

# Aboriginal Community Grants Cervical Screening 2021 Round

## Question & Answer (Q&A) Document

09 December 2021

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## Q&A document

### 1. Can this project be extended to ACCHOs/AMS?

- Yes, if you wish to partner with an ACCHOs/AMS you are more than welcome to. As outlined in the [EOI Guidelines](#), a Network member must be the lead applicant and oversee the project but you can collaborate with an ACCHO/AMS to undertake the project.
- We will also require letters of support from each ACCHO/AMS to ensure you will be partnering with them on your project so please include their letters of support in your application.

### 2. Can the grant funds pay for wages for someone to undertake this project?

- As stated in the out of scope section of the [EOI Guidelines](#), grant money is not to be used to fund any staff positions and we suggest that all staff services are provided as in-kind support.

### 3. Is there a requirement and/or possibility to do opportunistic screening on training days? Or are these grants just to be used for education sessions?

- Grant funds cannot be used to pay staff for the delivery of clinical services. However, you can have an outreach or pop-out clinic running concurrently with an education session and staff can undertake screening women as part of in-kind support.

### 4. Can the grant be used to change a pre-existing clinical room to be a more culturally friendly/appropriate?

- Funding cannot be used to redecorate a room. However, if a grantee were to provide an education or yarning session using the Cervical Screening – Taking care of your health flipchart and include an arts and craft session, arts and crafts created by the women could then be used to decorate the room to make it more culturally appropriate.

### 5. How do we ensure that we have appropriate skills and expertise to run education sessions?

- Lead applicants are encouraged to partner with other organisations who have the appropriate skills and expertise to undertake education sessions. Also see answer to question 8 below.

### 6. Is there a possibility to become NSW Aboriginal Cervical Screening Network member?

- Yes, however, there must be a current NSW Aboriginal Cervical Screening Network member who you are associated with. The grants being offered are an opportunity to reward those Network members who have been a part of our Network since 2019.
- You will need to get in touch with [CINSW-CervicalScreening@health.nsw.gov.au](mailto:CINSW-CervicalScreening@health.nsw.gov.au) to enquire about becoming a Network member and you are encouraged to actively participate in the quarterly meetings.

**7. Can non-NSW Aboriginal Cervical Screening Network members apply for these grants?**

- No, the grants are only open to current NSW Aboriginal Cervical Screening Network members. However, you can partner with a Network member who must be the lead applicant and oversee the grant.

**8. Will there be training for staff before they facilitate an education session?**

- For those successful grantees, Cancer Institute NSW will be running a training session on the How To Increase Cervical Screening in Your Local Area Guide (How-To Guide) and providing a train-the-educator session on the Cervical Screening – Taking care of your health flipchart.

**9. Do I have to request the maximum value of the grants for my project?**

- No, you do not need to request the maximum value of \$25,000. It is up to you and your organisation on how much you will need to undertake your project.

**10. Is developing resources considered in-scope for the grants?**

- No, the grants cannot be used for developing resources. However, you can use the grant money to promote your health promotion sessions.
- The primary focus of these projects should be on the provision of health promotion activities on cervical screening, utilising existing Cancer Institute NSW resources (the How-To Guide and cervical screening flipchart). We also encourage grantees to utilise and promote other existing resources such as those provided by the [National Cervical Screening Program](#).

**11. Is capability building for education of staff considered in-scope?**

- Yes, and Cancer Institute will provide training (train-the-educator sessions) for those staff who will be undertaking the health promotion sessions. Training related to the project is considered in-scope, but not training of staff to perform cervical screening.

**12. Is there a percentage of the budget that needs to be allocated to evaluation?**

- Yes, generally we would advise that you allocate approximately 10% of your budget to evaluation. However, evaluation can also be covered by in-kind support.

**13. What is the timeframe for the grant?**

- As per the [EOI Guidelines](#), the grant will be expected to run for 12 months commencing around April-May 2022. The 12 months includes 2 months of evaluation and finalisation.

