



HRICS Funding Program Guidelines 2023

Cancer Service Improvement Project Grants

Information Pack

1 Background

The Hume Regional Integrated Cancer Service (HRICS) is one of the nine Victorian Integrated Cancer Services (ICS) funded by the Department of Health (DH). It is governed by representatives from public, private and community health services, the primary care network, consumers and DH. Goulburn Valley Health (GV Health) is the Host Organisation for HRICS.

HRICS has allocated funding and resources towards a grants program in 2023 for organisations providing specialist and generalist cancer services to residents of the Hume Region. The grants provide funding to organisations within the Hume region to undertake projects that will deliver improvements in systems and processes that support cancer services. These grants will target time-limited service improvement projects that cannot be funded within existing hospital resources.

2 Funding Program

The 2023 funding round will consist of Cancer Service Improvement Grants that address one or more of the Action Areas from the Victorian Cancer Plan 2020 – 2024 and the Hume Region Cancer Services Plan 2021 – 2026. Applications will need to demonstrate within their application compliance with relevant areas. *[refer Appendix 1]*

Grant applications will be assessed and funding allocation will be based on:

- the scope of the project,
- budget proposal, and
- merit of the submission.

3 Application Criteria

All applications will be assessed by a panel for merit against the criteria outlined below.

1. How the project links with one or more of the Cancer Plan Action Areas and Cancer Optimal Care Pathways *[Appendix 1]*
2. Impact of expected benefits from the project
 - sustainable change in service provision
 - coordinated care
 - improved patient experience and outcomes
3. Extent to which the project can be specifically measured at commencement and completion.
4. Value for money in terms of benefit, in-kind and direct support in the scope of the application.
5. Scope of the project, project team and sponsorship of the project, with appropriate skill sets to implement the project.
6. Budget proposal, including costing of roles to be funded as part of the project.

In addition to the above criteria applications will **not** be considered if they:

- Apply to recurrent positions, non-sustainable initiatives or provision of direct patient care.
- Are for the purpose of purchasing equipment for service delivery or software.

4 Eligibility

Eligible organisations must provide cancer treatment or supportive care to clients or carers in the Hume Region of Victoria, have an ABN or are incorporated.

Funding is potentially available for individual service provider organisations from both the public and/or private sector (e.g. public or private hospitals) currently providing cancer services.

5 Application Process

- A separate application must be completed for every project funding proposal.
 - For those organisations submitting multiple submissions, the Chief Executive or organisational delegate must identify the order of priority.
- Applications will be shortlisted by the HRICS Project Funding Panel (the Panel)
- If necessary, to inform the selection and approval process, further information or clarification may be sought from the applicant via a Q&A session.
- The Panel will provide recommendations to the HRICS Governance Group for final approval of project funding.

[See flowchart on page 4]

6 Application Schedule

Date	Action
21/12/2022	Program Launch
9/01/2023	Project Funding applications open
Jan/ Feb. 2023	Recommended: Planning Meeting with HRICS staff
20/02/2023	Project Funding applications close
27/02/2023	HRICS Panel assessment and prioritisation of applications
6/03/2023	Applicants advised [Short listed or unsuccessful]
13/03/2023	Judging panel final review and announcements of successful applications
27/03/2023	HRICS planning meeting with successful candidates for identification, quantification and allocation of resources.
30/10/2023	Projects to be finalised, deliverables completed

Applications are to be submitted by 5:00 PM 20/02/2023 by email to:

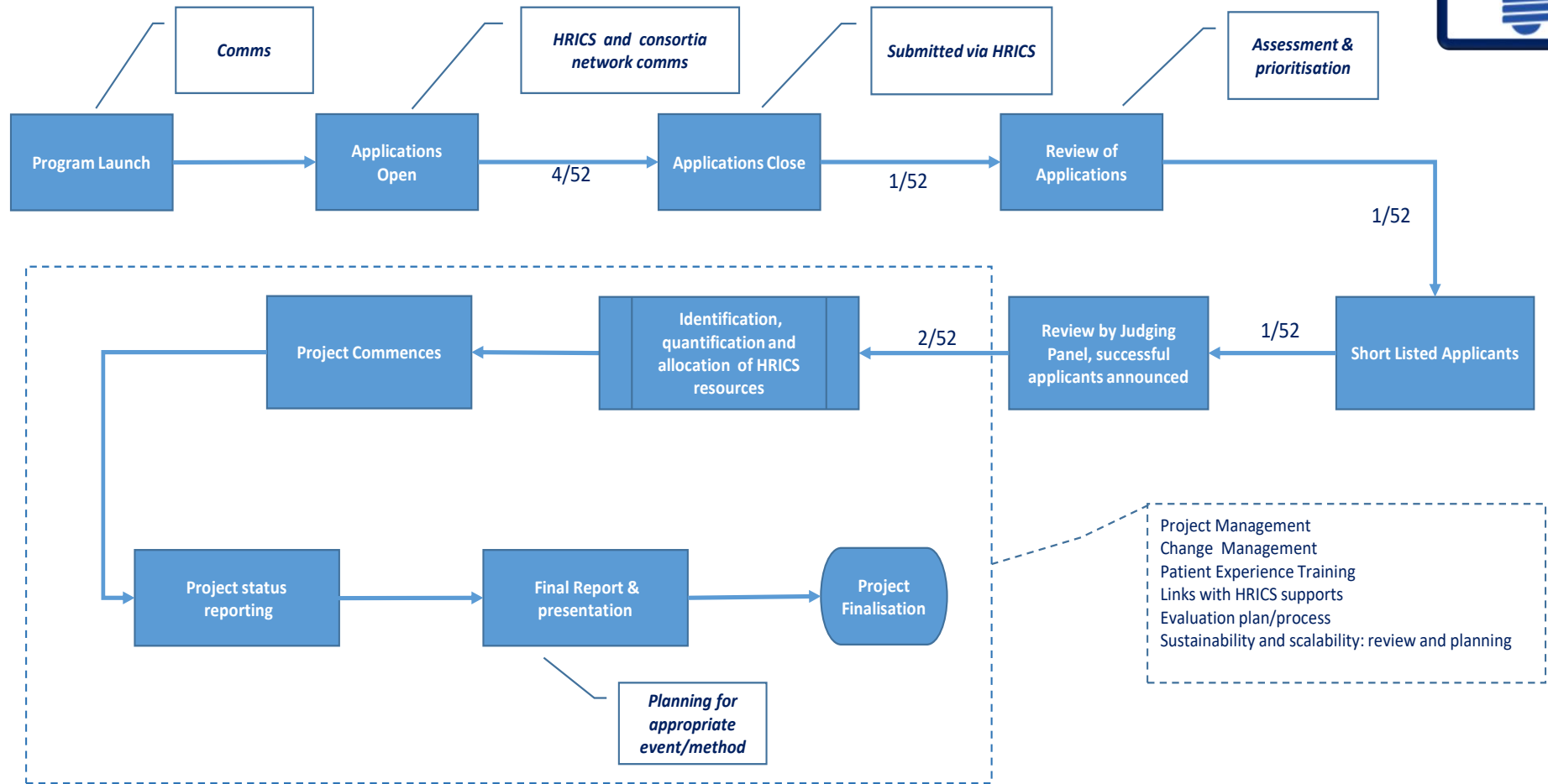
joanne.mason@gvhealth.org.au with 'HRICS FUNDING PROGRAM 2023' in the email header.

An email acknowledgment will be provided.

Application Process Flowchart



HRICS Service Improvement Project Funding Program 2023



7 Conditions of Funding and Reporting Requirements

The applicant must be prepared to sign a Service Level Agreement with GV Health as host agency for HRICS.

The applicant acknowledges the following:

1. The project will be conducted in accordance with the application and the conditions stipulated in the HRICS 2023 Information Pack.
2. Any deviation in the project from the original submission must be discussed and formally submitted in writing to HRICS and documented in a project amendment form supplied by HRICS. Approval will be on case by case basis.
Please note: Any unapproved deviation may impact the funding for the project.
3. Project deliverables, including status reports will be submitted as per approved project plan. Incremental payments will be released following provision of the status report.
4. A final report (including evaluation outcomes and expenditure report) will be submitted to the HRICS Governance Group at the completion of the project (templates provided by HRICS).
5. Information on the project, including any tools/resources developed, will be made available on the HRICS website to enable information sharing for the benefit of cancer patients and carers.
6. HRICS will share these reports with its staff and advisory groups and with state-wide ICS groups. Outcomes of the projects will be reported in the HRICS annual report and shared on the HRICS website.

8 Fund Release Schedule

The funds release schedule will be in accordance with GV Health policy and negotiated with the successful applicants. Applicants will need to provide a valid tax invoice for payment upon the completion of payment milestones to the satisfaction of HRICS.

9 Additional Information

For further information on the HRICS Funding Program please contact:

1. Ms Virginia Mitsch, HRICS Project Manager, virginia.mitsch@gvhealth.org.au
2. Ms Joanne Mason, Personal Assistant/Project Coordinator, HRICS Level 1/1 Wyndham Street, Shepparton, VIC 3630
Phone: 03 5831 0192 joanne.mason@gvhealth.org.au

Appendix 1:

Victorian Cancer Plan 2020-2024 Action Areas:

Action area 1: Primary prevention

1. Reduce risk factors related to lifestyle and environmental hazards
2. Prevent cancers related to viral infections

Action area 2: Screening and early detection

3. Equitable and increased participation in population cancer screening programs
4. Increase early detection of cancers through improved health literacy and primary care capacity to support early diagnosis

Action area 3: Treatment

5. Consistent quality through optimal care pathways
6. Improve patients' experience of care
7. Optimise infrastructure, data and system design for better access, safety and quality

Action area 4: Wellbeing and support

8. Strengthen supportive care and self-management
9. Support cancer survivors to recover and thrive
10. Maintain quality of life through palliative care and end-of-life care

Action area 5: Research

11. Improve access to clinical trials
12. Accelerate translation of research into improved clinical outcomes
13. Support equity and collaboration in cancer research

Projects should also reflect one or more of the seven steps of the Optimal Care Pathways <https://www.cancer.org.au/health-professionals/optimal-cancer-care-pathways.html>