



Aboriginal Community Grants Cervical Screening 2021 Round

Expression of Interest Application

Commented [KY(IN1): Note for applicants: CINSW have provided some starter sentences for you to consider when applying for grants. This is only a guide and you are free to amend the sentences as necessary.

How to use this template:

- Read the **Expression of Interest (EOI) Guidelines** and **Frequently Asked Questions (FAQ)** prior to completing this application.
- Applications that do not meet the eligibility criteria outlined in the EOI guidelines will not be accepted.
- The **red text** is instructional. You can delete this before submitting your application.
- The **highlighted text** has been added to provide you with examples of sentences and is a guide only. You can delete this before submitting your application.
- Create additional rows in the tables as needed.
- Suggested/approximate word limits have been provided.
- Submit the application as a Word document (with the signed PDF as an attachment).

Administrative Details

Date	
Project Title	Maximum 20 words <i>Women's Business: Yarning about cervical screening</i>
Administering Organisation	<i>Western Hills Local Health District</i>
Organisation Postal Address	
Author	

1. Eligibility

- I am a NSW Aboriginal Cervical Screening Network member
- I agree to follow the NSW requirement that all health workers involved in the project must be fully vaccinated for COVID-19
- I agree to work with Cancer Institute NSW to develop my project activities and evaluation approach

2. Organisation Category

Click on a box to select.

- Local Health District
- Other government organisations
- Primary Health Network
- Community and non-government organisations

3. Overview of Administering Organisation

Describe the primary purpose /activities of your organisation and/or team.



Maximum 100 words

Western Hills Local Health District (WHLHD) aim to increase the health and wellbeing of Aboriginal and Torres Strait Islander people...

A number of initiatives have been developed and these include...

The initiatives are...

4. Partner Organisations

If applicable, please list any collaborative partner organisations. If required, evidence of support must be submitted as an attachment (see the FAQ for more detail).

Maximum 100 words

Western River Aboriginal Medical Service: WHLHD have an ongoing partnership with Western River AMS... who provide... to the local Aboriginal community.

Western River AMS have agreed to provide...for this project...

We recommend to read questions 5 - 10 first to give you an idea of what we are looking for in each section and before you start filling out your information.

5. Project Summary

Provide a brief summary of the proposed project.

Maximum 100 words

The main focus of this project will be.....amongst Aboriginal women in the target age group of 25-74 years in the....

The yarning sessions will be delivered by ... who will use ...

6. Project Aim and Objectives

Briefly outline the project aim and objectives Ensure 'SMART' principles are applied to the objectives (i.e. they should be specific, measurable, achievable, realistic and time-bound). See the FAQ for additional guidance.

Maximum 300 words



The aim of this project is to....

The objectives for this project include:

1. WHLHD/Western River AMS staff to get upskilled in the delivery of yarning sessions to Aboriginal women, using the resources produced by Cancer Institute NSW
2. Improve community knowledge among Aboriginal women about cervical screening through...
3. Improve community awareness among Aboriginal women about cervical screening

7. How will this project meet the local community needs of Aboriginal women aged 25-74 in your community and have a positive impact?

Provide a brief justification of your local area being chosen for this project.

Maximum 300 words

WHLHD has approximately Aboriginal and Torres Strait Islander people in our LHD.

We have chosen the following local area due to... The cervical screening participation rates in this area are...

We hold women's group/mums and bubs groups and noted they have limited knowledge and awareness of cervical screening...

8. What experience and/or skills does your organisation have in involving Aboriginal women in health promotion/related project activities that are community-led and community-specific?

Provide a brief summary of the experience and/or skills your organisation have in involving Aboriginal women in health promotion/related project activities.

Maximum 300 words

WHLHD already hold...in the local area. These have been successful days because... We hope to expand this to...

We completed questionnaires and recognised what their health needs are...



9. What evidence-based activity/ies will your project focus on?

Provide a brief summary of the evidence-based activity/ies your project will focus on. Additional guidance provided in the draft How To Increase Cervical Screening in Your Local Area Guide.

Maximum 300 words

We have chosen...from the How-To Guide...

We plan to do...

10. How does the project align with your organisation's strategic priorities and/or align with your team's current program of work?

Maximum 200 words

In our organisation, our team is responsible for...

This project aligns with our strategic plan....

A key priority in this strategic plan is...

11. **NSW Health - Aboriginal Health Impact Statement**

Refer to Cancer Institute NSW's Aboriginal Health Impact Statement Protocol and [NSW Health's Aboriginal Health Impact Statement](#) before answering.

a. What are the health contexts for Aboriginal people?

Consider available information about Aboriginal people and their health to build an understanding of the needs of Aboriginal people in relation to the initiative. Key questions to consider are:

- Who are the Aboriginal people that will likely be affected by the initiative?
- What is the burden of ill health for this group of Aboriginal people?
- What are the health priorities for this group of Aboriginal people?
- What issues may potentially affect access to services for this group of Aboriginal people?
- How does the initiative link to existing Aboriginal health policies, programs or strategies? (Name each policy/program/strategy)

Maximum 500 words

This project will focus on Aboriginal women aged 25-74 years old in...

