomes for and the experience of women affected by cancer.

Project teams or departments from within UK-registered organisations are invited to apply. This flexible funding initiative can be used to support activities including:

- Travel, accommodation and mobility costs to bring together new collaborations
- Venue Hire
- Expenses for advisors or contributors in project scoping or delivery including PPI costs
- Consumables and project-related costs to support ongoing initiatives in delivery
- Training that helps support activity outputs
- Cost for staff time

Awardees will also be able to access to practical support, provided by Life Sciences Hub Wales and/or the Academy of Medical Sciences, including:

- **Project co-ordination support:** Bespoke support up to 1 day per week for 3 months.
- **Innovation Assessment:** Access to a structured assessment for proposed innovations or new technology, providing constructive feedback
- **Funding Expertise:** support to identify and apply for relevant funding calls
- **Sector Intel:** Rapid scan reports on innovation topics to understand existing activity across the UK.
- **Partnerships Support:** Access to networks, connections and events to discuss opportunities and challenges
- **Marketing and Communications:** creation of collaborative case studies, amplification and calls to action.

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Applicants are strongly advised to refer to this guidance document while developing their application and to pay particular attention to the scope and eligibility criteria for the programme.

Applications open on 03/02/2025 and close on 21/02/2025

Any queries should be addressed to hello@lshubwales.com.

Applications may be submitted in Welsh and will be treated no less favourably than an application submitted in English.

Project activity must be completed within 6 months of funds being awarded. **Do not commence any project work until you have received written confirmation of your successful application. Starting work before a signed collaboration agreement is in place between Life Sciences Hub Wales and the beneficiary organisation is done at your own risk.**

Scope

Applicants must demonstrate that awarded funds will be used for:

1. Partnership working, which is Cross-Sector, multidisciplinary and includes at least one Welsh-based partner.

The following sectors are in scope for this fund:

- Academia
 - NHS/Social Care
 - Non-Profit/NGO/Charity
 - Private Sector
2. Activities that will improve the outcomes and the experience for women affected by cancer, aligning with local policies such as
 - a. [The NHS Wales Women's Health Plan](#)
 - b. [The National Cancer Recover Programme](#)
 - c. [Healthier Wales](#)
 3. Activities that demonstrate value for money, including being able to provide 50% in kind matched value

Eligibility Criteria

Applicants must be:

- Able to demonstrate that they have a UK-based bank account in the name of the lead applicant organisation.
- Not in financial difficulties (able to pass due diligence checks on business status, and able to declare that the business and named applicants are not subject to any material litigation).
- Able to confirm that any insurance and compliance with legislated requirements are in place.

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- Eligible to receive grant funding.
- Agree to monitoring requirements.
- Able to agree to sharing of high-level project details and outcomes in the public domain.
- If the intended recipient is a non-public sector organisation and the intended mechanism of compliance with UK Subsidy is through Minimal Financial Assistance (MFA) applicants must be eligible to receive grant funding (not have received £315,000 within the last three years) and provide a signed declaration to confirm.
- Must be able to evidence expenditure on project activities and that required outcomes have been achieved.
- Costs are to occur after the award letter date and before project activity deadline and related specifically to the project.

Eligible Costs

The grant is restricted to expenditure that is directly related to the project only. Where items will be used outside the project activity, we may only fund the proportion of the costs of that item that relates directly to project activity. Evidenced costs must fulfil the eligibility criteria detailed below in order to qualify for payment.

Any costs that would usually be capitalised on company accounts are ineligible for this funding. Please see below for examples of eligible and ineligible costs. Please only include VAT if non-recoverable by your organisation. If you are unsure if VAT relating to your expenditure is recoverable or not, please seek guidance from your organisation or independent financial advice.

Please note that this list is not exhaustive.

Eligible costs	Ineligible costs
Costs related specifically to the work required for the project, inclusive of VAT.	Costs which are not directly related to the work required for the project including contingencies and business as usual costs.
Revenue costs including staff / consultant time and consumables.	Capital costs (e.g. plant and machinery that will be capitalised in the company accounts, or costs not marked as revenue costs during accounting).
Revenue costs of software necessary to support the proposed activity.	Software costs that are capital expenditure in accounting and/or not directly linked to activities outlined in the scope.
Development costs, including essential small equipment (£5000, or less), to produce an asset directly related to project activity.	Any liability arising out of negligence on the part of the Recipient, their representatives, contractors or other agents.
Training which helps support activity outputs.	
Venue Hire.	
Seeking Patient and Public Involvement (PPI) expertise.	

Application Process

Project teams or departments from within UK-registered organisations can apply for an award between £5,000 to £10,000.

Applicants should [fully complete the Application Form](#) available for download at the LSHW website and return to Hello@lshubwales.com with the required supporting information before the closing date.

Application forms will collect information including project plans, relevant experience, anticipated costs and Subsidy status of the applicant organisation. Applications will be reviewed by a panel to assess how they meet the scope and criteria of the fund, and a score given to determine who will be awarded.

Once applications have been reviewed, applicants will be provided with a decision letter. This will detail whether we have accepted or declined your application. We may also request additional information from you should the panel be unable to reach a decision based on the information provided by you. Should your application be successful we will contact you to discuss the process of setting up a grant contract, claiming for payments, monitoring, and grant closure.

