

# Cancer Screening and Prevention Grants - 2021 Round Expression of Interest Guidelines

**CLOSING DATE FOR SUBMISSIONS**

**5:00pm on 23 June 2021**

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## Introduction

The Cancer Institute NSW (the Institute) is Australia's first state-wide government-supported cancer control agency. Our vision is to lessen the impact of cancer in NSW and we are focused on taking a collaborative approach to improving outcomes in cancer prevention, diagnosis, treatment, care and ultimately, survival.

The Institute is working on delivering the [NSW Cancer Plan](#), the NSW Government strategy that sets the platform for programs and campaigns aimed at lessening the burden of cancer in NSW. The NSW Cancer Plan has a focused attention on priority populations and priority cancers to both improve cancer outcomes and lessen inequity within the community. The NSW Cancer Plan can be downloaded from the Institute's [website](#).

## Objectives of the Program

The Institute is seeking to prevent the incidence of cancer through promoting the uptake of healthy living behaviours and detecting cancer early so that it can be treated more effectively. To achieve this the Institute needs to work with health organisations with excellent local networks and a record of delivering effective programs with priority communities.

The Cancer Screening and Prevention Grant Program provides funding to organisations working in cancer, health and other related services. These organisations will undertake evidence-based projects that have the potential to be embedded at a local level and to be sustainable past the funding period. The focus of these grants is community and service-centred initiatives and not research proposals.

### **Consideration will be given to applications which:**

- Build upon evidence which is currently available (e.g. publications, previous initiatives /projects);
- Enhance community engagement by working towards the goals of the NSW Cancer Plan;
- Target the priority populations, cancers or actions of the NSW Cancer Plan.

## Eligibility Criteria

### **To be eligible for funding in the 2021 Grant Round:**

1. The organisation must be a registered organisation working to improve health and/or cancer outcomes for multicultural groups and be based in and providing services to the population of NSW.
2. The project must commence in the 2021/22 financial year. The grant timeframe is 12-18 months, with schedules outlined below:

**Option 1: 12 months**

Planning: Up to 2 months  
Implementation: Up to 8 months  
Evaluation & reporting: 2 months

**Option 2: 18 months**

Planning: Up to 3 months  
Implementation: Up to 12 months  
Evaluation & reporting: 3 months

3. All obligations regarding previously funded projects involving the applicants must have been fulfilled to the satisfaction of the Institute. Such obligations include the provision of satisfactory progress, final and financial reports.
4. The project must have an evaluation approach that includes process and outcome measures (a template will be provided to successful applicants). It is recommended that evaluation be considered in the project costing.

## Out of Scope

### The following items are out of scope for this grant round:

1. Capital purchases.
2. Funding for research proposals.
3. The continuation and/or evaluation of previously funded projects.
4. Funding for clinical service positions or the delivery of clinical services.
5. The development of resources and/or marketing and campaign activities (excluding promotional activities linked to education sessions).
6. Cash or cash-equivalent based incentives.

## Background: Multicultural community education grants

The Institute has run three previous series of multicultural community education grants, focusing on promoting bowel, cervical and breast screening programs within culturally and linguistically diverse (CALD) population groups. The purpose of these grants is to engage and support NSW multicultural organisations and units in the delivery of CALD community education on cancer prevention and early detection topics, ultimately improving accessibility of information about and addressing barriers to uptake amongst these groups.

Grantees are supported through the provision of funding, Cancer Institute NSW developed educational resources and training to build capacity and capability to deliver CALD community education.

Projects funded under the Institute's multicultural community education grants in past years have shown that this approach has the potential to build staff confidence to deliver cancer prevention and early detection messages, reach a significant number of community members from diverse backgrounds and positively influence their perceptions and intentions to participate in screening programs and adopt healthy living behaviours.

## 2021 focus-programs

In 2021, the grants round will focus on the following programs:

- **National Bowel Cancer Screening Program**

The National Bowel Cancer Screening Program (NBCSP) is an Australian Government initiative that sends out free bowel cancer screening tests to eligible Australians aged 50 to 74 every two years. Bowel cancer screening can detect cancers at an earlier stage when treatment can be more successful. If detected early, bowel cancer can be successfully treated in more than 90% of cases.

