

Cancer Institute NSW

Cancer Screening and Prevention and Cancer Control Grants 2022 Round

Frequently Asked Questions (FAQ) Document

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Contents

Frequently Asked Questions (FAQ)	3
Application timeline	3
Applications	3
Application sign-off	4
Outcomes and notification	4
Reporting and other requirements for successful applicants	5
Evaluation and objective setting	5
Priority area: Multicultural community education	6
Priority area: Improve equity of outcomes for people affected by cancer from culturally and linguistically diverse backgrounds	7

Frequently Asked Questions (FAQ)

Application timeline

1. When is the closing date for applications?
 - Applications close at **5:00pm on Tuesday, 14 February 2023**.
2. Will late applications be accepted?
 - Late submissions may only be considered in exceptional circumstances.
3. When will I be notified of the outcome of my application?
 - Successful and unsuccessful applicants will be notified in April 2023.
4. Is there a possibility of an extended deadline for the submission of applications?
 - No, the Cancer Institute NSW is not able to extend the deadline.

Applications

5. How do I apply for a grant?
 - Refer to the Application Guidelines, which are available on the Cancer Institute NSW's Cancer Screening and Prevention and Cancer Control Grants [webpage](#).
 - Applicants must apply online via the [Grants Management System \(GMS\)](#). For instructions on how to use the GMS, refer to the GMS User Guide on the Institute's grants [webpage](#).
 - The application must be completed in the Word template available on the Institute's grants [webpage](#) and uploaded to the GMS.
 - Additionally, the signed application must be submitted as a PDF. Electronic signatures will be accepted as a result of work from home arrangements.
 - The closing date for applications is **5:00pm on Tuesday, 14 February 2023**.
6. 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.
7. If an organisation is currently receiving funds from the Cancer Institute NSW for another project, can they still apply in the current round?
 - Yes, you can still apply for the current round of Cancer Screening and Prevention and Cancer Control Grants, as long as it is not for the continuation and/or evaluation of previously funding projects. You may apply to scale up an existing project to extend the reach if you can prove the existing project was completed as per the terms of the original grant.
8. 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.
9. What is the difference between the Project Sponsor and Project Lead?
 - The Project Lead is the person who will be the main contact with the Cancer Institute NSW and 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.

10. Will I receive an email acknowledgement after I submit a grant application online?
 - Yes, upon submission you will receive an acknowledgement email from grants@cancerinstitute.org.au. If you do not receive any email, please contact CINSW-Innovation@health.nsw.gov.au.
11. 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.
 - Please enter 'Cancer Screening and Prevention and Cancer Control Grants 2022 Round' in the email subject line to enable quicker processing of your query.

Application sign-off

12. I work for a non-government organisation and plan to partner with a Local Health District (LHD) to complete the project. Who is required to sign the grant application on behalf of the LHD?
 - When partnering with an organisation to complete the project, the appropriate authority from the partner organisation and LHD is required to sign the application.
13. Are letters from partner organisations required to be submitted as part of the application and are they considered as supporting evidence?
 - Letters from partners are an example of supporting evidence. They are not mandatory but would support your application and would be strongly encouraged for projects which rely on partner or collaborating organisations to achieve the planned grant outcomes.
 - Applications with a partner organisation require the signature of the appropriate authority from the partner organisation.
14. Can an email from partner organisations be submitted instead of a letter?
 - Yes, as long as the email clearly identifies the partner organisation through letterhead or address block.
15. Is it compulsory to have the Chief Executive Officer's signature on the grant application form?
 - Yes, the signature of the Chief Executive (or appropriate delegation) of the lead agency is mandatory for all grant applications.
 - It is preferable that Chief Executive (or appropriate delegation) 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

16. What happens if my application is successful?
 - The Cancer Institute NSW will send notification emails to successful applicants in April 2023. An agreement will be issued for the organisation to sign in the same time period.
 - A kick-off meeting will be scheduled with the Cancer Institute NSW within approximately a month of the grant initiation.
17. Can successful applicants promote their project in the media?
 - No, all successful applications are under media embargo until further notice from 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.

