



Expressions of Interest

Funding for Community Consultations on the Cancer Information Needs of Culturally and Linguistically Diverse (CaLD) Consumers and Carers

The WA Department of Health (Department) is inviting Expressions of Interest (EOIs) from community organisations to conduct consultation discussions across Culturally and Linguistically Diverse (CaLD) communities to identify CaLD cancer consumers and carer's needs for cancer information during the cancer care pathway (diagnosis through to survivorship).

The Department's Cancer Network is undertaking a project to better understand CaLD people's cancer information needs. This project is required for the Department to effectively deliver a key priority of the [WA Cancer Plan 2020-2025](#) to provide reliable cancer information to consumers (Priority 2, Strategy 6).

The "Understanding Consumers' Needs for Cancer Information" project aims to map cancer information available to the information needs of consumers and recommend solutions to address any gaps identified. To achieve this, the project reviews cancer information currently available to consumers across diagnosis, treatment and provision of supportive care and services.

This sub-project aims to identify CaLD consumer needs for cancer information through a series of small community discussions and/or individual discussions. The intention is that findings from these discussions will be used to develop cancer information resources.

The Department is providing funding to support interested parties to undertake the consultations. Interested parties are encouraged to submit an EOI outlining their targeted ethnic group/s, timeframes, expected number of participants, range of CaLD communities, locations, and budget.

Funding

We recognise there is broad diversity across CaLD communities. Given this, applicants are encouraged to consult with multiple communities.

Funding applications can be submitted for between \$10,000 to \$20,000 (excluding GST) based on the range of targeted communities that will be reached through the consultation workshop/s.

Note: The Department may reserve the right to award grants less than \$10,000 (excluding GST).



How can the funding be used?

The funding can be used for activities, expenses and costs such as:

- Salaries
 - Proportion of the salary of a project officer / promotion role to organise and manage and report on the community consultation discussions.
- Operational overheads associated with the community consultation workshop.
- Event organisation
 - Venue hire, catering etc.
- Translator costs
- Consumer remuneration (Note: It is expected that participating consumers be remunerated for their time at the rate of \$37.50/hr.)
- Intrastate travel – regional workshop/s only

Although the primary purpose of the funding is to identify the cancer information needs of CaLD consumers through consultation, the Department of Health acknowledges that some CaLD communities are often under-served in the screening process, more vulnerable during the cancer treatment phase and less likely to utilise support services. Accordingly funding can also be used for delivery of up to two community education sessions to improve cancer literacy. The Department may be able to provide an educational speaker or information.

Who can apply?

Eligible groups and organisations must be:

- An incorporated not-for-profit community organisation;
- A local government authority; or
- An unincorporated organisation or community group, applying through the auspice of an incorporated body or local government authority.

Who cannot apply?

- A federal or state government agency;
- An individual;
- A commercial for-profit organisation;
- An unincorporated not-for-profit community sector organisation (unless applying through the auspice of an incorporated body or local government authority);
- An organisation located in the Indian Ocean Territories

Organisations not eligible for community consultation funding, are encouraged to hold consultations with their CaLD communities. The Department may be able to offer support and provide resources to promote consistency across all consultations. Organisations can email cancernetwork@health.wa.gov.au to discuss this further.



Target audience

The target audience for community discussions is CaLD community members who are:

- Aged 18 years or over; and who are
- Either cancer consumers (currently have or have had a cancer diagnosis) or carers; and who
- Currently reside in Western Australia.

Note: in the interests of ensuring fair representation of CaLD consumers, it is anticipated that the Department may provide further advice to successful grant applicants regarding priority CaLD populations for engagement.

Key dates

EOI for community consultation workshops open	April/May
EOI applications assessed	May
Notification if successful/unsuccessful through EOI process	May/June
Grant Agreements awarded to successful applicants	May
Community consultation commences	June
Community consultation to be concluded	7 October
Consultation reports to be completed	21 October

What is provided to you?

For the consultations to be transparent and consistent, the Department will provide a set structure and resources for community consultation discussions, including:

- Background information on the CaLD population in Western Australia, current literature including a summary of key cancer information issues/gaps already identified in the literature and key themes relevant to particular CaLD communities.
- Key questions (in English) for discussion at each small group/individual discussion to support consistency across the consultation process, including themes to consider during the consultation process.



What is expected from you?