- **Healthy Living for Cancer Prevention**

One in three cancers can be prevented through healthy living or lifestyles<sup>1</sup>. A cancer risk factor is something that can increase the chance of getting cancer. Age and genetics are risk factors that cannot be changed. However quitting smoking, drinking less alcohol, maintaining a healthy weight, eating healthy food, being active and protecting skin from UV radiation are six key behaviour changes that reduce the risk of cancer.<sup>2</sup>

A 2018 Australian study estimated that the combination of smoking, being overweight or obesity and excessive alcohol consumption was responsible for one in four future bowel cancers.<sup>3</sup>

Due to the established link between cancer incidence and modifiable lifestyle risk factors and the crucial role of bowel screening in the early detection of bowel cancer, organisations are invited to apply for funding for initiatives that focus on one or both of these programs.

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<sup>1</sup> Whiteman DC, Webb PM, Green AC, Neale RE, Fritschi L, Bain CJ, et al. Cancers in Australia in 2010 attributable to modifiable factors: summary and conclusions. *Aust N Z J Public Health*. 2015;39(5): 477-484

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<sup>2</sup> Nunez C, Nair-Shalliker V, Sarich P, Sitas F, Bauman A. Modifiable lifestyle factors and cancer risk an Evidence Check rapid review brokered by the Sax Institute ([www.saxinstitute.org.au](http://www.saxinstitute.org.au)) for the Cancer Institute NSW, 2018

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<sup>3</sup> The Future Colorectal cancer burden attributable to modifiable behaviours: A pooled cohort study Claire M Vajdic, Robert J MacInnis, Karen Canfell, Peter Hull, Maria E Arriaga, Vasant Hirani, Robert G Cumming, Paul Mitchell, Julie E Byles, Graham G Giles, Emily Banks, Anne W Taylor, Jonathan E Shaw, Dianna J Magliano, Julie Marker, Barbara-Ann Adelstein, Tiffany K Gill, Maarit A Laaksonen, *JNCI Cancer Spectrum*, Vol 2, Issue 3, July 2018.

## Priority Area Summary

Priority Area	Available Funding (excluding GST)	Eligible Organisations	Target Populations	Length of Project
<b>Healthy Living and Bowel Screening Programs – Multicultural community education</b>	<p>Available funding \$10,000-\$20,000 per grant</p> <p><b>Option 1</b> \$10,000-\$15,000 (excluding GST) to deliver community education sessions on <b>one</b> topic (healthy living OR bowel screening)</p> <p><b>or</b></p> <p><b>Option 2</b> \$10,000-\$20,000 (excluding GST) to deliver community education sessions on <b>both</b> topics (healthy living AND bowel screening)</p>	<ul style="list-style-type: none"> <li>Local Health Districts</li> <li>Other government organisations</li> <li>Primary Health Networks</li> <li>Community and non-government organisations</li> </ul>	<p>People from culturally and linguistically diverse (CALD) backgrounds in NSW, who are:</p> <ul style="list-style-type: none"> <li>For bowel screening-focused activities, aged 48-74 years; and/or</li> <li>For healthy living-focused activities, adults aged 18 years and over</li> </ul>	<p>12 – 18 months (see 'eligibility criteria' for schedules)</p>

## Priority Area: Healthy Living and Bowel Screening Programs; Multicultural Community Education

*Up to a maximum value of \$20,000 per grant (excluding GST), for up to 12-18 months.*

### Purpose

The purpose of these grants is to support the delivery of bowel cancer screening and/or healthy living focused community education initiatives by multicultural health and community organisations/programs in NSW. We invite organisations with strong working relationships with local multicultural communities to apply for grant funding to:

- Upskill staff within their organisations to provide community education on healthy living behaviours and bowel screening (with support from the Institute); and
- Deliver healthy living and/or bowel screening community education sessions to people from culturally and linguistically diverse (CALD) backgrounds using the Cancer Institute NSW resources described below. This includes associated costs related to providing education and evaluation.

### Background

The [NSW Cancer Plan](#) acknowledges that some multicultural communities:

- have a higher incidence of cancer
- have a higher prevalence of cancer-related risk factors (e.g. smoking)
- are less likely to use screening or cancer support services, so they may experience poorer outcomes during and after cancer treatment
- vary in their knowledge, awareness and beliefs about cancer, its causes and treatments.

