

Cancer Institute NSW

Cervical Screening Integration Grant Guidelines

25 July 2025

Grant Program Details	
Opening date and time	04/08/2025
Closing date and time	08/09/2025 12:00 PM
Application outcome date	November 2025
Project delivery timeframe (for successful applications)	01 January 2026 – 31 May 2027
Decision-maker	Cancer Institute NSW's Chief Executive Officer/Chief Cancer Officer
NSW Government Agency	Cancer Institute NSW
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Total value: \$600,000 Maximum per grant: \$120,000
Enquiries	Grants Team: CINSW-Grants@health.nsw.gov.au

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1 Overview of the Cancer Institute NSW

The Cancer Institute NSW (the Institute) is the NSW government's 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 acknowledges that some communities:

- have a higher incidence of cancer
- have a higher prevalence of cancer-related risk factors (for example, smoking)
- face additional barriers to using 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.

1.1 Background, Purpose and Objectives of the Cervical Screening Integration Grants

Background

The Cervical Screening Integration Grants are funded by the Commonwealth through the National Strategy for the Elimination of Cervical Cancer in Australia and delivered in NSW by the Cancer Institute NSW. To reach Cervical Cancer Elimination Targets it is necessary to increase screening rates among underserved populations.

In NSW, cervical cancer screening rates are lower among women and people with a cervix aged 25–74 years from the following populations:

- Aboriginal and/or Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- LGBTIQ+ communities
- People with disability

The purpose of these grants is to support eligible organisations to design and deliver tailored initiatives that increase access to and uptake of cervical screening among the above-mentioned priority populations by integrating cervical screening into existing health services.

Projects should focus on increasing cervical screening for under-screened and never-screened eligible women and people with a cervix, addressing barriers to access, and embedding cervical screening as a routine, supported part of care within trusted health service environments.

Projects may include:

- New or pilot initiatives
- Scale-up or extension of previously funded or piloted projects with demonstrated potential
- Adaptation and embedding of successful models from other settings.

Objectives

The objectives of the Cervical Screening Integration Grants are to increase equitable access to and uptake of cervical screening by:

- Integrating cervical screening into existing health services

- Identifying and reaching never-screened and under-screened women and people with a cervix aged 25–74 years eligible for cervical screening with a focus on people from priority populations
- Implementing innovative models for cervical screening that consider cultural, practical, financial and/or systemic barriers.

1.2 Key Grant Information

The total value of the grant program is **\$600,000** (excluding GST)

- Applicants may request a **maximum of \$120,000** (excluding GST) per grant.
- Funding will be allocated over two financial years, with a maximum of *\$60,000 (excluding GST) per year*.

Grant Requirements:

- Successful grants must commence by **1 January 2026**
- The total project term is 1 January 2026 – 31 May 2027

2 Selection criteria

2.1 Eligibility criteria

To be eligible for funding:

- The lead applicant must be directly able to provide, or partner with another health service to provide, cervical screening services as outlined in the National Cervical Screening Program Clinical Guidelines.
- The proposed cervical screening service provider must be able to access cervical screening history and eligibility via the National Cancer Screening Register.
- All obligations regarding previously Cancer Institute NSW funded projects involving the lead applicant must have been fulfilled to the satisfaction of the Institute. Such obligations include the provision of satisfactory progress, final and financial reports.
- Recipients of a current Cancer Institute NSW grant, and/or partnering organisations on a current Cancer Institute NSW grant are eligible to apply.

2.2 Essential Criteria

Applications must address the following criteria:

a) Priority Populations

Projects must focus on women and people with a cervix aged 25–74 years from one or more of the following priority populations:

- *Aboriginal and/or Torres Strait Islander communities
- Culturally and Linguistically Diverse communities
- LGBTIQ+ communities
- People with disability

*Applications targeting Aboriginal and/or Torres Strait Islander communities will be given additional weighting. This is in line with the Cancer Institute NSW's focus on achieving equitable cancer outcomes for Aboriginal communities under the NSW Cancer Plan.

b) Cervical Screening Integration

Projects must integrate cervical screening (including self-collection, clinician-assisted self-collection, or clinician-collected cervical screening tests) into an existing health service. This may be achieved by partnering with another health service.

