



# **WCMICS FUNDING GUIDELINES**

**FOR 2009/10**

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## 1.0 BACKGROUND

The Western & Central Melbourne Integrated Cancer Service (WCMICS) is one of the nine Victorian Integrated Cancer Services (ICS) funded by the Department of Health to support constituent organisations to implement action areas three and four of the Victorian Cancer Action Plan (VCAP).

Primarily the WCMICS works through six constituent public hospitals and health services:

- Melbourne Health (Royal Melbourne Hospital)
- Peter MacCallum Cancer Centre
- Royal Women's Hospital
- St Vincent's Health Melbourne
- Werribee Mercy Hospital
- Western Health

There will be a single Funding Round for Service Improvement projects for 2009/10 which will cover all areas of the WCMICS Strategic Plan. To attract funding service improvement initiatives will need to meet both generic and specific criteria. WCMICS encourages collaborative working through its Tumour Groups where appropriate we will be seeking *either* **tumour group based** or **hospital based** project applications.

## 2.0 FUNDING GUIDELINES

### 2.1 Overview

Applications for funds are open to tumour groups or individual hospitals to support the implementation of service improvements which are within the remit of the ICS. A total funding allocation of up to \$350,000 is available and work will need to commence as soon as possible once funding has been awarded and before June 30 2010. Project funds will be awarded for sustainable service development initiatives which address the key deliverables within the WCMICS Strategic Plan or within VCAP. Applicants will be required to incorporate clear measures into their project design to ensure sustainable change in service provision which will be measured on commencement, completion and a specified duration after the conclusion of the project.

### 2.2 Fund Availability

The total fund available under the WCMICS 2009/10 Funding Round is \$350,000 which will be allocated for WCMICS tumour group/health service projects, based on individual applications. Tumour groups/health service may submit more than one funding submission.

It should be noted that the total funding will be allocated based on:

- the project application criteria
- consideration of local priorities identified within the application
- individual merit.

There is no criteria for the amount of funding that can be applied for within an individual application, however applicants should be mindful that this funding pool is for all health services and tumour streams within WCMICS.

Consideration will be given to projects which would run for more than twelve months if the project is staged and has measureable twelve months milestones. However ongoing funding from WCMICS is not guaranteed for the following year's funding and therefore consideration regarding how funding will be acquired needs to be addressed in the application. Early discussion with WCMISC is strongly suggested in this instance.

### 2.3 Application Process & Project Endorsement

In response to previous feedback to funding rounds the application process has been revised to ensure that detailed work up is not undertaken when the projects is unlikely to be funded.

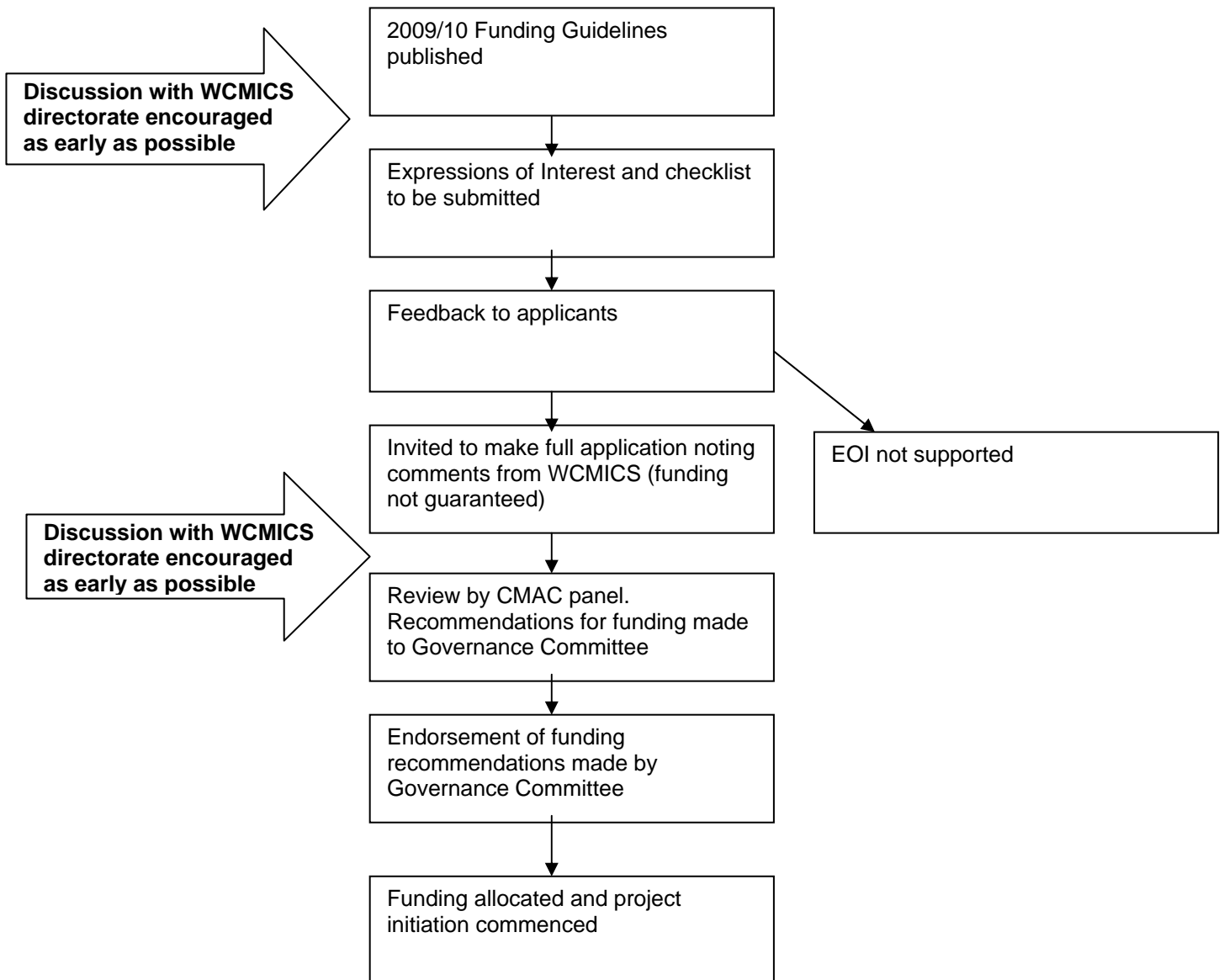
In the first instance all applications must be submitted using the attached EOI (Appendix 1) Applicants