If successful, you will be required to organise the logistics of and deliver small group and/or individual discussions in a format suitable to the particular CaLD communities you are consulting with. You will be required to provide an appropriate facilitator to lead discussions in the appropriate language. The Department may also provide a consultant to co-facilitate small group discussions where appropriate.

You will also be required to:

- Review key questions to support cultural appropriateness for the intended CaLD community;
- Supply a certified translator where required;
- Supply a secretariat to scribe/record consultation discussions; and
- Collect basic participant demographic information (i.e age, gender, country of birth, main language spoken at home, cancer type etc)

Note: Face to face discussions must comply with current COVID 19 public health and social measures.

Reporting criteria

1. Post-discussion reports (in English) completed within two (2) weeks of the community consultation discussion date (Report template to be provided).
2. Funding acquittal report delivered within four (4) weeks of the final community consultation discussion (Report template to be provided).

Assessment Criteria

Each application will be assessed against the following selection criteria:

Assessment Criteria	Points
1) Capacity to deliver small group/individual consultation discussions by 7 Oct 2022 .	10
2) Organisational capacity to handle the administrative workload required of small group discussion organisation logistics, for example venue sourcing, translation services, internet access, catering, management of invitations and registrations, promotion of discussions, printing of resources etc.	10
3) Evidence of well-connected networks to engage meaningfully and effectively with your targeted CaLD communities in metropolitan and/or regional areas, to ensure broad representation.	20
4) Ability to engage a minimum of 20 adult CaLD cancer consumers/carers either via: <ol style="list-style-type: none"> i) small group discussions (Maximum 10 participants in each group) and/or ii) individual discussions; and/or iii) a combination of small group and individual discussions iv) another format appropriate to the target community 	20



5) Demonstrated ability to meet reporting requirements.	10
6) A reasonable and justified funding request that demonstrates value for money (i.e. meets Points 1–5 of the assessment criteria).	10

Applications

To be considered for funding to conduct consultation discussions, please complete the following application form, and email it to cancernetwork@health.wa.gov.au by **5.00pm AWST, Wednesday 4 May 2022**.

All applications will be acknowledged via email within five business days of receipt.

Should you not receive an acknowledgement, please contact the Cancer Network, Department of Health to confirm that your application has been received.

Selection process

Applications will be assessed by a panel of representatives from the CaLD community and health sector. Applicants will be advised of the outcome by email.

Assessment and notification

Please allow up to four weeks from the closing date for advice regarding the outcome of an application.

All applications will be reviewed against the assessment criteria outlined above. All organisations that apply for funding will be notified in writing of the outcome of the submission.

Successful applicants

Successful applicants will be required to execute a Grant Agreement to establish the grant. If you would like a copy of the standard grant agreement template please email cancernetwork@health.wa.gov.au.

Successful applicants may be required to attend a briefing session within a week of their successful notification, to review resources and requirements to conduct the community consultation discussions.

Successful applicants will be required to report on the activities undertaken, and a certified statement of income and expenditure for the consultation workshop/s. Any unspent funds, or funds not expended in accordance with the consultation, must be returned to the Department of Health. A report template will be provided.



Application Checklist

Before you send your application – please ensure that you have completed the following.

Check each item when you have completed or attached it.

- 1. Completed all questions in the application form.
- 2. Legally authorised officer has read and completed the Declaration section of the application form.
- Where an application is being submitted by an organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the [Declaration](#).
- 3. Sponsoring organisation's Certificate of Incorporation (if required – see [Section 1.4](#)).

Submitting an application

Applications close at **5.00pm AWST, Wednesday 4 May 2022**, and will be accepted by email or post.

Email	cancernetwork@health.wa.gov.au
Post	Health Networks Community Consultations on Culturally and Linguistically Diverse (CaLD) Consumer Needs for Cancer Department of Health 189 Royal Street EAST PERTH WA 6004

Applications sent by email must be signed by the authorised signatory of the organisation and attached as a PDF to the email. If this is not possible, an original copy of the declaration page must be posted to the Department of Health within five working days of the email date.

Applications received after the closing date will not be accepted, even postmarked prior to or on the closing date. You are encouraged to email your application where possible to ensure it arrives by the closing date.

For any questions in relation to the Expression of Interest application form, please contact Health Networks via cancernetwork@health.wa.gov.au.

This document can be made available in alternative formats on request for a person with a disability.

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