

Cancer Institute NSW

# Cervical Screening Community Engagement Grant Guidelines

18 March 2025

Grant Program Details	
Opening date and time	18/03/2025
Closing date and time	22/04/2025 12:00 PM
Application outcome date	May/June 2025
Project delivery timeframe (for successful applications)	30 June 2025 – 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: \$1,620,000 Maximum per grant: \$180,000
Enquiries	Grants Team: <a href="mailto:CINSW-Grants@health.nsw.gov.au">CINSW-Grants@health.nsw.gov.au</a>

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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)
- are less likely to use 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 Purpose and objectives of the Cervical Screening Community Engagement Grants

Under the National Strategy for the Elimination of Cervical Cancer in Australia, the Commonwealth has provided NSW with funding to implement innovative screening models to reach under screened populations. It has been shown that lower participation in screening results in more advanced stages of the disease when diagnosed, making it harder to treat.

In NSW, cervical cancer disproportionately affects women and people with a cervix from the following populations:

- Aboriginal communities
- Culturally and Linguistically Diverse communities
- LGBTQ+ communities
- People with disability

The purpose of the Cervical Screening Community Engagement Grants is to support organisations to develop tailored solutions to improve awareness and reach of cervical screening for women and people with a cervix aged 25-74 years in the previously mentioned priority populations.

The objective of the Cervical Screening Community Engagement Grants is to increase the utilisation of cervical screening services within these target communities.

## 1.2 Key Grant Information

The total value of the grant program is **\$1,620,000 (excluding GST)**

- Applicants may request a **maximum of \$180,000 (excluding GST)** per grant (\$60,000 *excluding GST per year*).
- Applications must target one or more of the following priority populations/locations who have been identified as having low cervical screening participation rates, or with high proportion of priority populations, and are within the eligible age range (25-74 years):
  - Aboriginal Communities (namely within the Western NSW Local Health District, Hunter New England Local Health District, and Murrumbidgee Local Health District, or other location)

- Culturally and Linguistically Diverse communities (namely within the South Western Sydney Local Health District, Nepean Blue Mountains Local Health District, and Western Sydney Local Health District, or other location)
- LGBTQ+ communities
- People with disability
- Successful grants must commence by **30 June 2025**.
- The total term of the project is **two years** (*June 2025 – May 2027*).

## 2 Selection criteria

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### 2.1 Eligibility criteria

To be eligible for funding:

- The lead applicant must be from a community or non-government organisation, Primary Health Network, or tertiary education provider currently involved in the direct provision of health education, information, care and support services to community members.
- All obligations regarding previously 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.

### 2.2 Essential Criteria

The applicant must meet the below essential criteria:

- The focus of the grant project must be on women and people with a cervix aged 25-74 years from the listed priority populations/locations.
- The project should involve collaborating/co-designing with the priority populations to promote and/or offer cervical screening or pathway for screening/follow up. This may be a scale up or expansion of previously funded projects.

The following items are out of scope for this grant round:

- Capital purchases (such as equipment that exceeds \$10,000).
- Funding for clinical service positions.

### 2.3 Assessment criteria

#### **Project Methodology (30%)**

Identification of the priority population, and justification of the need for cervical screening health promotion activities and/or cervical screening services, including strategies on engagement with the Institute's Cervical Screening Program. Provision of a project plan which includes the grant objectives, high level activities and key milestones.

### 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 experience and/or knowledge in delivering cervical screening health promotion activities and/or cervical screening services. *This may include through previous grants awarded by the Cancer Institute NSW.* Demonstration of connections with the priority population.

### Sustainability (20%)

Demonstration of how the activities of the project will be sustained after the funding period has ceased, including how awareness of and access to cervical screening will be maintained.

## 3 Application process

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### 3.1 How to apply

How to complete an application:

- Complete the Cervical Screening Community Engagement 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](mailto:CINSW-Grants@health.nsw.gov.au). It is the responsibility of the lead applicant to submit the following:
  - Completed application form
  - Organisation Endorsement Letter
  - 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](mailto:CINSW-Grants@health.nsw.gov.au) by **12pm on Tuesday, 22 April 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 31 March 2025. Applicants are welcome to submit any questions to [CINSW-Grants@health.nsw.gov.au](mailto: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 website.

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

## 4 Assessment process

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### 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.

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### 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.

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### 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

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### 5.1 Competitive Grants Agreement

If the application is successful, the Organisation 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 13 June 2025.

#### 5.1.1 Variations

Any requests for a variation to a grant need to be submitted by the Administering Institution/Organisation Contact to the Grants Team via email at [CINSW-Grants@health.nsw.gov.au](mailto: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. Please refer to the Institute's Funding Communication Guidelines (Annexure C of 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

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The funds must be spent for the primary purpose of achieving the objectives of the Cervical Screening Community Engagement Grant.

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

### 5.3 Unspent funds

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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

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Successful grant applicants will be required to submit progress reports, financial acquittals and a final report using the templates provided by the Cancer Institute NSW.



Reports are to be submitted via email to [CINSW-Grants@health.nsw.gov.au](mailto:CINSW-Grants@health.nsw.gov.au).

## 6 Additional information and resources

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### 6.1 Complaint handling

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

Complaints handling will be managed in compliance with the *NSW Health Complaints Management Policy [PD2020\_013]*

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### 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.

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### 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 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**.

All applicants and their Administering Institutions/Organisations are notified of their grant outcome under embargo. Outcomes may not be shared publicly until the Grantee and/or their Administering Institution/Organisation has received formal communication in writing by the Cancer Institute NSW.