

Cancer Institute NSW

Cancer Screening and Prevention and Cancer Control Grants – 2022 Round Application Guidelines

CLOSING DATE FOR APPLICATIONS

5:00pm on 14 February 2023

Version 1.0 | 05 October 2022

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Introduction

The Cancer Institute NSW (the Institute) is Australia's first state-wide government-supported 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 has a focused attention on priority populations to both improve cancer outcomes and lessen inequity within the community. The NSW Cancer Plan can be downloaded from the Institute's [website](#).

Objectives of the program

The Institute is seeking to prevent the incidence of cancer through promoting the uptake of healthy living behaviours and detecting pre-cancer and cancer early through national screening programs so that it can be treated more effectively. To achieve this the Institute needs to work with health organisations with strong local networks and a record of delivering effective programs with priority communities. An important part of delivering optimal treatment, and culturally responsive care and support, is collecting and responding to patient input, feedback and advice at all stages (planning, implementation, review and evaluation). Strong evidence links patient experience and person-centred care to improved clinical effectiveness, patient safety, healthy behaviours and better patient outcomes. The Cancer Screening and Prevention and Cancer Control Grant Program provides funding to organisations working in cancer, health and other related services. These organisations will undertake evidence-based projects that have the potential to be embedded at a local level and have outcomes sustainable past the funding period. The focus of these grants is community and service-centred initiatives and not research proposals.

Consideration will be given to applications which:

- Build upon evidence which is currently available (for example, publications, previous initiatives /projects)
- Enhance community engagement or cancer service provision by working towards the goals of the NSW Cancer Plan
- Target the priority populations or actions of the NSW Cancer Plan.

Eligibility criteria

To be eligible for funding in the 2022 grant round:

1. The organisation must be a registered organisation working to improve health and/or cancer outcomes for multicultural groups and be based in and providing services to the population of NSW.
2. Applicants must apply online via the [Grants Management System \(GMS\)](#).
3. The project must commence in the 2022-23 financial year.
4. All obligations regarding previously funded projects involving the applicants must have been fulfilled to the satisfaction of the Institute. Such obligations include the provision of satisfactory progress, final and financial reports.

5. The project must have an evaluation approach that includes process and outcome measures (successful applicants will be required to complete a (provided) evaluation template). It is recommended that evaluation be considered in the project costing.

Out of scope

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

1. Capital purchases.
2. Funding for research proposals.
3. The continuation and/or evaluation of previously funded projects.
4. Funding for clinical service positions or the delivery of clinical services.
5. Cash or cash-equivalent based incentives.
6. The development of resources and/or marketing and campaign activities (excluding promotional activities linked to education sessions). *

*This item only affects priority area 1: Multicultural community education.

Grants Management System (GMS)

The Cancer Screening and Prevention and Cancer Control Grants will be managed through the GMS. The GMS is the online portal that the Institute uses for grant applications. The GMS allows the grant applicant to edit and submit their application before the closing date.

Further information on the GMS can be accessed on page 7.

Priority area summary

#	Priority area	Available funding (Excluding GST)	Eligible organisations	Target populations	Length of project	Page
1	Multicultural community education.	<p>Available funding \$10,000-\$30,000 per grant.</p> <p>As a guide:</p> <p>\$10,000 to \$20,000 for projects with a single focus such as:</p> <ul style="list-style-type: none"> - One program area in one community/ language group. - One program area in two communities/ languages. - Two program areas in one community/ language. <p>\$20,000 to \$30,000 for projects with a complex focus such as:</p> <ul style="list-style-type: none"> - One program area in more than one community/ language. - Two or three program areas in one or more communities/ languages. 	<ul style="list-style-type: none"> • Local Health Districts • Other government organisations • Primary Health Networks • Community and non-government organisations 	<p>People from culturally and linguistically diverse (CALD) backgrounds in NSW, who are:</p> <ul style="list-style-type: none"> • For bowel screening-focused activities, aged 50-74 years; and/or • For breast screening focus activities, aged 50-74 years; and/or • For cervical screening focused activities, aged 25-74 years; and/or • For healthy living-focused activities, adults aged 18 years and over 	12 – 18 months	9-17