Aboriginal women are twice as likely to have cervical cancer and more than three times as likely to die from cervical cancer than non-Aboriginal women.

Barriers that Aboriginal women face for Cervical Screening are...

Commented [KY(IN2): Note for applicants: Before answering this question, please read the Cancer Institute NSW's Aboriginal Health Impact Statement Protocol and NSW Health's Aboriginal Health Impact Statement.

Both should assist you in answering questions a) to c)



Existing Aboriginal health policies, programs or strategies relevant to this project in our local area are...

b. What will be the potential impact of the initiative on Aboriginal people?

The potential impacts of the initiative on the health of Aboriginal people must be considered. This process should include the identification of both positive and negative impacts, steps to address or mitigate any negative impacts and processes for ongoing monitoring throughout the initiative. Key questions to consider are:

- How will this initiative impact on Aboriginal people and will the impact be different for Aboriginal people compared to non-Aboriginal people?
- How can the initiative be designed to reach Aboriginal people?
- What might be the unintended impacts (including potential negative impacts) for Aboriginal people and what are the actions that will be taken to mitigate or prevent them?
- How will the impact of the initiative on Aboriginal people be actively monitored and evaluated?

Maximum 300 words

This project has been designed to reach Aboriginal women by...

We will continue to engage with our Advisory Group/Committee...

As a result of increase promotion of cervical screening...

We will continue to monitor this project by...

Feedback provided by our community...

c. What will be the engagement with Aboriginal people?

Engagement with Aboriginal stakeholders should be considered in the development of the initiative. The level and nature of engagement with Aboriginal people will be guided by the type of initiative and should be determined on a case by case basis in consideration of a number of factors including: the health issue, the geographical area and whether Aboriginal people are a specific target population of the policy or program. Where engagement is undertaken, planning the engagement, including identification of possible barriers to participation, will ensure that culturally respectful methods are incorporated from the earliest stages. Key questions to consider are:

- Based on the anticipated impact of the initiative on Aboriginal people, what level and nature of engagement with Aboriginal stakeholders is appropriate?
- Are there potential barriers that might impact the ability of Aboriginal people to be meaningfully engaged?
- To ensure coordination and avoidance of duplication, what existing governance mechanisms such as committees, networks or partnerships exist that could be used to support engagement with Aboriginal people?
- What information will be provided back to Aboriginal stakeholders and how will continued engagement through the implementation and evaluation of the initiative be facilitated?

Maximum 300 words

Western River AMS' Advisory Committee made of community members...provide advice around...



We will continue to consult with and provide updates to....

We will conduct community consultations with...

12. Evaluation of the project

Briefly outline your approach to evaluation. Include process and outcome measures, data sources and the evaluation methodology that you plan to apply. See the FAQ for further information.

Maximum 300 words

Process evaluation will be undertaken during the implementation of the activities. This will be focused on the outputs of the project such as the number of people who participate in...

Data collection methods for this include attendance records or sign in sheets.

An outcome evaluation will be undertaken to assess how the project and its activities have benefitted the participants. This will look at percentage of participants who...Pre and post session surveys will be used to..

13. Sustainability of the project

Projects must be sustainable, transferable and/or scalable.

Describe how the project/promotion of these programs could be sustained beyond the project completion (i.e. how the project may be continued over time or how the knowledge gained will be shared).

Maximum 200 words

The project will be sustainable as WHLHD will continue to... beyond the life of the project.

Because of this project, Western River AMS will continue to...

As this has been a collaborative project between WHLHD and Western River AMS, we have been able to

14. Objectives, Activities and Timeframe

Provide details of the objectives you aim to achieve (refer to question 6), the planned activities, the timeframe, expected outcomes and evaluation measures (refer to question 12).

Add a new row for each objective. Examples have been provided in red and can be removed.

Please include estimates of the number of health promotion activities you plan to deliver.

Objective Description	Planned Activities or Milestones	Expected Date of Completion	Expected Outcomes	Evaluation Measures
Maximum 100 words	Maximum 100 words		Maximum 100 words	Maximum 100 words
WHLHD/Western River AMS staff to get upskilled in the delivery of yarning sessions to Aboriginal women, using the resources produced by Cancer Institute NSW	Attend training session on cervical screening from Cancer Institute NSW using the How-To Guide and flipchart	May – June 2022	WHLHD/Western River AMS staff completed training with Cancer Institute NSW Self-reported confidence pre and post training using the How-To Guide and flipchart with Aboriginal women	A minimum of four WHLHD/Western River AMS staff to have completed formal training Pre & post surveys, anecdotal evidence, attendance records
Improve community knowledge among Aboriginal women about cervical screening through yarning sessions	Number of yarning sessions in	June 2022 – May 2023	Improved knowledge about cervical screening	Number of yarning sessions delivered with number of participants or more



