

Cancer Screening & Prevention Grants 2021 Round

Frequently Asked Questions (FAQ) Document

28 April 2021

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Frequently asked questions (FAQ)

Timeline

1. When is the closing date for the Expressions of Interest (EOI)?
 - Applications close at **5:00pm on Wednesday, 23 June 2021**.
2. Will late applications be accepted?
 - Late submissions may only be considered in exceptional circumstances.
3. When will I be notified of the outcome of my application?
 - Successful and unsuccessful applicants will be notified in August - September 2021.
4. Is there a possibility of an extended deadline for the submission of applications?
 - No, the Cancer Institute is not able to extend the deadline.

Applications

5. How do I apply for a grant?
 - Refer to the EOI Guidelines, which are available on the Cancer Institute NSW's Cancer Screening and Prevention Grants webpage.
 - The Expression of Interest application must be completed and submitted in the Word template available on the Institute's website.
 - Additionally, the signed application must be submitted as a PDF. Electronic signatures will be accepted as a result of work from home arrangements.
 - Applications must be submitted by email to CINSW-Innovation@health.nsw.gov.au.
 - The closing date for applications is **5:00pm on Wednesday, 23 June 2021**.
6. Can one organisation apply for more than one grant?
 - Yes, organisations may apply for more than one grant.
 - A separate application must be submitted for each grant.
7. What can be included as supporting evidence?
 - Any evidence that supports the proposed project, such as academic journals, relevant reports, census data or results of previous work undertaken in that particular area.
8. What is the difference between the Project Sponsor and Project Lead?
 - The Project Lead is the person who will be accountable for the management and implementation of the project.
 - The Project Sponsor is the person who will be accountable for the approval of the project and who will have financial responsibility.

9. Will I receive an email acknowledgement after I submit a grant application online?
- Yes, upon submission, an email confirmation will be sent from CINSW-Innovation@health.nsw.gov.au. If you do not receive this email, please contact CINSW-Innovation@health.nsw.gov.au.
10. If an organisation is currently receiving funds from the Cancer Institute for another project, can they still apply in the current round?
- Yes, you can still apply for the current round of Cancer Screening and Prevention Grants as long as the application is for a new project and not for the continuation and/or evaluation of previously funded projects.
11. Who do I contact if I have any questions about my application before the closing date?
- Send an email to CINSW-Innovation@health.nsw.gov.au.
 - Please enter 'Cancer Screening and Prevention Grants 2021 Round' in the email subject line to enable quicker processing of your query.

Application sign-off

12. I work for a non-government organisation and plan to partner with a Local Health District (LHD) to complete the project. Who is required to sign the grant application on behalf of the LHD?
- When partnering with an organisation to complete the project, the appropriate authority from the partner organisation is required to sign the application. If partnering with a Local Health District, the Chief Executive (or approved delegate) must sign the application.
13. Are letters from partner organisations required to be submitted as part of the application? Are they considered as supporting evidence?
- Letters from partners are an example of supporting evidence. They are not mandatory but would support your application and would be strongly encouraged for projects which rely on partner or collaborating organisations to achieve the planned grant outcomes
 - Applications with a partner organisation require the signature of the appropriate authority from the partner organisation.
14. Can an email from partner organisations be submitted instead of a letter?
- Yes, as long as the email clearly identifies the partner organisation through letterhead or address block.
15. Is it compulsory to have the CEO's signature on the grant application form?
- Yes, the signature of the Chief Executive (or appropriate delegation) is mandatory for all grant applications.
 - **It is preferable that Chief Executive (or appropriate delegation) sign-off is provided at the time of submission, however applications without signatures will be accepted, on the understanding that all signatures**

required will be provided prior to Cancer Institute NSW entering into any funding agreement.

Outcomes and Notification

16. What happens if my application is successful?

- The Cancer Institute NSW will send notification emails to successful applicants in August - September 2021. An agreement will be issued for the organisation to sign in the same time period.
- A kick-off meeting will be scheduled with the Cancer Institute NSW within approximately 1-month of the grant initiation.

17. Can successful applicants promote their project in the media?

- No, all successful applications are under media embargo until further notice from the Cancer Institute NSW.
- Successful applicants will be notified when the media embargo has been lifted. They can then engage in media promotion, in liaison with the Cancer Institute NSW's Communications department.

18. What happens if my application is unsuccessful?

- The Cancer Institute NSW will send notification emails to unsuccessful applicants in August - September 2021. The Institute is unable to provide any additional information about the reasons for being unsuccessful beyond what is stated in the letter of notification.

Reporting and other requirements for successful applicants

19. Do I need to write a project plan?

- A detailed project plan (which includes an evaluation plan) is required at the beginning of the grant period and will be used to monitor progress through the implementation of the grant. A Word template will be provided to successful applicants. Project plans will be due 4-weeks after the grant kick off meeting with the Cancer Institute NSW.

20. What are the reporting requirements?

- Progress and final reports (inclusive of financial reporting) are to be completed as outlined in the schedule in the grant agreement. Word templates will be provided to successful applicants.

