

Aboriginal Community Grants Cervical Screening - 2021 Round Expression of Interest Guidelines

CLOSING DATE FOR SUBMISSIONS

5:00pm on Thursday, 23 December 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 NSW Cervical Screening Program aims to reduce the impact of cervical cancer by increasing the number of women having regular Cervical Screening Tests. To achieve this the NSW Cervical Screening Program needs to work with health organisations with excellent local networks and a record of delivering effective programs with priority communities.

The NSW Cervical Screening Program is offering funding to NSW Aboriginal Cervical Screening Network members to 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.

Eligibility Criteria

To be eligible for funding in the 2021 Grant Round:

1. The organisation must be a registered organisation working to improve health outcomes for Aboriginal women 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 months from execution of the grant agreement, with schedules outlined below:

Planning: Up to 2 months

Implementation: Up to 8 months

Evaluation & reporting: 2 months

Note: The Institute understand COVID-19 has significantly impacted Aboriginal communities in NSW. The Institute will work with successful grantees to minimise the effect of further restrictions and lockdowns on the delivery and implementation of the proposed projects.

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 (however you may do promotional activities linked to health promotion sessions).
6. Cash or cash-equivalent based incentives.

Aboriginal Community Grants Cervical Screening

Up to a maximum value of \$25,000 per grant (excluding GST), for up to 12 months.

In Australia, Aboriginal women are nearly twice as likely to develop, and over three times as likely to die from cervical cancer, than non-Aboriginal women¹. This is likely due to the lower rates of cervical screening among Aboriginal women, and later presentation of symptomatic women to health care services, leading to poorer cancer outcomes.

The Institute are piloting the Aboriginal Community Cervical Screening grants, focusing on promoting the National Cervical Screening Program amongst Aboriginal women.

Purpose

The purpose of these grants is to build the confidence and/or capacity of NSW Aboriginal Cervical Screening Network members to successfully implement their own health promotion activities to increase participation in cervical screening amongst Aboriginal women. We invite NSW Aboriginal Cervical Screening Network members with strong working relationships with local Aboriginal communities to apply for grant funding to:

- Upskill staff within their organisations to provide health promotion activities on cervical screening (with support from the Institute); and
- Deliver cervical screening health promotion activities to Aboriginal women using the Cancer Institute NSW resource described below. This includes associated costs related to providing health promotion and evaluation.

To help promote and encourage improved uptake of the National Cervical Screening Program, the Institute is developing a co-designed resource 'How to Increase Cervical Screening in Your Local Area Guide (How-to Guide)' to provide NSW Aboriginal Cervical Screening Network members with practical assistance for implementing their own health promotion activities. The How-to Guide captures previously successful models of care for engaging Aboriginal women in cervical screening. A draft of the How-to Guide will be provided to all applicants.

¹ Australian Institute of Health and Welfare. National Cervical Screening Program monitoring report 2020. Canberra: AIHW; 2020.

Essential Criteria

1. The project must be for Aboriginal women in NSW aged 25-74 years, with clear reasons why the local area has been chosen.
2. The lead applicant must be a NSW Aboriginal Cervical Screening Network member (from a NSW Local Health District, other NSW government organisation, Primary Health Network or community/non-government organisation), who provides healthcare and/or health promotion services to Aboriginal women.

Note: It is a NSW Health requirement that all health workers involved in the project must be fully vaccinated for COVID-19.
3. Applicants must demonstrate that they come from organisations that have experience and/or skills in involving Aboriginal women in project activities
4. The project should:
 - a) Demonstrate any existing or proposed partnerships and stakeholders for the project including community leaders (with evidence via letters/emails of support)
 - b) Staff from grantee organisations must attend Cancer Institute NSW training on the *How To Increase Cervical Screening in Your Local Area Guide* and related resources
 - c) Build on currently available evidence to improve cervical screening for Aboriginal women. For example, using the Cancer Institute NSW developed resource, *How To Increase Cervical Screening in Your Local Area Guide*, to select evidence-based activity/ies. However, an evidence-based activity not mentioned in the Institute's How-to Guide may also be considered.
5. An evaluation approach is identified in the proposal to monitor and measure the outcomes of the project.
6. The applicant has identified staffing/resourcing and in-kind support to:
 - Manage the project and
 - Complete the evidence-based cervical screening health promotion activities

Timeline

Key dates for the Aboriginal Community Grants Cervical Screening*

1 November 2021	Call for Expressions of Interest
Mid to late November 2021	Grant Q&A drop in times
5:00pm Thursday 23 December 2021	Close of applications
January 2022	Review of applications
February 2022	Notification to applicants
March – April 2022	Projects and funding period commence
April 2022	Commencement meeting between the Cancer Institute NSW and grant recipients
Regularly throughout the grant	Project progress reporting
Up to 3 months post-project closure	Final report due

* Please note the above dates are a guide only and may be subject to change.

Funding

- The funds must be spent for the primary purpose of achieving the objectives of the Aboriginal Community Grants Cervical Screening.
- 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, 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 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 health promotion activities;
 - Focus and current activities of the organisation; and
 - Ability of organisation (or project partners) to engage Aboriginal women in the project activities.
- **Sustainability:**
Intention of organisation to continue promoting cervical screening behaviours post-project completion.

The essential criteria (page 5) 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.

- 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 -equivalent).
- 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 by **5:00pm on Thursday, 23 December 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 cervical screening program team 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
- Please enter 'Aboriginal Community Grants Cervical Screening 2021' in the email subject line to enable quicker processing of your query.