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				<p>Pre & post surveys, anecdotal evidence, attendance records</p> <p>% participants who report increased knowledge about cervical screening</p>
<p>Improve community awareness among Aboriginal women about cervical screening</p>	<p>Number of sessions in</p>	<p>June 2022 – May 2023</p>	<p>Improved intention of uptake of Cervical Screening Test</p>	<p>Number of sessions delivered with number of women attending</p> <p>Pre & post surveys, anecdotal evidence, attendance records</p> <p>% of attendees have intention to go for a Cervical Screening Test</p>



15. Project Budget

Provide a breakdown of how the grant funds will be spent. A separate line should be completed for each year (if applicable).

Project Costs: include printing, administration and resources.

Financial Year	Salary/Wages	Project Costs	Travel/Accommodation	Training/Education	Evaluation	Marketing	Total Budget

Total budget Requested	\$
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Commented [KY(IN3): Note for applicants: Please be realistic with the project budget. We suggest check with other colleagues who have done something similar and understand why you have decided on a certain amount of money for each category.

Commented [KY(IN4): Note for applicants: This category does not relate to promoting your usual service only for the activities you are completing for this project.

16. In-Kind Support (if applicable)

Provide details of any in-kind support which is not covered by grants or apportioned to this program (or write 'not applicable').

Financial Year	In-Kind Budget Item Details	Amount

Total In-Kind Contribution	
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Commented [KY(IN5): Note for applicants: We encourage all applicants to have in-kind support (if possible/available to you)

17. Current and Previous Grants

Provide details of any current or past Cancer Institute NSW grant(s) awarded in the last 3 years. Briefly highlight any achievements/outcomes associated with past grants.

Maximum 300 words

WHLHD was awarded a previous Cancer Institute NSW grant in....to.... This project was successfully completed in ...With the following outcome...



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18. Supporting Evidence

Provide a brief description of any evidence that supports the proposed project (i.e. data or publications). Or write 'not applicable'.

Maximum 300 words

Support letters by:

- Western River AMS

EXAMPLE



19. Project Lead Details

Provide details of the Project Lead who will be accountable for the management and implementation of the project.

Full Name	
Position	
Organisation	
Phone Number	
Email Address	

Project Lead Role on Project

Provide a brief explanation of the project lead's role on the project (e.g. Project Coordinator/ Manager, Lead Clinician).

Maximum 100 words

Project Lead Career Experience

List all current and previous position(s) held within the last 10 years. Add new lines if required.

Position Held	Organisation	Department	Year Appointed	Status

20. Project Sponsor Details

Provide details of the project sponsor who will be accountable for the completion of the project and will have financial responsibility.

Full Name	
Position	
Organisation	
Phone Number	
Email Address	



21. Authorised Contact(s)

Provide details of administering organisation's Head of Department (i.e. Director or equivalent), Chief Executive (or delegate) and if relevant, Appropriate Authority of Project Partner Organisation.

Contact Type	Head of Department (i.e. Director or equivalent) – mandatory for all organisations
Full Name	
Position	
Organisation	
Email Address	

Contact Type	Chief Executive (or equivalent) – mandatory for all organisations
Full Name	
Position	
Organisation	
Email Address	

Contact Type	Appropriate Authority of Project Partner Organisation – mandatory for applications with partner organisation(s)
Full Name	
Position	
Organisation	
Email Address	
Organisation Postal Address	



22. Certification

All applications require sign-off before submission.

Ensure the application is signed by the below people prior to submitting:

- Project Lead – mandatory for all organisations
- Project Sponsor – mandatory for all organisations
- Head of Department (i.e. Director or equivalent) – mandatory for all organisations
- Chief Executive (or equivalent) – mandatory for all organisations
- Appropriate Authority for Project Partner Organisation – mandatory for grant applications with partner organisation(s)

Before submitting your application please confirm the following activities have been completed:

I certify that:

Click the boxes to select.

- The details provided in the application form and attachments are true and correct.
- The eligibility criteria set out in the accompanying EOI guidelines have been met.
- All contacts named have read this application in full and have given their consent to be included.

The Project Lead will receive an email notification when the application has been successfully submitted.



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Signatures

Project Lead – mandatory for all organisations

Full Name	
Position	
Signature	
Date	

Project Sponsor – mandatory for all organisations

Full Name	
Position	
Signature	
Date	

Head of Department – mandatory for all organisations

Full Name	
Position	
Signature	
Date	

Chief Executive (or equivalent) – mandatory for all organisations

Full Name	
Position	
Signature	
Date	

Appropriate Authority of Project Partner Organisation – mandatory for applications with partner organisation(s)

Full Name	
Position	
Signature	
Date	