Cancer Screening & Prevention Grants 2021 Round

Question & Answer (Q&A) Document

09 June 2021

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Q&A document

1. Can one application be submitted addressing both priority programs (bowel screening and healthy living)?
    *   Yes, you can submit one application covering either one or both priority programs.

2. Can children be included in healthy living initiatives?
    *   For healthy living-focused activities, the target age for the grants are adults aged 18 years and over. The content is for adults not children. However, adults with young children can be included in the workshops.

3. Does our initiative need to cover all healthy living messages/risk factors?
    *   The Staying Well and Preventing Cancer Flipchart covers messages about being physically active, eating a healthy diet, avoiding alcohol, staying a healthy weight, quitting smoking and staying sun safe. Ideally, grants will cover all healthy living messages in line with the flipchart. However, smaller-scale grants that wish to focus on only a select number of healthy living messages (e.g. healthy eating and physical activity only) may be considered also.
    *   The content of the flipchart is split into two sessions which can be delivered together or individually. Each session takes approximately two hours to deliver.

4. Is it possible to incorporate bowel screening messaging into a project focusing on educating families about healthy living/diet? How do we manage the different targeted age groups?
    *   You may wish to make parents/families and/or younger adults the primary target of your healthy living program-focused activities, with a secondary message on bowel screening targeting older generations (who may or may not be present at your sessions). Even if you don't have anyone who is over 50 at your session, it can be useful to educate and get young people involved in sharing messages and promoting screening with their older family members.

5. Is there a minimum number of education sessions or minimum number of participants that we need to aim for?
    *   There are no minimum requirements.
    *   Applicants are required to provide an estimate of /outline their goals in regard to the number of sessions they plan to deliver and planned group size. The estimate should be as realistic as possible and be made based on a range of factors including the size of the community you are trying to reach, your ability to engage them via networks/partners etc, budget, project length and internal human resourcing/capacity. These are small grants, so you are encouraged to focus on the quality of the program rather than aiming for a large number of sessions /participants.

- If you could potentially work with/in a number of different communities and locations then it is recommended that you provide a rationale and indicate proposed budget for each. This will allow the Institute to take that information into account when evaluating proposals.

6. What is the total funding available for these grants and how many grants will be awarded in this round?
   - Organisations can apply for between $10,000- $20,000 per grant. The Institute will review applications submitted and fund projects based on the evaluation criteria. Therefore, the number of grants awarded will be different year to year. To view the number of multicultural community education grants awarded in previous years, please see the links below:
     - 2020
     - 2019
     - 2018

7. Is there a plan to translate the flipcharts to more languages?
   - We can now confirm that the healthy living flipchart will be translated into Arabic, Bengali, Mongolian, Dari, Vietnamese, Mandarin, Korean, Tagalog, Dinka, Spanish, Samoan and Urdu. Should you be successful with your grant application for delivering the healthy living flipchart in a different language, the Institute will provide translations of the flipchart resources.
   - The bowel screening flipchart is currently available in 10 languages and there are no current plans for additional translations. However, the bowel screening program may consider additional translations if deemed appropriate.
   - Please note the flipchart resources are also available in plain English with plenty of visual images that can be used by a bilingual facilitator to deliver sessions in any language.

8. What happens if the language group we are targeting is not included in the current flipchart translations or in the 'desirable criteria' outlined in the EOI Guidelines? Will these proposals be considered?
   - We welcome applications for projects targeting all language groups for consideration by the evaluation committee.
   - As outlined in the 'desirable criteria' in the EOI Guidelines, a number of specific language groups have been identified for bowel screening (Macedonian, Assyrian and Korean) and for healthy living (Arabic, Bengali and Mongolian). However, it is not mandatory to target these groups.

9. Can we use the grant funds for the payment of interpreters, childcare and transport to help people attend the educational sessions?
   - Yes, the funds can be used for any activities that address barriers and encourage attendance.

10. Can we provide vouchers, financial incentives or sample bags to the participants of educational 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 and families to attend these sessions such as childcare, catering or sample bags are acceptable. Please indicate the percentage of the budget which has been allocated to these supportive strategies.

11. Is there an opportunity to use these grants for developing an educational package for the deaf community and AUSLAN language?
    - Although this was not considered as part of the primary scope, we are open to considering these applications based on the eligibility criteria and we encourage submission of applications to assess and highlight the need in this community.

