

# Aboriginal Community Grants Cervical Screening 2021 Round

## Frequently Asked Questions (FAQ) Document

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# Aboriginal Community Grants Cervical Screening 2021 Round

## Frequently asked questions (FAQ)

### Timeline

1. When is the closing date for the Expressions of Interest (EOI)?
  - Applications close at **5:00pm on Thursday, 23 December 2021.**
2. Will late applications be accepted?
  - Late submissions will not be accepted.
3. When will I be notified of the outcome of my application?
  - Successful and unsuccessful applicants will be notified in February 2022.

### Applications

4. How do I apply for a grant?
  - Refer to the EOI Guidelines, on the Cancer Institute NSW's Aboriginal Community Grants Cervical Screening webpage.
  - The Expression of Interest application must be completed and submitted in the Word template available on the Institute's website.
  - The signed application must be submitted as a PDF. Electronic signatures will be accepted.
  - Applications must be submitted by email to [CINSW-Innovation@health.nsw.gov.au](mailto:CINSW-Innovation@health.nsw.gov.au).
  - The closing date for applications is **5:00pm on Thursday, 23 December 2021.**
5. 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.
6. 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.
  - Letters (or email if the email clearly identifies the partner organisation through letterhead or address block) from any partner organisations can be included as supporting evidence – this is important for projects which rely on partner or collaborating organisations to achieve the planned grant outcomes.
7. 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.

8. 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](mailto:CINSW-Innovation@health.nsw.gov.au). The above mailbox is not monitored during the Cancer Institute Christmas shut down period from 24 December 2021 to 9 January 2022. There will be delays in providing an email acknowledgement during this time and every effort will be made to respond to you once staff return on 10 January 2022.
9. 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 Aboriginal Community Grants Cervical Screening if the application is for a new project and not for the continuation and/or evaluation of previously funded projects.
10. 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](mailto:CINSW-Innovation@health.nsw.gov.au).
  - Please enter 'Aboriginal Community Cervical Grants Cervical Screening 2021 Round' in the email subject line to enable quicker processing of your query.
11. I would like to develop promotional resources for my health promotion sessions, is this allowed?
- Yes, you may do promotional activities linked to your health promotion sessions. Less than 5% of your funding can go towards promotional activities. Any promotional material you develop must be sent to the Cancer Institute for approval before publishing.

### Application sign-off

12. I work for a non-government organisation and plan to partner with another organisations such as a Local Health District (LHD) and/or community partners, to complete the project. Who is required to sign the grant application on behalf of the partnering organisation?
- When partnering with an organisation to complete the project, the Chief Executive (or equivalent) from the partner organisation is required to sign the application. The signature of your Chief Executive (or equivalent) from your non-government organisation is still required on the application as well.
13. Is it compulsory to have the CEO's signature on the grant application form?
- Yes, the signature of the Chief Executive (or equivalent) is mandatory for all grant applications.
  - It is preferable that Chief Executive (or equivalent) 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

14. What happens if my application is successful?

- The Cancer Institute NSW will send notification emails to successful applicants in February 2022. An agreement will also be sent to your Chief Executive (or equivalent).
- A kick-off meeting will be scheduled with the Cancer Institute NSW within approximately 1-month of the grant initiation.

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

- No, all successful applications are under media embargo until notified by 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.

16. What happens if my application is unsuccessful?

- The Cancer Institute NSW will send notification emails to unsuccessful applicants in February 2022. 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

17. 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.

18. What are the reporting requirements?

- Progress and final reports (inclusive of financial reporting, evaluation report and an A4 infographic highlighting the outcome of the project and its benefits to the community) are to be completed as outlined in the schedule in the grant agreement. Word templates will be provided to successful applicants.

19. What if COVID-19 affects 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.
- The Institute understands 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.

## Evaluation and Objective setting

20. How many objectives should we have and what should they focus on?

- 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.

21. With evaluation of the project, 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 and number of health promotion activities held. For health promotion focused projects, some examples of process measures include:
  - Number of education sessions/pop-up clinics delivered
  - Number of Aboriginal women participating in education sessions/attending the pop-up clinics.
- 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 cervical screening or increased intention to screen. For health promotion focused projects, some examples of outcome measures include:
  - Percentage of education session participants who report increased:
    - knowledge about cervical screening
    - intention to participate in cervical screening in the future.

22. 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.

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

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

## Resources and Support

24. 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 why your local area should be chosen. However, some useful resources can be found below:

- **Aboriginal Affairs NSW – Community Portraits:**  
<https://www.aboriginalaffairs.nsw.gov.au/research-and-publications/facts-and-figures/community-portraits/> (Each community portrait presents statistics from the Australian Bureau of Statistics (ABS) 2016 census of the Aboriginal population)

in the LGA including its households, income and education). You can use this to provide the number of Aboriginal people present in the LGA.

- **Cervical screening participation data:** No recent cervical screening participation data available for Aboriginal women.
  - **By LHD region:** [Participation data by LHD region](#) (Note: This data is for 2012-2017) and is for the general population. There is no recent data available.
- **Useful publications:**
  - [Knowledge, attitudes, beliefs, intentions and behaviours of Australian Indigenous women from NSW in response to the National Cervical Screening Program changes: a qualitative study](#), 2021, Moxham et al

25. Will the Institute provide training support to grantees?

Yes. The Institute will provide a single session for staff from the grantee organisation around the use of the 'How to Guide' and associated resources. The session is likely to be held within 2 months of the grant initiation.

26. What other resources are available to assist with providing health promotion activities for cervical screening?

- Cancer Institute NSW brochures/posters and merchandise (lip balm, compact mirror and pen) (Available by contacting the NSW Cervical Screening Program – note supplies may be limited)
- [Cervical screening - Taking care of your health flipchart](#) (for use in community education sessions) – also available in PowerPoint
- [A new and better test for women – Aboriginal and Torres Strait Islander brochure](#)
- [Self-collection factsheet](#)
- [WA Cervical Cancer Prevention Program's quiz activity for cervical screening](#)
- [WA Cervical Cancer Prevention Program's Mindfulness art templates \(underwear\)](#)