To address these disparities, the implementation of engagement strategies to encourage participation in national screening programs and preventive behaviours (healthy living) amongst multicultural communities are key activities outlined in the NSW Cancer Plan.

To help promote and encourage improved uptake of the National Bowel Cancer Screening Program and healthy living activities, educational resources are developed for multicultural/bilingual/community health workers to deliver information on screening and healthy living behaviours to people from CALD communities. These resources include Cancer Institute NSW flipcharts on 'Bowel Health & Screening' and the soon to be available 'Staying Well & Preventing Cancer' flipchart. The resources are co-designed with local multicultural health and community organisations. Please see below for more information.

### 'Bowel Health & Screening' flipchart information/requirements

- The [Bowel Health & Screening Flipchart and Facilitator Manual](#) is currently available in English, Arabic, Simplified Chinese, Traditional Chinese, Italian, Greek, Korean, Assyrian, Macedonian and Vietnamese.

- Successful applicants can access the flipchart in the available languages in PowerPoint or as a hard copy A3 printed resource with inbuilt stand (free of charge).

### 'Staying Well & Preventing Cancer' flipchart information/ requirements

- A new healthy living flipchart and facilitator manual is currently in development and will be available in September 2021.
- Each organisation that receives a grant will be provided with translated and printed flipcharts in English and other community languages, as proposed by successful grantees and outlined in the grant agreement.
- Please allow sufficient time in your proposed timeline to allow for translation and printing.
- It has been proposed that as part of the flipchart development Arabic, Mongolian and Bengali translations will be completed (to be confirmed). Over time, translations into more languages will be added to increase alignment with the Institute's bowel, breast and cervical screening flipcharts.
- The electronic English and translated versions of the flipchart will be freely available on the Institute website. The Institute is confirming how printed A3 sized healthy living flipcharts with inbuilt stands will be made available to community educators. *Please note this may not be the same process as for the Bowel screening flipchart but will be aligned as much as possible.* More information will be provided to successful grantees and via the Institute website.

### Essential Criteria:

1. The focus of the grant project must be on people from CALD backgrounds in NSW, who are aged 48-74 years (for bowel screening-focused activities) and/or 18 years and over (for healthy living-focused activities), with clear justification for why the CALD community/communities have been chosen. For guidance on supporting evidence for target group selection, [please see the Frequently Asked Questions on the Institute's website](#). See 'desirable criteria' from priority languages.

**Note:** Please note that funding will be offered in consideration of the number of programs promoted and language groups proposed and approved.

2. The lead applicant must be a NSW Local Health District, other NSW government organisation, Primary Health Network or community/non-government organisation currently involved in the direct provision of health education, information, care and support services to community members.
3. Applicants must demonstrate clear links to, and ability to engage target communities in the project activities **OR** they must partner with organisations who can facilitate such engagement (and provide evidence of this via letters/emails of support).
4. The project must involve:
  - Activities that aim to improve knowledge, confidence and skills to provide community education about screening and prevention programs by staff. At a minimum, community education facilitators from grantee organisations must attend Cancer Institute NSW provided training; and

- The facilitation of culturally appropriate education sessions or workshops on healthy living and/or bowel screening utilising the education resources (flipcharts/PowerPoints and facilitator guides) developed by the Cancer Institute NSW.
5. Applicants must commit to working with the Cancer Institute NSW to develop the project activities and evaluation approach.
  6. Demonstrated previous experience in delivering health messages to CALD communities.
  7. The proposal should demonstrate allocation of appropriate staffing/resourcing to:
    - Project management and;
    - Facilitation (for community focused education sessions and/or workshops).

### Desirable Criteria:

Whilst all languages will be considered:

1. **Bowel screening program:** Projects utilising three new flipchart translations (Macedonian, Assyrian and Korean) may be prioritised.
2. **Healthy living program:** Projects utilising three initially available flipchart translations (Arabic, Mongolian and Bengali) and bowel screening priority translations (1) may be prioritised.