2	Improve equity of outcomes for people affected by cancer from culturally and linguistically diverse backgrounds.	Available funding \$50,000 per grant.	<ul style="list-style-type: none"> • Local Health Districts • Speciality Health Networks • Primary Health Networks • Non-government organisations • Not-for-profit organisations 	N/A	Up to 18-24 months	18-21
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Timeline

Key dates for the Cancer Screening and Prevention and Cancer Control Grants

28 November 2022	Call for applications
Mid December 2022 and late January 2023	Virtual grant Q&A drop in times
5:00pm 14 February 2023	Close of applications
March 2023	Review of applications
April 2023	Notification to applicants
April-May 2023	Projects and funding period commence
May 2023	Commencement meeting between the Institute and grant recipients
Regularly throughout the grant	Project progress reporting
Up to 3 months post-project closure	Final report due

Funding

- The funds must be spent for the primary purpose of achieving the objectives of the Cancer Screening and Prevention and Cancer Control Grants.
- All projects funded under the program will be required to report against standardised evaluation measures and/or as those developed by the applicant.
- Funding is available for registered organisations/companies in NSW. If a joint application is received and successful, funding will be provided to the lead applicant and distribution of funds is their ultimate responsibility. This should be identified in the project budget to be submitted as part of the application.
- The Institute reserves the right to award funds at a different level and for varying periods to that requested in the application.
- As part of the final reporting requirements, a full financial acquittal verified by a certified officer is required.
- Funding is not to be used for capital works, clinical service positions or provision of clinical services.
- Funding should be used to support the establishment of sustainable initiatives that have the potential to continue beyond the funding period.

Application evaluation

Once the application has been submitted through the Grants Management System, it will be reviewed for completeness and adherence to submission requirements. Successful applicants will be selected through a competitive process. Each application will be reviewed and scored according to the project concept, including:

- **Project methodology**
- **Project budget/resourcing**
- **Evaluation**
- **Experience/background**
- **Sustainability**

The essential criteria should be addressed throughout the application and will also be considered and scored as part of the evaluation.

Applicants may be asked to provide additional information in order to reach a final decision.

The Project Lead and Sponsor detailed in the application will be notified in writing of the evaluation outcome. The Institute is unable to provide any additional information about the reasons for being successful/unsuccessful beyond what is stated in the letter of notification.

Submitting an application

How to complete an application:

- Commence application process through the [Grants Management System](#) (GMS).
- For instructions on how to use the GMS, refer to the [GMS User Guide](#).
- The remaining application must be completed in the Word template available on the Institute's [website](#) and uploaded into the Grants Management System- Supporting evidence and attachments section.
- Additionally, the signed application must be submitted as a PDF. Electronic signatures will be accepted as a result of work from home arrangements.
- The application should provide all requested information. Only information provided in the application will form the basis of the review process.

Sign-off:

- All applications require signatures of the Project Lead, Project Sponsor, Director of Service (or appropriate delegate) and Chief Executive (or appropriate delegate).
- Applications with a formal partnership with another organisation require the signature of the appropriate authority from the partner organisation.

Due date:

- Applications must be submitted through the Grants Management System by **5:00pm on Tuesday, 14 February 2023**.
- Incomplete or late submissions will not be accepted.

Grant information FAQ and Q&A virtual drop-ins

- A Frequently Asked Questions (FAQ) document is available on the Institute's [website](#) to help applicants with completing the application form and applying for these grants.
- The Institute will make available virtual Q&A style drop-in times to give potential applicants the opportunity to interact with the program teams and raise any questions to assist them in completing their applications. Further information about the drop in times is available on the Institute's [website](#).

Contact us

- Email: CINSW-Innovation@health.nsw.gov.au
- Please enter 'Cancer Screening and Prevention and Cancer Control Grants 2022' in the email subject line to enable quicker processing of your query.

Priority Area: Multicultural community education

Up to a maximum value of \$30,000 per grant (excluding GST), for up to 12-18 months.