Evaluation and Objective setting

21. How many objectives should we have, should they be process related?

- The objectives should focus on what the project is aiming to achieve. They should follow the SMART (specific, measurable, achievable, realistic and time-bound) objective setting principles.
- The number of objectives is not set as it will depend on the project. As a guide, 3-5 objectives are recommended.

22. What is the difference between outcome and process measures?

- Process evaluation focuses on whether the project has been successfully delivered and activities have been implemented as intended. Process measures often focus on the outputs of the project, i.e. the number of people who participate in the project, number of workshops held, the number of resources developed. For community education focused projects, some examples of process measures include:
 - Number of education sessions delivered
 - Number of community members participating in education sessions.
- Outcome evaluation focuses on the project effect in the target population by assessing progress towards the intended outcomes or outcome objectives, i.e. increased participant awareness of bowel cancer screening or intention to participate amongst participants. For community education focused projects, some examples of outcome measures include:
 - Percentage of community education session participants who report increased:
 - knowledge about bowel screening and/or healthy living topics
 - intention to participate in bowel screening or engage in healthy living activities in future.

23. Can I change the outcome measures of the project after the grant application has been submitted?

- It is preferred that the outcomes remain the same as those included in the grant application. However, if changes occur as the project planning develops, it is possible to modify the outcomes when completing the detailed project plan (including the project evaluation plan). The detailed project plan template will be provided to successful applicants.

24. When is Ethics Committee approval required for a grant project?

- Refer to the [Ethics Approval FAQ](#).

Priority Area: Healthy Living and Bowel Screening Programs – Multicultural community education

25. Is it preferable to target one specific CALD community or group?

Depending on your organisational priorities and capacity, you may target either a single culturally and linguistically diverse (CALD) group or a number of groups.

26. Is it acceptable to target language groups outside of those listed as priorities in the 'desirable criteria' in the EOI?

A number of specific language groups have been identified for bowel screening (Macedonian, Assyrian and Korean) and for healthy living (Arabic, Bengali and Mongolian). It is not mandatory to target these groups.

If you are not targeting these groups, please write 'not applicable' under the desirable criteria question in the EOI application.

27. What information and supporting evidence is available to support my application?

You are encouraged to draw on local data and information to support decisions around target audience selection. However, some useful resources can be found below:

- **Multicultural ID:** <http://multiculturalnsw.id.com.au/multiculturalnsw/language-select> (includes information on demographics (including age segmentation), English-language proficiency and geographic location)
- **HealthStats NSW:** <http://www.healthstats.nsw.gov.au/> (covering a range of health risk factors, diseases, locations, and specific populations).
- **Bowel screening participation data:** Not available by language spoken at home/country of birth.
 - **National:** [National Bowel Cancer Screening Program: monitoring report 2020](#)
 - **By LHD region:** [Participation data by LHD region](#)
- **Useful publications:**
 - [Improving Cancer Outcomes in Culturally Diverse Communities: A Rapid Evidence Check by the SAX Institute](#)
 - [Barriers to and facilitators of colorectal cancer screening in different population subgroups in Adelaide](#), 2012, Javanparast et al
 - [Cancer screening education: can it change knowledge and attitudes among culturally and linguistically diverse communities in Queensland, Australia?](#) 2016, Cullerton et al

28. If I am applying for a project to promote both bowel screening and healthy living programs, is it possible to combine educational resources?

The flipcharts will be available in PowerPoint format and therefore it may be possible to combine content from the two different flipcharts to suit your needs.

29. Will the Institute provide training support to grantees?

Yes. The Institute will provide a single 'train the educator' style session for staff from within the grantee organisation who will go on to become facilitators of community education using the Flipchart (+ grant coordinators). The session is likely to be held within 2 months of the grant initiation.

30. What other resources are available to assist with providing community education about these programs?

- **Bowel screening**
 - [Do the Test webpage and eligibility checker tool](#) (English + 6 languages)
 - [National Bowel Cancer Screening Program Resources](#) (English)
 - [National Bowel Cancer Screening Program translated resources](#) (up to 22 languages)
 - [How to do the test video](#) (English + 9 languages)
- **Healthy living**
 - [Cancer Institute NSW website \(reduce your cancer risk\)](#)

31. Is it possible to distribute bowel screening kits to the community as part of my project?

Bowel cancer screening kits are not available for distribution outside of the usual program distribution to eligible people by the mailing house. Distributing the test kits to the general public is out of scope for these grants.

32. Is it possible to obtain bowel screening test kits for community education sessions?

Yes a small number of sample kits will be provided by the Institute to successful grantees (for demonstration purposes only). Alternatively (and for larger quantities), sample/demonstration bowel screening test kits can be ordered by emailing the National Bowel Cancer Screening Program at NBCSP@health.gov.au.

33. Can we include other screening information (e.g. breast and cervical) to these grant related activities?

The focus of these grant related activities should be on bowel screening and healthy living topics. However, incorporation of other screening messages is acceptable.

34. What if COVID-19 effects my proposed activities?

Successful applicants will be asked to provide COVID-related and other risk management strategies as part of the development of their project plans.