Examples of where integration may be particularly useful may include (but are not limited to):

- Aboriginal health services
- Maternity services
- Mental health services
- Disability services
- LGBTIQ+ health services
- Sexual health clinics
- Women's health services
- Women's refuges or shelters
- Women's health centres
- BreastScreen NSW services
- Health services for new migrants, refugee communities and people from an asylum seeker background

c) Culturally Safe and Inclusive Services

Projects must demonstrate:

- Culturally safe and appropriate designs to meet the specific needs of the priority population/s.
- An understanding of the specific barriers to cervical screening relevant to the priority population/s and a clear approach to reducing barriers and increasing access to cervical screening within existing health services. Barriers may include, but are not limited to, emotional or cultural barriers (embarrassment, fear, medical beliefs, history of sexual abuse or violence), practical barriers (time, lack of childcare or transport, financial costs) and systemic/healthcare barriers (experiences of discrimination, incorrect assumptions of healthcare workers, ineffective health information).
- A clear approach to identifying and reaching under-screened or never-screened priority populations.

Out of Scope

The following activities are not eligible for funding:

- Capital purchases exceeding \$10,000 (e.g., vehicles, major medical equipment).
- Salaries for ongoing clinical service positions. Note: Grant funding can be used to cover gap costs (e.g. to cover the gap costs for clinical staff time).

2.3 Assessment criteria

Project Methodology (30%)

Description of the aim, objectives and outcomes of the project, including activities and milestones and risk management plan. Project methodology must address the essential criteria as outlined in section 2.2 *Essential Criteria*.

Applications targeting Aboriginal and/or Torres Strait Islander communities will be given additional weighting. This is in line with the Cancer Institute NSW's focus on achieving equitable cancer outcomes for Aboriginal communities under the NSW Cancer Plan.

Project Budget/Resourcing (25%)

Demonstration of value for money and clear proposal of how the project funds will be spent. Sufficient allocation of staffing and resourcing to project manage and facilitate project activities.

Experience/Background (25%)

Demonstration of connections with the priority population/s and experience and/or knowledge in delivering cervical screening services to this group. If partnering with another health service, demonstration of relationships with the proposed health service should be evidenced.

Sustainability and Scalability (20%)

Demonstration of how the activities of the project will be sustained after the funding period has ceased, and/or how the approach could be scaled up or replicated across other health services.

3 Application process

3.1 How to apply

How to complete an application:

- Complete the Cervical Screening Integration Grant application in the Word template available on the [Cancer Institute NSW's website](#).
- Send completed application to the Grants Team via email to CINSW-Grants@health.nsw.gov.au. It is the responsibility of the lead applicant to submit the following:
 - Completed application form
 - Administering Institution Endorsement Letter
 - Partnering Letter (if applicable)
 - Other supporting documents (e.g. diagrams, tables, references, evidence of cash and/or in-kind support) – if applicable
- The application should provide all requested information. Only information provided in the application will form the basis of the review process.

Due date:

- Applications must be submitted via email to CINSW-Grants@health.nsw.gov.au by **12pm on Monday, 8 September 2025**.
 - The applicant will receive a *notification of receipt* email within one business day of the application submission.
 - Incomplete or late submissions will not be accepted.
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3.2 Support available to applicants

A virtual Q&A style session will be held on 18 August 2025. Applicants are welcome to submit any questions to CINSW-Grants@health.nsw.gov.au prior to the session.

All questions from the session will be consolidated into a Frequently Asked Questions document and will be made available on the Cancer Institute NSW's website.

The Grants Team can be contacted via email (CINSW-Grants@health.nsw.gov.au).

4 Assessment process

4.1 Assessment of grant applications

4.1.1 Eligibility Assessment

All submitted applications will undergo an eligibility assessment to ensure that all required documents have been submitted, and that the application adheres to all eligibility requirements. If an accompanying document is missing or incomplete (e.g., a letter is missing a signature), the applicant may be contacted to submit the missing information.

4.1.2 Independent Review Process

The Institute utilises an independent Grants Review Committee composed of external members, including at least one consumer representative. The Grants Review Committee adheres to the Cancer Institute NSW policies to ensure the privacy and confidentiality of applications. The Institute requires its Grants Review Committee members and any additional independent assessors to declare any conflicts of interest. Conflicts of interest will be managed by the Chair of the Grants Review Committee.

The Grants Review Committee will assess applications based on an assessment of merit against the stated assessment criteria. Applications may be reviewed by additional independent assessors if required.