Purpose

The purpose of these grants is to support the delivery of bowel cancer screening, breast screening, cervical screening, and/or healthy living focused community education initiatives by multicultural health and community organisations/programs in NSW. We invite organisations with strong working relationships with local multicultural communities to apply for grant funding to:

- Upskill staff within their organisations (with support from the Institute) to provide community education on a chosen cancer screening and prevention topic/s. Topics this round include healthy living behaviours, bowel and breast cancer screening and cervical screening.
- Deliver community education sessions on a chosen topic/s to people from culturally and linguistically diverse (CALD) backgrounds using the Cancer Institute NSW resources described below. This includes associated costs related to providing education and evaluation.

Background

The [NSW Cancer Plan](#) acknowledges that some multicultural 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.

To address these disparities, the implementation of engagement strategies to encourage participation in national screening programs and preventive behaviours (healthy living) amongst multicultural communities including refugee communities are key activities outlined in the NSW Cancer Plan.

Grantees are supported through the provision of funding, Cancer Institute NSW developed educational resources and training to build capacity and capability to deliver CALD community education.

Projects funded under the Institute's multicultural community education grants in past years have shown that this approach has the potential to build staff confidence to deliver cancer prevention and early detection messages, reach a significant number of community members from diverse backgrounds and positively influence their perceptions and intentions to participate in screening programs and adopt healthy living behaviours.

Focus programs

This grants round will focus on the following programs (note that the target group are not limited to language groups only):

[National Bowel Cancer Screening Program](#)

The National Bowel Cancer Screening Program is an Australian Government initiative that sends out free bowel cancer screening tests to eligible Australians aged 50 to 74 every two years. Bowel cancer screening can detect cancers at an earlier stage when treatment can be more successful. If detected early, bowel cancer can be successfully treated in more than 90% of cases.

The [Bowel health & screening flipchart](#) is currently available in English, Arabic, Assyrian, Simplified and Traditional Chinese, Greek, Hindi, Italian, Indonesian, Korean, Macedonian and Vietnamese.

[Breast Cancer Screening](#)

The BreastScreen NSW program provides free screening mammograms (breast x-rays) to women in NSW. The aim of the program is to improve the survival rate of women with breast cancer by detecting breast cancer early – before it can be seen or felt and when there are more treatment options available. BreastScreen NSW invites women in NSW aged 50 – 74 to have a free breast screen every two years. Women can screen at clinics or in mobile screening vans that travel around the state.

The [Breast Screening flipchart](#) is currently available in English, Simplified and Traditional Chinese, Arabic, Italian, Spanish, Greek, Korean and Vietnamese.

[Cervical Screening Program](#)

The NSW Cervical Screening Program is part of the National Cervical Screening Program and aims to reduce illness and death from cervical cancer. Women and people with a cervix aged 25 to 74 years of age are invited to have a Cervical Screening Test every 5 years through their healthcare provider. The Cervical Screening Test detects human papillomavirus (HPV) which is the cause of most cervical cancers. If HPV is detected, then the test will look for any cell abnormalities which if found can be monitored or treated to prevent cervical cancer from developing.

The [Cervical Screening flipchart](#) is currently available in English, Arabic, Simplified and Traditional Chinese, Korean, Thai, Vietnamese, Khmer, Spanish, Farsi and Assyrian.

[Healthy Living for Cancer Prevention](#)

One in three cancers can be prevented through healthy living or lifestyle¹. A cancer risk factor is something that can increase the chance of getting cancer. Age and genetics are cancer risk factors that cannot be changed. However quitting smoking, drinking less alcohol, maintaining a healthy weight, eating healthy food, being active and protecting skin from UV radiation are six key behaviour changes that reduce the risk of cancer.²

¹ Whiteman DC, Webb PM, Green AC, Neale RE, Fritschi L, Bain CJ, et al. Cancers in Australia in 2010 attributable to modifiable factors: summary and conclusions. Aust N Z J Public Health. 2015;39(5): 477-484

² Nunez C, Nair-Shalliker V, Sarich P, Sitas F, Bauman A. Modifiable lifestyle factors and cancer risk an Evidence Check rapid review brokered by the Sax Institute (www.saxinstitute.org.au) for the Cancer Institute NSW, 2018

Due to the established link between cancer incidence and modifiable lifestyle risk factors and the crucial role of screening in the early detection of bowel, cervical and breast cancers, organisations are invited to apply for funding for initiatives that focus on healthy lifestyle plus one or more other program area.