## Timeline

Key dates for the Innovations in Cancer Control Grants	
<b>28 April 2021</b>	Call for Expressions of Interest
<b>Mid to late May 2021</b>	Grant Q&A drop in times
<b>5:00pm Wednesday 23 June 2021</b>	Close of applications
<b>July 2021</b>	Review of applications
<b>August 2021</b>	Notification to applicants
<b>September - October 2021</b>	Projects and funding period commence
<b>September – October 2021</b>	Commencement meeting between the Cancer Institute NSW and grant recipients
<b>Regularly throughout the grant</b>	Project progress reporting
<b>Up to 3 months post-project closure</b>	Final report due

## Funding

- The funds must be spent for the primary purpose of achieving the objectives of the Cancer Screening and Prevention Grants.
- All projects funded under the program will be required to report against some standardised evaluation measures as well as those developed by the applicant.
- Funding is available for registered organisations/companies in NSW. If a joint application is received and successful, funding will be provided to the lead applicant and distribution of funds is their ultimate responsibility. This should be identified in the project budget to be submitted as part of the Expression of Interest.
- The Institute reserves the right to award funds at a different level and for varying periods to that requested in the Expression of Interest.
- As part of the final reporting requirements, a full financial acquittal verified by a certified officer is required.
- Funding is not to be used for capital works, clinical service positions or provision of clinical services.
- Funding should be used to support the establishment of sustainable initiatives that have the potential to continue beyond the funding period.

## Expression of Interest Evaluation

Once the application has been submitted through the [CINSW-Innovation@health.nsw.gov.au](mailto:CINSW-Innovation@health.nsw.gov.au), it will be reviewed for completeness and adherence to submission requirements. Successful applicants will be selected through a competitive process. Each Expression of Interest will be reviewed and scored according to the project concept, including:

- **Project methodology:**  
Proposed project target audience, objectives and activities align to those specified in the grant essential criteria.
- **Project budget /resourcing:**
  - Demonstrated allocation of appropriate staffing/resourcing to project management, training and facilitation AND;
  - Inclusion of a clear and detailed budget.
- **Evaluation:**  
Demonstration of a clear and appropriate approach to evaluation.
- **Experience/background:**
  - Experience of organisation in delivering community engagement and/or education initiatives;
  - Focus and current activities of the organisation; and
  - Ability of organisation (or project partners) to engage the targeted community in the project activities.
- **Sustainability:**  
Intention of organisation to continue promoting bowel screening/healthy living behaviours post-project completion.

The essential criteria (page 6) should be addressed throughout the Expression of Interest and will also be considered and scored as part of the evaluation.

Applicants may be asked to provide additional information in order to reach a final decision.

The Project Lead and Sponsor detailed in the Expression of Interest will be notified in writing of the evaluation outcome. The Institute is unable to provide any additional information about the reasons for being successful/unsuccessful beyond what is stated in the letter of notification.

## Submitting an Expression of Interest

### How to complete an Expression of Interest application:

- 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.
- Expressions of Interest should provide all requested information. Only information provided in the Expression of Interest will form the basis of the review process.

**Sign-off:**

- All applications require signatures of the Project Lead, Organisational Project Sponsor and Chief Executive (or delegate).
- Applications with a partner organisation require the signature of the appropriate authority from the partner organisation.

**Due date:**

- Applications must be submitted by email to [CINSW-Innovation@health.nsw.gov.au](mailto:CINSW-Innovation@health.nsw.gov.au) by **5:00pm on Wednesday, 23 June 2021**.
- Incomplete or late submissions will not be accepted.

**Grant information FAQ and Q&A Virtual drop-ins:**

- A Frequently Asked Questions (FAQ) document is [available on the Institute's website](#) to help applicants with completing the application form and applying to these grants.
- The Institute will make available a number of virtual Q&A style drop in times to give potential applicants the opportunity to interact with the program teams and raise any questions to assist them in completing their applications. Further information about the drop in times is [available on the Institute's website](#).

**Contact us:**

- Email: [CINSW-Innovation@health.nsw.gov.au](mailto:CINSW-Innovation@health.nsw.gov.au)
- Please enter 'Cancer Screening and Prevention Grants 2021' in the email subject line to enable quicker processing of your query.