Applications received from private sector organisations will be reviewed for compliance and we may need to contact you to request further details should any information be omitted from your application form. This may delay the approval of your application. We will conduct due diligence checks on the applicant organisation including a soft credit check and your last publicly available accounts. Should the applicant organisation appear to be in financial difficulty, it will not be possible to provide funding. We may also check any daily rates for staff to ensure that they represent value for money.

Completing the Application Form

[The application form is available for download from the LSHW website](#). All sections must be completed before sending the form with relevant attachments to Hello@lshubwales.com in advance of the closing date. Blue-shaded sections are the questions you must answer. Grey-shaded sections contain information to help you. White sections are where you must enter your responses. Please ensure all attachments are in PDF format.

Section 1: Organisation Details. Please fully complete all your details.

Section 2: Lead Applicant Details. The named lead applicant must have the organisational approval to submit the application. The Lead applicant will be required to arrange an authorised organisational signatory to legally binding documents on behalf of the company if successful.

Section 3: Activity Details. We need to ensure that your application covers in-scope activities. Please provide a summary of your plans. Include the main objectives of the activity plan. Objectives should be Specific, Measurable, Achievable, Relevant and Time-bound (SMART).

Section 4: Scope. We need to ensure that your plans fit fully with the scope and success criteria. We want to know what the results (outputs) of the project will be.

Section 5: Approach and Delivery. We need to understand the approach you will take to deliver a successful project. Please include any details of anticipated challenges or blockers.

Please detail the main risks to the project. Don't forget to include any permits or insurances in this section, and any mitigation measures. We need to understand who will be involved in the project, and ensure they have the necessary skills and experience to achieve the project outcomes

Section 6: Activity Partners. Please provide details of the partner organisations working with you to deliver your proposed activity. List the details of any financial or non-financial ('in kind') contributions that you or the partners are providing during the activity.

Section 7: Costs. Please provide an estimate of all costs associated with the project activities by fully completing the table. Only demonstrable revenue costs directly associated with in-scope activities are eligible for grant funding. **Quotes must be attached:** One quote is required for all items over £1,999 in value, with two quotes for each item over £5,000 in value. If you have not selected the cheapest quote, you must provide a justification. Quotes are not required for internal staff costs, but these must represent a reasonable daily rate. Any costs that would usually be capitalised on company accounts are ineligible for this funding. Please see above for examples of eligible and ineligible costs.

Section 8: Subsidy Status. You must complete the subsidy declaration so that we understand the best route to award funding should your application be successful. We can award funding under the Minimal Financial Assistance, or one-off subsidy routes. It is your responsibility to ensure you are eligible to receive funding under the route which will be specified in your offer letter, should your application be successful. If you are uncertain about your company's subsidy status, we recommend that you seek independent legal advice.

Section 9: Declaration: This section of the application form must be signed off by a suitably authorised person from the applicant company. You may include two signatories if appropriate to your company structure. If your application is successful, we will need to match the signature on the application form to other documents later on, so please either insert an electronic copy of your wet signature or print out and sign the declaration before sending us a scanned copy.

Assessment Process

Applications will be assessed by an appointed panel. A score will be given to determine who will be awarded funded.

In cases where the panel deems there is not sufficient information provided in your application, or where initial checks indicate that more information is needed, we may approach you to provide this information.

The assessment panel decisions will be considered final, with the LSHW CEO reserving the right to refuse to fund applications where this may result in reputational damage to LSHW and/or AMS.

- **Assessment Criteria**

Panel members will evaluate each section of the application form submitted by applicants against the following areas (a negative assessment will mean that the application cannot be progressed).

The assessment matrix is as follows:

1. Fulfils all eligibility criteria (Yes/No)

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2. Demonstrates that the application is in scope (Yes/No)
3. Involves Cross-Sector working, including stakeholders from at least two different sectors (Yes/No):
 - Academia
 - NHS/Social Care
 - Non-Profit/NGO/Charity
 - Private sector
4. Involves multi-disciplinary team members (Yes/No)
5. Includes working collaboratively with at least one Welsh partner (Yes/No)
6. Cost estimates are eligible, appropriate, reasonable and related to the project scope directly (Yes/No)
7. Demonstrates that the project will establish a collaborative partnership working towards an improvement in outcomes for women affected by Cancer (Score 1 –5)
8. Demonstrates that the activity proves value for money (Score 1-5)
9. Project Team Members with the required skills are in place, committed and appropriate (Score 1-5)

Award Process

The assessment panel's decision will be communicated to applicants by official letter.

Payment of grant funding to successful applicants will not be possible until a collaboration agreement (contract) covering the work is in place.

You must not begin any work on the project until we have confirmed in writing that you are able to do so. Should you begin work before a signed collaboration agreement is in place between LSHW and the beneficiary organisation, you do so at your own risk.

- **Collaboration Agreements (Contracts)**

Successful applicants will sign a collaboration agreement which sets out the terms and conditions of the grant, including:

- The amount to be awarded
- Deadlines by which the money should be spent
- Monitoring requirements and details of how success will be measured.

Collaboration agreement sign off will be a prerequisite to any agreed payments.

- **Application for payment**

Following signed collaboration agreements, successful applicants will be asked to complete and return this form to request and process payment. Payment of the total award amount will be made to the Lead Organisation.

Monitoring

Awardees will be required to:

1. Supply a project plan (as part of a collaboration agreement)
2. Provide a final report, demonstrating the outcomes and impact of the use of the funds awarded

Failure to provide a sufficient report could result in reclaiming the awarded funds.