The [Staying well and preventing cancer flipchart](#) is currently available in English, Assyrian, Arabic, Bengali, Simplified Chinese, Dari*, Dinka, Filipino, Macedonian Mongolian Nepali, Samoan*, Spanish*, Tagalog, Urdu and Vietnamese.

*These flipcharts are only available electronically on the [Cancer Institute website](#).

Flipchart requirements and information:

- Successful applicants can access the flipchart in the available languages in PowerPoint or as a hard copy A3 printed resource with inbuilt stand (free of charge).
- Please allow sufficient time in your proposed timeline for the delivery of the flipchart/s.
- Should you plan to use an interpreter for the proposed education sessions please include costs in your budget.
- All program areas have a facilitator manual (in English) to provide guidance on planning and delivering education sessions. It includes a planning checklist, suggested content and key messages, optional activities and group discussion points.

Essential criteria

1. The focus of the grant project must be on people from CALD backgrounds in NSW, who are aged 48-74 years (for bowel screening-focused activities) and/or 50-74 (for breast screening activities) and/or 25-74 (for cervical screening activities) and/or 18 years and over (for healthy living-focused activities), with clear justification for why the CALD community/communities have been chosen.

Note: Please note that funding will be offered in consideration of the number of programs promoted and language groups proposed and approved.

2. The lead applicant must be a NSW Local Health District, other NSW government organisation, Primary Health Network or community/non-government organisation currently involved in the direct provision of health education, information, care and support services to community members.
3. Applicants must demonstrate clear links to, and ability to engage target communities in the project activities **OR** they must partner with organisations who can facilitate such engagement (and provide evidence of this via letters/emails of support).
4. The project must involve the facilitation of culturally appropriate education sessions on healthy living and/or bowel screening and/or breast screening and/or cervical screening utilising the education resources (flipcharts/PowerPoints and facilitator guides) developed by the Cancer Institute NSW.
5. Whilst delivering community education to all CALD communities will be considered, the below language groups and/or locations may be prioritised:
 - **Bowel screening program:**
 - Arabic, Assyrian, Simplified and Traditional Chinese, Greek, Hindi, Italian, Indonesian, Korean, Macedonian and Vietnamese.
 - **Breast Screen program:**
 - Mandarin in Northern Sydney, South Eastern Sydney, South Western Sydney, Sydney and Western Sydney LHDs
 - Cantonese in Northern Sydney, South Eastern Sydney, South Western Sydney, Sydney and Western Sydney LHDs
 - Arabic in Sydney and Western Sydney LHDs
 - Italian in South Western Sydney and Sydney LHDs
 - Greek in South Eastern Sydney, South Western Sydney and Sydney LHDs
 - **Cervical screening program:**
 - Areas of low screening, including but not limited to Western Sydney, South-Western Sydney and Nepean Blue Mountains.
 - **Healthy living program:**
 - Assyrian, Arabic, Bengali, Simplified Chinese, Dinka, Filipino, Macedonian Mongolian Nepali, Tagalog, Urdu and Vietnamese.
 - Applicants are encouraged to include a physical activity component to community education sessions, for example, a walking group.
6. The project must involve activities that aim to improve knowledge, confidence and skills to provide community education about screening and prevention programs by staff. At a minimum, community education facilitators from grantee organisations must attend Cancer Institute NSW provided training.
7. Demonstrated previous experience in delivering health education sessions to CALD communities.
8. The proposal should demonstrate allocation of appropriate staffing and resourcing to project manage and facilitate community focused education sessions.
9. Applicants must commit to working with the Cancer Institute NSW to develop the project activities and evaluation approach.

Application guide

The guide below provides instructions and example text to help applicants complete the Application Form.