12. Are gender specific educational sessions acceptable i.e. men or women specific sessions?
    - Yes.

13. Can we use social media to create chatrooms, audio messaging and podcasts to promote the projects?
    - We are open to the use of a range of platforms as supportive/secondary activities to promote the educational sessions and broaden the reach of the project provided there are good risk management strategies in place (i.e. community management protocols).

14. Can we develop bilingual resources and or testimonial style videos as part of the projects?
    - As outlined in the EOI guidelines, the development of new resources and/or marketing and campaign activities are out of scope for these projects ("excluding promotional activities linked to education sessions").
    - The primary focus of these projects should be on the provision of workforce/community education, utilising existing Cancer Institute NSW resources (flipcharts). We also encourage grantees to utilise and promote other existing resources such as those provided by the National Bowel Cancer Screening Program.
    - Applicants are welcome to propose additional activities (such as resource or video development) for consideration by the evaluation committee, as long as they can show how they link in with and are designed to support, promote and increase participation in the education sessions /activities they are running.

15. Is there a plan to create translated audio messaging to promote screening?
    - Yes. The Cancer Institute NSW is in the process of creating new audio messaging resources. 'What is cancer screening?' is a set of audio messages that will be available in 8 languages by early July 2021, with a plan for development of additional 10 languages. We are aiming to release audio messages in Mandarin, Cantonese, Korean, Spanish, Vietnamese, Arabic, Greek and Italian in early July. Additional planned languages are Bengali, Burmese, Hazaranghi, Indonesian, Kurdish (Kumanji), Lao, Nepali, Swahili, Tongan and Urdu.

16. How do you choose the languages selected for translated material?
    - This decision is based on identified needs and gaps, such as countries with the highest incidence of cancers, participation rates, population size, population growth, age profile and English language proficiency etc.

17. Are there any restrictions on the way we can distribute the funds for various aspects of the project, for example the amount spent on administration, educational sessions, etc.?
    - We do not mandate any specific allocation of funds. However, please consider key deliverables of these grants as outlined in the 'essential criteria' in the EOI Guidelines in your allocation of funds.

18. Can you please provide more guidance on what should be included in the workforce development ("upskilling staff') component of these projects?
    - Projects should involve activities that aim to improve knowledge, confidence and skills to provide community education about screening and prevention programs by staff at the lead and/or partner organisations.
    - At a minimum, community education facilitators from grantee organisations will be asked to attend Cancer Institute NSW provided training during project kick off (see the Frequently Asked Questions for more detail).
    - We also encourage grantees to expand on that and employ strategies to improve confidence amongst your broader staff to talk about these topics. This may go beyond those directly involved in the project to include other staff who might benefit from knowing more about these topics /have the opportunity to promote screening and prevention messages with the community in their day to day work.

19. If our evaluation plan involves processes that require ethical approval, how do we manage any associated delays?
    - As outlined in the EOI Guidelines, research is considered out of scope for these specific grants. Therefore, ethics approval would not generally be an expected inclusion in these projects. However, we encourage you to consult with your organisation's research and ethics office if you are planning to use information obtained through these projects to publish or inform future research projects.

20. 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.

21. Is it mandatory to have partner organisation/s? Is it acceptable to form new partnerships after securing the grant?
    - No, it is not mandatory to have partner/s. However, if you do have a formal partnership in place, the partner organisation is required to sign the grant application.
    - It is acceptable/encouraged to engage new informal 'collaborating' or 'supporting' agencies after you have secured a grant.

22. Are electronic signatures acceptable?
    - Yes. Please see the [Frequently Asked Questions](#) for more detail on sign off requirements.

23. If our organisation covers a range of metropolitan and rural areas, can we submit multiple applications covering different areas?
    - Organisations can submit one or more applications. This decision depends on the gap/s you have identified and your plan for addressing these gaps.

24. Are there any translated flipcharts available in Greek?
    - The Bowel Health & Screening Flipchart is available in Greek and can be accessed on the [Cancer Institute NSW's webpage](#).
    - As the Staying Well and Preventing Cancer Flipchart is still in development, it is not currently available in Greek. However, the Institute will provide translations of this flipchart in the required languages for successful grantees.