The Grants Review Committee will put forward recommendations for the awarding of the grant to the Cancer Institute NSW for consideration. The Cancer Institute NSW's Chief Executive Officer/Chief Cancer Officer will consider all recommendations for funding by the Grants Review Committee.

4.2 Notification of application outcome

All applicants will be notified in writing of the grant outcome.

Successful notifications are issued under media embargo unless otherwise stated. The Cancer Institute NSW will communicate when the embargo has been lifted.

4.2.1 Feedback on applications

Applicants may request feedback on their applications by emailing the Grants Team:

CINSW-Grants@health.nsw.gov.au.

4.3 Publication of grants information

The Grants Administration Guide (Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information

under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the State Records Act 1998 (NSW).

5 Successful grant applications

5.1 Competitive Grants Agreement

If the application is successful, the Administering Institution and the Cancer Institute NSW will enter into a Competitive Grants Agreement (Agreement). All parties must accept the terms of the Agreement, and the Administering Institution must sign the Agreement before payments are made. It is recommended that all parties familiarise themselves with the Agreement prior to submission of an application. The Agreement must be fully executed by 28 November 2025.

5.1.1 Variations

Any requests for a variation to a grant need to be submitted by the Administering Institution/Administering Institution Primary Contact to the Grants Team via email at CINSW-Grants@health.nsw.gov.au. A variation can only be processed within the funding period of the existing Agreement. Approval of a variation request is at the Cancer Institute NSW's discretion. Please refer to the Variation Request Guide for further information.

5.1.2 Acknowledgement and Participation

Recipients of grants should acknowledge the funding provided by the Cancer Institute NSW and the Australian Government. Please refer to the Funding Communication Guidelines included in the Competitive Grants Agreement. Recipients may be required to be available for media interviews, briefings related to the grant, to participate in, and present at forum(s) at the request of the Cancer Institute NSW.

5.2 Grant payment

The funds must be spent for the primary purpose of achieving the objectives of the Cervical Screening Integration Grants.

As part of the final reporting requirements, a full financial acquittal verified by a certified officer is required.

5.3 Unspent funds

Any unspent funds must be returned to the Cancer Institute NSW within three months of the grant end date.

5.4 Indicative reporting and acquittal requirements

Successful grant applicants will be required to submit six-monthly progress reports, financial acquittals and a final report using the templates provided by the Cancer Institute NSW. This includes attendance at community of practice meetings every six months.

Reports are to be submitted via email to CINSW-Grants@health.nsw.gov.au.

6 Additional information and resources

6.1 Complaint handling

Any complaints can be directed to the Grants Team (CINSW-Grants@health.nsw.gov.au).

Complaints handling will be managed in compliance with the *NSW Health Complaints Management Policy [PD2020_013]*

6.2 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

6.3 Ethical conduct

6.3.1 Conflict of interest management

On commencement with the Grants Review Committee (Committee), members must declare the following:

- Sources of income
- Memberships of Boards and Committees
- Interests and Positions in Corporations
- Interests and Positions in trade unions and professional or business associations
- Interests and Positions in organisations that are eligible for grants funded by the Cancer Institute NSW

Prior to receiving applications to review, Committee members receive a list of applicants. Members must indicate any actual or perceived conflict of interest as per the Grants Review Committee Terms of Reference. In all cases, the Chair and/or the Deputy Chair of the Committee will oversee the management of the conflicts of interest. The conflicts of interest registry contains the level of risk of the conflict (high or low) and action will be taken accordingly.

6.3.2 Confidentiality

The Cancer Institute NSW will uphold all confidentiality and privacy requirements as per **NSW Health Records and Information Privacy Act**.

Applications submitted may be disclosed for purposes of the assessment, the administration of a grant, or for reporting. Such disclosure includes, but is not limited to, disclosure to members of the Grants Review Committee, independent readers/assessors requested to provide advice, and relevant representatives and employees of the Cancer Institute NSW's grant program. The Cancer Institute NSW may publicise and report on the awarding, including use of funds, for media releases, general announcements and annual reports. Documents containing personal information are handled and protected in accordance with the provisions of the privacy and Personal Information Protection Act 1998 which sets the standard for the collection, storage, use and disclosure of, and access to personal information. For more information, please see our privacy policy <https://www.cancer.nsw.gov.au/what-we-do/get-in-touch/privacy>.