Question	Instructions and example text								
1. Project title	Write your project title (maximum 20 words).								
2. Administering organisation	Tick your organisation category.								
3. Overview of organisation	Answer question as per Application Form (maximum 100 words).								
4. Project summary	Answer question as per Application Form (maximum 300 words).								
5. Project aim, objectives and outcomes	<p>Copy and paste (you may also add to this) the below to describe the project aim, objectives and outcomes:</p> <p>Aim: <i>Delivery of community education about cancer screening and prevention by multicultural health and community organisations in NSW.</i></p> <p>Objectives: <i>To increase the capacity of the multicultural workforce to deliver community education on cancer screening and prevention topics.</i></p> <p><i>To increase the knowledge of community education participants about cancer screening program/s and/or healthy living practices.</i></p> <p><i>To increase the intention to participate in cancer screening program/s and/or healthy living practices.</i></p> <p>Outcomes: <i>Increased knowledge of cancer screening programs and/or healthy living practices amongst multicultural communities and the multicultural workforce.</i></p> <p><i>Increased confidence amongst multicultural communities to participate in cancer screening programs and/or healthy living practices.</i></p>								
6. How does the project address each of the essential criteria?	<p>Copy and paste table below into Application Form and complete all questions:</p> <table border="1"> <tbody> <tr> <td>a) Does your grant project focus on people from CALD backgrounds in NSW, who are aged 48-74 years (for bowel screening-focused activities) and/or 50-74 (for breast screening activities) and/or 25-74 (for cervical screening activities) and/or 18 years and over (for healthy living-focused activities).</td> <td>Yes</td> <td rowspan="2">Ensure clear justification for why the CALD community/communities have been chosen is detailed in question 4.</td> </tr> <tr> <td></td> <td>No</td> </tr> <tr> <td>b) Is your organisation a NSW Local Health District, other NSW government organisation, Primary Health</td> <td>Yes</td> <td>You will not be eligible for this grant</td> </tr> </tbody> </table>	a) Does your grant project focus on people from CALD backgrounds in NSW, who are aged 48-74 years (for bowel screening-focused activities) and/or 50-74 (for breast screening activities) and/or 25-74 (for cervical screening activities) and/or 18 years and over (for healthy living-focused activities).	Yes	Ensure clear justification for why the CALD community/communities have been chosen is detailed in question 4.		No	b) Is your organisation a NSW Local Health District, other NSW government organisation, Primary Health	Yes	You will not be eligible for this grant
a) Does your grant project focus on people from CALD backgrounds in NSW, who are aged 48-74 years (for bowel screening-focused activities) and/or 50-74 (for breast screening activities) and/or 25-74 (for cervical screening activities) and/or 18 years and over (for healthy living-focused activities).	Yes	Ensure clear justification for why the CALD community/communities have been chosen is detailed in question 4.							
	No								
b) Is your organisation a NSW Local Health District, other NSW government organisation, Primary Health	Yes	You will not be eligible for this grant							

	Network or community/non-government organisation currently involved in the direct provision of health education, information, care and support services to community members?	No	You will not be eligible for this grant
	c) Can you demonstrate clear links to, and ability to engage target communities in the project activities? You may choose to partner with organisations who can facilitate such engagement (you will need to provide evidence of this partnership via letters/emails of support).	Yes	Please provide details
		No	You will not be eligible for this grant
	d) A key requirement of your project will be the facilitation of culturally appropriate community education sessions utilising the education resources (flipcharts/PowerPoints and facilitator guides) developed by the Cancer Institute NSW. At a minimum your project must focus on one cancer screening/prevention topic and at least one language/cultural group.		Please provide specific details about your planned community education sessions. Include the number of sessions per cancer screening/prevention topic and per language/cultural group, the estimated number of participants and who will run the sessions.
	e) Delivering community education to all CALD communities will be considered, however the communities/locations below may be prioritised. Select yes/no/some if you are planning to deliver education sessions for each of the priority cancer screening/prevention topic and communities/locations listed below.		Please provide details
	Bowel Screening: Arabic, Assyrian, Simplified and Traditional Chinese, Greek, Hindi, Italian, Indonesian, Korean, Macedonian and Vietnamese.	Yes / No / Some	
	Breast Screening: <ul style="list-style-type: none"> - Mandarin in NSLHD, SESLHD, SWSLHD, SLHD and WSLHD - Cantonese in NSLHD, SESLHD, SWSLHD, SLHD, WSLHD - Arabic in SLHD and WSLHD - Italian in SWSLHD and SLHD - Greek in SESLHD, SWSLHD and SLHD 	Yes / No / Some	

