

Small Grants Program Guidelines 2024

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 small grants funding program has allocated funding and resources towards cancer service improvement initiatives in 2024. The grants provide funding to organisations within the Hume region to undertake small time limited projects that will deliver improvements in systems and processes that support cancer services.

Small Grants Program

The small grants program consists of small-scale improvement initiatives that improve the way we work and deliver cancer services to our communities that align with one or more of the Action Areas from the [Victorian Cancer Plan 2020 – 2024](#), [Optimal Care Pathways](#) and the Hume Region Cancer Services Plan 2021 – 2026.

This grants program aims to **improve patient and/or carer access, experience, and outcomes**, reducing variation in optimal care.

The projects are time limited up to three-month duration with funding allocation up to the value of \$5000.



“Growing the Good Ideas”

Projects that may be supported within the small grants funding includes;

- small scale service improvement projects
- diagnostic work to further inform e.g. patient journey mapping
- delivery of education
- funding of a resource
- environmental change

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.

Application Criteria

All applications will be assessed for merit against the following criteria:

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 for enhanced FTE for short term clinical delivery, non-sustainable initiatives or delivery of direct patient care.

Application Schedule

Small Grants Program guidelines and information pack will be launched in December 2023.

Applications will be open from **2nd January 2024** and close **23rd February 2024**.

Upon receipt of an application an email of acknowledgement will be provided.

Applications will be assessed and if necessary to inform the selection and approval process, further information or clarification may be sought from the applicant.

All applicants will be advised of an outcome successful or unsuccessful by **5th March 2024**.

Application Process

For an application form or to discuss a project idea please contact:

1. Ms Virginia Mitsch, HRICS Project Manager, virginia.mitsch@gvhealth.org.au
2. Ms Monique Beecroft, Project Lead – Cancer Service Improvement, monique.beecroft@gvhealth.org.au

Please note:

- A separate application must be completed for every project funding proposal.
- For those organisations submitting multiple submissions, the Executive or organisational delegate must identify the order of priority.

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:

- The project will be conducted in accordance with the application and the conditions stipulated in the HRICS Small Grants Guidelines 2024.
- The impact on the patient journey and/or reported experience is clearly evident within the proposed project.
- 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.
- 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.
- An initial meeting will be held with the Project Sponsor and applicant prior to commencement of project to discuss project timelines, HRICS supports and resources.
- The project may be undertaken at a suitable time for the applicant/health service during the 2024 calendar year.
- The project is time limited and must be undertaken within a three month period.
- Project deliverables, timelines and reporting will be confirmed with the successful applicants based on the project.

- A final report (including evaluation outcomes and expenditure report) will be submitted to the HRICS at the completion of the project (templates provided by HRICS).
- The final project report must be submitted to HRICS no later than a month after project completion.
- 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.
- HRICS will share these reports with its staff and advisory groups and with ICS groups. Outcomes of the projects will be reported in the HRICS annual report and shared on the HRICS website.
- HRICS funding and logo is acknowledged within project communications.
- Applicants will be asked to participate in an evaluation process to inform future grants planning.

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

Support equity and collaboration in cancer research

Optimal Care Pathways:

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>