**14. If you receive multiple grants applications from one geographical area, will that affect the outcome?**

- Every application will be evaluated for its merit, including the needs of the local area and the geographical spread of the applications before making the final decision.

**15. Are we expected to have actual known costs for our budget?**

- No, we do not expect you to know actual costs for your budget, however estimates on how the grant money will be used will be needed. This will provide us with an indication of costs and assist the evaluation committee with assessing your application.

**16. When will we be informed of the outcome of our applications?**

- As per the [FAQ document](#), it is estimated that applicants will be notified of the outcome of their applications around February 2022.

**17. Can I include young women in my project to increase their awareness of cervical screening and go for a Cervical Screening Test when they are of age.**

- No, as per the [EOI Guidelines](#), the project must be for Aboriginal women in NSW aged 25-74 years.

**18. Can we provide vouchers or financial incentives to the participants of health promotion sessions?**

- As outlined in the [EOI Guidelines](#), cash or cash-equivalent based incentives are considered out of scope for these grants. However, other strategies to support and encourage participants to attend these sessions such as childcare, catering or a bag of cervical screening merchandise are acceptable. Please indicate the percentage of the budget which has been allocated to these supportive strategies.

**19. What if I need further guidance on filling out the Aboriginal Health Impact Statement section of the application form?**

- We would suggest contacting Alisha McInerney at [Alisha.McInerney@health.nsw.gov.au](mailto:Alisha.McInerney@health.nsw.gov.au) to assist with your questions around the Aboriginal Health Impact Statement. We have provided [NSW Health's Aboriginal Health Impact Statement](#) and Cancer Institute NSW's Aboriginal Health Impact Statement protocol (contact Alisha for a copy) to assist with understanding how best to answer those questions.
- The relevant Aboriginal Policies to consider in your application are the following:

NSW Government:

- [NSW Public Sector Aboriginal Employment Strategy 2019-2025](#)  
Represent 3% of all staff in non-executive salary classes
- [NSW Aboriginal Procurement Policy 2021](#)  
1% addressable spend, 3% goods and services contracts, 3,000 Aboriginal FTE opportunities

Aboriginal Health and medical Research Council of NSW

- [AH&MRC Ethical Guidelines Key Principles \(2020\) V2.0](#)  
Research that affects Aboriginal people and communities is done in a culturally appropriate way, involves and considers the people that it affects
- [NSW Aboriginal Health Plan 2013-2023](#)  
This 10-year plan aims to achieve the highest level of health possible for Aboriginal individuals, families, and communities
- [Respecting the Difference – An Aboriginal Cultural Training Framework for NSW Health \(PD2011\\_069\)](#)  
Mandatory Aboriginal cultural training for all – online and face to face

- [Good Health, Great Jobs: Aboriginal Health Workforce Strategic Framework 2016–2020 \(PD2016\\_053\)](#)

Aboriginal employment targets (3%) and workforce opportunities for Aboriginal staff

- [NSW Aboriginal Health Impact Statement \(PD2017\\_034\)](#)
- [Aboriginal and Torres Strait Islander Origin: Recording of information of patients and clients \(PD2012\\_042\)](#)

Appropriate collection of Aboriginality and coding

- [Aboriginal Cultural Activities Policy \(PD2019\\_025\)](#)
- [Communicating Positively: A Guide to Appropriate Aboriginal Terminology \(GL2019\\_008\)](#)
- [National Aboriginal and Torres Strait Islander Cancer Framework](#)
- [Optimal Care Pathway for Aboriginal and Torres Strait Islander people with cancer](#)
- [National Safety and Quality Health Service Standards: User Guide for Aboriginal and Torres Strait Islander Health](#)

**20. For the Aboriginal Health Impact Statement section of the application form, what if I do not have an existing governance mechanism (ie. committees/networks/partnerships) that could be used to support engagement with Aboriginal people?**

- We suggest you contact Alisha McInerney at [Alisha.McInerney@health.nsw.gov.au](mailto:Alisha.McInerney@health.nsw.gov.au) to discuss.