	Cervical Screening: communities in areas of low screening, including but not limited to Western Sydney, South-Western Sydney and Nepean Blue Mountains.	Yes / No / Some	
	Heathy Living: Assyrian, Arabic, Bengali, Simplified Chinese, Dinka, Filipino, Macedonian Mongolian Nepali, Tagalog, Urdu and Vietnamese.	Yes / No / Some	
	f) All staff members who will be delivering community education must be trained on the cancer screening and/or cancer prevention topic and how to use the flipchart resource either by attending Cancer Institute training or being trained by someone who has attended recent Cancer Institute training. Will at least one staff member from your organisation attend the Cancer Institute NSW training for community education facilitators? Additional staff are encouraged to attend.	Yes / No	Please provide information on how you will meet this minimum requirement. If you plan to provide further training to your workforce staff delivering community education, provide details on how you intend to do this.
	g) Can you demonstrate your previous experience in delivering health education sessions/workshops to CALD communities?	Yes	Please provide details
		No	You will not be eligible for this grant
	h) Do you commit to allocating appropriate staffing and resourcing to project manage and facilitate community focused education sessions?	Yes	Please provide details
		No	You will not be eligible for this grant
	i) Are there any additional activities you plan to undertake as part of the project?	Yes / No	Please provide details
7. How does the project address the desirable criteria?	Do not need to complete this question for this grant round.		
8. Are you aware of any potential activities in your project that will impact Aboriginal Peoples?	Only answer this question if you are a NSW Health organisation.		

9. How will the project address any gap(s) in the priority area?	Do not need to complete this question for this grant round.
10. Do you plan to establish a formal partnership with another organisation to deliver the project?	Answer question as per Application Form.
11. Evaluation	<p>Copy these questions into the Application Form and answer each one:</p> <ol style="list-style-type: none"> 1. Do you commit to working with the Cancer Institute NSW to develop the project activities and evaluation approach? (Yes / No) 2. Do you agree to collect these reporting requirements? (Yes/ No) <ol style="list-style-type: none"> a) Number of community education sessions delivered on each cancer screening/prevention topic b) Number of community members attending each session c) Language groups attending each session d) Reported increase in knowledge of cancer screening/prevention topic/s e) Reported increase in intention to participate in cancer screening/prevention activities i.e. behaviour change <p>Please note the Cancer Institute NSW will provide and support you with the survey templates to evaluate the education sessions.</p> <ol style="list-style-type: none"> 3. Do you plan to undertake any additional evaluation? If yes, please describe.
12. Sustainability	<p>Copy these questions into the Application Form and answer each one:</p> <p><i>Sustainability looks at how the project may be continued over time or how the knowledge gained will be shared. After the project is completed:</i></p> <ol style="list-style-type: none"> 1. Will bilingual community educators and community workers within the organisation have greater knowledge of cancer screening and/or prevention? (Yes / No) 2. Will there be a transfer of cancer screening and/or prevention knowledge shared among the organisation and identified target population? (Yes / No) 3. Are there any other sustainable elements of your project? If yes, please describe.
13. Value for money	Do not need to complete this question for this grant round.
14. Current and previous grants	Answer question as per Application Form.
15. Objectives, activities and timeframe	<p>Note the timeframe of the project in the Application Form:</p> <ul style="list-style-type: none"> - Option 1: 12 months (planning up to 2 months, execution up to 8 months, evaluation and closing up to 2 months) - Option 2: 18 months (planning up to 3 months, execution up to 12 months, evaluation and closing up to 3 months)