18. What happens if my application is unsuccessful?

- The Cancer Institute NSW will send notification emails to unsuccessful applicants in April 2023. Unsuccessful applicants can request informal feedback on their application.

Reporting and other requirements for successful applicants

19. 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 four weeks after the grant kick off meeting with the Cancer Institute NSW.

20. What are the reporting requirements?

- Progress and final reports (inclusive of financial reporting) are to be completed as outlined in the schedule in the grant agreement. Word templates will be provided to successful applicants.

Evaluation and objective setting

21. How many objectives should we have, should they be process related?

- 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.
- Objectives for the Multicultural community education grants are provided by the Institute, applicants can add to these if they wish but it is not necessary.

22. 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, that is the number of people who participate in the project, number of workshops held, the number of resources developed.
- Outcome evaluation focuses on the project effect in the target population by assessing progress towards the intended outcomes or outcome objectives, that is increased participant knowledge of cancer screening or intention to participate amongst participants.

23. 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) following discussion and agreement with the Cancer Institute NSW. The detailed project plan template will be provided to successful applicants.

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

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

Priority area: Multicultural community education

25. Is it preferable to target one specific CALD community or group?
- Depending on your organisational priorities and capacity, you may target either a single culturally and linguistically diverse (CALD) group or up to three groups.
26. Is it acceptable to target language groups outside of those listed as priorities in the 'essential criteria' in the Application Guidelines?
- A number of specific language groups have been identified as priorities for the delivery of cancer screening and/or healthy living community education. It is not mandatory to target these language groups, however applications that do may be prioritised by the Cancer Institute NSW.
27. If I am applying for a project to promote more than one topic (bowel screening and/or healthy living program, and/or breast screening and/or cervical screening), is it possible to combine educational resources?
- The flipcharts will be available in PowerPoint format and therefore it may be possible to combine content from different flipcharts to suit your needs. Be aware the longer the combined education content the more sessions will be needed. It may prove difficult to have the same group return.
28. Will the Institute provide training support to grantees?
- Yes. The Institute will provide a single 'train the educator' style session for staff from within the grantee organisation who will go on to become facilitators of community education using the Flipchart. The session is provided online and will likely be held within two months of the grant initiation.
29. Is it possible to distribute bowel screening kits to the community as part of my project?
- Bowel cancer screening kits are not available for distribution outside of the usual program distribution to eligible people by the mailing house. Distributing the test kits to the general public is out of scope for these grants.
30. Is it possible to obtain bowel screening test kits for community education sessions?
- Yes, a small number of sample kits will be provided by the Institute to successful grantees (for demonstration purposes only). Alternatively (and for larger quantities), sample/demonstration bowel screening test kits can be ordered by emailing the National Bowel Cancer Screening Program at NBCSP@health.gov.au.
31. What if COVID-19 effects 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.

Priority area: Improve equity of outcomes for people affected by cancer from culturally and linguistically diverse backgrounds

32. Can I apply for grants that focus on cancer screening?

- No, this priority area is focussed on supporting people and carers from multicultural background affected by cancer. Please see Priority 3 of NSW Cancer Plan to identify the scope of the grants.

33. How many grants are available?

- Up to 5 grants are available under this priority.

34. Is it necessary to partner with government organisations and local health districts for non-government/non-for-profit organisations?

- No, it is not necessary. However, it is encouraged that you discuss your application with clinicians, or medical associations, and include this in your application. You can ask specific questions during drop-in sessions.

35. Do I have to attend the drop-in sessions to apply for the grants?

- No, you do not have to attend drop-in sessions. However, it is highly encouraged as it will support in the development of your project idea.

36. Can my project incorporate research?

- Yes, however projects that are solely research projects are out of scope. Please allow time in the project plan if you are seeking Human Research Ethics Approval.

37. What kind of evidence does the project need to demonstrate?

- Evidence can include – Quantitative evidence, qualitative evidence, evaluation reports of any previous initiatives, publications, expert evidence, and anecdotal evidence complemented by research evidence.