	AND only complete the first three columns of the table. You may wish to copy the examples below:		
	Objective description (use objectives in Question 5)	Planned activities or milestones (deliverables)	Timeframe
	<i>E.g. Improve community knowledge about bowel screening through community education sessions</i>	<ul style="list-style-type: none"> - Number of community education sessions (include cancer screening/prevention topic and targeted community/language) <i>e.g. Deliver 5 x bowel cancer screening sessions targeting Vietnamese communities.</i> - How the sessions will be run. <i>e.g. Sessions will be delivered through existing Vietnamese Mums and Bubs group facilitated by project officer.</i> 	<i>E.g. January – August 2022</i>
16. Project budget	Answer question as per Application Form.		
17. Risk management plan	Answer question as per Application Form. Below are some examples:		
	Description of risk that may impact grant activities	Risk rating – low/medium/high (Likelihood risk will occur and impact risk will have.)	Action/mitigation strategy
	<ul style="list-style-type: none"> • <i>Delay in recruitment of Project Officer</i> 	<ul style="list-style-type: none"> <i>Likelihood: High</i> <i>Impact: Delayed commencement of education sessions</i> 	<ul style="list-style-type: none"> • <i>Ensure recruitment commences as soon as grant has been awarded.</i> • <i>Immediately advise Cancer Institute NSW of any delays to recruitment.</i>
	<ul style="list-style-type: none"> • <i>Impact of COVID-19</i> 	<ul style="list-style-type: none"> <i>Likelihood: Medium</i> <i>Impact: Delayed/alternative delivery of education sessions</i> 	<ul style="list-style-type: none"> • <i>Stay informed with NSW COVID-19 health advice and restrictions</i> • <i>Develop contingency plan for alternative delivery mode e.g. online</i> • <i>Immediately advise Cancer Institute NSW of any delays caused by COVID-19</i>
18. Supporting evidence	Answer question as per Application Form.		
19. Signatures	Please determine the level at which you will require sign off and provide evidence of approval.		

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

Up to a maximum value of \$50,000 per grant excluding GST, up to 18- 24 Months

Purpose

The purpose of these grants is to improve equity of outcomes, and to expand access to culturally safe and responsive services for patients and carers from multicultural background. The initiatives will need to align to the three overriding principles that guide the direction of the NSW Cancer Plan: including *equity of outcomes, person- centredness, and collaboration*. These principles inform how individuals, organisations and government will work together to develop and deliver cancer control initiatives, in line with [Priority 3 of the NSW Cancer Plan 2022-2027](#).

Background

The [NSW Cancer Plan](#) aims to implement initiatives to improve cancer outcomes across the community, including multicultural communities of New South Wales. Research indicates that multicultural communities have higher incidences of cancer and may experience poorer cancer outcomes. Also, certain groups within multicultural communities are at risk of specific cancers.

To address equity issues experienced by the multicultural communities, the Institute has adopted a [Multicultural Equity Framework](#) focusing on four strategic areas:

1. Collect evidence of multicultural equity issues relevant to goals of the NSW Cancer Plan.
2. Engage with multicultural communities in developing and delivering the NSW Cancer Plan initiatives.
3. Ensure multicultural equity by filling gaps and further embedding culturally appropriate strategies and activities within the NSW Cancer Plan initiatives.
4. Take leadership in multicultural equity through innovation and by setting best practice benchmarks.

The grants available are to aid the planning, development, implementation, and evaluation of projects, within the scope of the NSW Cancer Plan. They should aim to address equity issues that exist within multicultural communities; thereby, improving the outcomes and experiences of patients and carers affected by cancer.

The grant aims to encourage effective partnerships between non-government, not-for-profit, Local Health Districts, Primary Health Networks and academics, in order to develop culturally responsive cancer services to better support multicultural people and their carers affected by cancer and improve outcomes and quality of life.

Projects that address an action of the NSW Cancer Plan, under *Priority 3 – Optimal cancer treatment, care and support*, will be highly regarded. This includes strategies that:

- a) Engage with people and carers affected by cancer, and the community, in the design and implementation of cancer control activities
- b) Ensure people who experience cancer, their families and carers are actively linked with supportive care and services such as psychosocial care, allied health care and financial counselling
- c) Provide patients, families and carers with timely access to relevant, credible and understandable information that helps them to play an active and informed role in making decisions about their treatment and care.
- d) Assist patient decision making on treatment, care, and survivorship
- e) Improve activities that facilitate cultural safety and appropriateness of cancer services.

Information on previously funded grants can be found [here](#).

Note – It is acknowledged that projects under Priority 3 have a focussed approach on culturally and linguistically diverse communities who have poor cancer outcomes, in line with the aims of the [NSW Plan for Healthy Culturally and Linguistically Diverse Communities: 2019-2023 \(PD2019_018\)](#). While the NSW Health Aboriginal Impact Statement must be completed mandatorily as part of the online project application, the nature and level of response must be guided by the type of proposed multicultural initiative, the health issue, and the specific target population of the proposed program. If the Statement is not applicable to the proposed project, it is appropriate to indicate so with a short explanation.

Essential criteria

1. The lead applicant must be a NSW Local Health District, Specialty Health Network, non-government, not-for-profit organisation or Primary Health Network. If the lead applicant is a non-government or not-for-profit organisation, it must demonstrate significant experience in delivering health programs and/or must partner with appropriately skilled organisations and provide evidence of such.
2. The project must address a prioritised action of the NSW Cancer Plan, under Priority 3, against which the Institute has been identified as a lead agency and align with one or more of the four strategic areas of the Institute's Multicultural Equity Framework.
3. The project application must demonstrate sustainability of the initiatives, for example, how the project will continue to contribute to achieving the NSW Cancer Plan goals beyond the funding period of the grant.
4. The project must have a comprehensive plan and an evaluation strategy, and up to 10% of the budget be allocated for evaluation and monitoring.
5. The project must identify key stakeholders and foster effective partnerships in order to improve culturally responsive services, to better support multicultural people and carers affected by cancer.

Desirable criteria

1. The project aligns with the applicant organisation's strategic plan or local Cancer Plan.
2. The project aligns with [NSW Plan for Healthy Culturally and Linguistically Diverse Communities: 2019-2023 \(PD2019_018\)](#), and the [NSW Carers Charter](#).
3. The project attracts in-kind resources to maximise efficient use of grants funding.
4. The project activities include systems for knowledge-sharing, expertise or experiences, for example, community of practice.

Application guide

The guide below provides instructions and example text to help applicants complete the Application Form.

Question	Instructions
1. Project title	Add a project title (maximum 20 words).
2. Administering organisation	Tick your organisation category.
3. Overview of organisation	Answer question as per Application Form (maximum 100 words).
4. Project summary	Answer question as per Application Form using simple English (maximum 300 words).
5. Project aim, objectives and outcomes	Answer question as per Application Form (maximum 300 words).
6. How does the project address each of the essential criteria?	Address the essential criteria on page 19 of Application Guidelines (maximum 50 words per criteria).
7. How does the project address the desirable criteria?	Address the desirable criteria on page 19 of Application Guidelines (maximum 50 words per criteria).
8. Are you aware of any potential activities in your project that will impact Aboriginal Peoples?	Only answer this question if you are an NSW Health organisation.
9. How will the project address any gap(s) in the priority area?	Identify the gap supported by evidence and comment on how your project will attend to the gap (maximum 100 words).
10. Do you plan to establish a formal partnership with	Answer question as per Application Form.

another organisation to deliver the project?	
11. Evaluation	Answer question as per Application Form, using simple English. Please keep your responses high level, more details will be required if your application is successful.
12. Sustainability	Answer question as per Application Form (maximum 100 words).
13. Value for money	Answer question as per Application Form (maximum 100 words).
14. Current and previous grants	Answer question as per Application Form.
15. Objectives, activities and timeframe	Answer question as per Application Form. <i>'Objective description' and 'Expected outcomes' should link to the project objectives and outcomes listed in Question 5.</i>
16. Project budget	Answer question as per Application Form.
17. Risk management plan	Answer question as per Application Form.
18. Supporting evidence	Answer question as per Application Form.
19. Signatures	Please determine the level at which you will require sign off and provide evidence of approval.