will then be asked invited to submit a full proposal which must conform to the prescribed format and all components of the form must be completed in order for the application to be considered by the panel for funding. A separate EOI must be completed for every project submitted for consideration for funding.

If the applicant has been asked to submit a full application then:

- The project application should include links to current or existing service improvement projects within the organisation or relevant tumour group, and demonstrate that the relevant tumour groups have been consulted on the development of the project proposed.
- The application should also demonstrate that the applicant has investigated whether a similar projects exists within another ICS, to avoid duplication (Please contact the WCMICS Directorate for assistance with this).
- To ensure alignment to the needs and overall direction of the project tumour group or hospital/health service, as well as local support for the project, all project submissions must be endorsed by the tumour group chair and site lead clinician (for tumour group projects) or the hospital/health service Chief Executive Officer (or nominated delegate for hospital based projects) and the Project Applicant's Manager.

The process is now



All Expressions of Interest must be received by the WCMICS Directorate by 5.00pm on 12 March 2010

Please submit applications via email to: [jenny.byrne@wcmics.org](mailto:jenny.byrne@wcmics.org)

Timetable for Application Process	
ACTION	DATE
Call for Expressions of Interest (EOI)	11 February 2010
EOI Close	12 March 2010
Advice to Applicants	19 March 2010
Full applications Close	16 April 2010
Funding Commencement	May 2010
Project Completion	June 2011

## 2.4 Selection Criteria

All project applications will be evaluated for compliance with the WCMICS Funding Guidelines 2009/10 and assessed for merit using the Funding Guidelines Evaluation Criteria.

This funding round will support projects that achieve the generic selection criteria and for supportive care or information technology projects there are additional specific criteria which also need to be met:

### Generic Criteria

- Addresses the implementation of the WCMICS Strategic Plan and Action Areas 3 and 4 of VCAP
- Focuses on sustainable capacity building that can be implemented within a 12 month timeframe
- Implements a sustainable change in service provision which can be specifically measured at commencement, completion and at a suitable timeframe (e.g. 12 months) after the completion of the project;
- Is transferable across tumour streams, hospitals and/or other ICS
- Promotes collaboration between WCMICS hospital/health services
- Fits with organisational objectives for the relevant clinical area/s

### Supportive Care

If the project is has a supportive care focus then it will need to meet the generic criteria as well as those below;

- Addresses the specific local needs for implementation of the DH Supportive Care Policy
- Addresses the specific local needs for implementation of the WCMICS Strategy and Supportive Care Strategy

### Information Technology

If the project is has an information focus then it will need to meet the generic criteria as well as those below;

- Addresses the specific local needs for implementation of the WCMICS Strategy and Information Strategy

Funding will **not** be allocated for:

- Projects that fail to address the generic, and if pertinent, the specific selection criteria
- Recurrent positions or non-sustainable initiatives;
- The provision of staff to provide direct patient care;
- The provision of staff to provide data entry or data managers;
- Projects already receiving targeted funding from another source;
- Projects which duplicate work in other ICS and are potentially transferable to WCMICS please utilise WCMICS staff to help ascertain this on your behalf;
- Purchase of pieces of equipment for service delivery (nb. requests for funding for the purchase of equipment to support service change will be considered); and
- Projects which are inconsistent with the objectives of the WCMICS, or other state-wide initiatives.

Project applications will be assessed against prescribed selection criteria by an evaluation panel comprising of representatives of the WCMICS CMAC/ Governance Committee.

Project applicants will be advised of the outcomes of the application(s) via email. Successful applications will be announced concurrently on the WCMICS Website [www.wcmics.org](http://www.wcmics.org)

## **2.5 Conditions of Funding & Reporting Requirements**

Funding will be allocated to successful applicants on the basis that:

- The position has been approved for funding by a panel comprising of CMAC and Governance Committee representatives, with any specific conditions specified by the review panel having been met;
- The project has tumour group wide and/or hospital wide support and has been endorsed by Heads of Department, Line Manager, tumour group lead clinicians (for tumour group projects) and the CEO on behalf of their organisation (for hospital based projects)
- The project will be conducted in accordance with the methodology and timelines stated within the application and the conditions stipulated in the WCMICS 2009/10 Funding Guidelines. Any deviation in the project from the original submission must be discussed with, and agreed to by, the panel and the WCMICS Directorate;
- A detailed project plan will be submitted to the WCMICS Directorate within **six weeks** of the project commencement;
- The project's outcome measures recorded on commencement and completion of the project will be submitted to WCMICS, together with agreement that these measures can also be taken again at a suitable timeframe (e.g. 12 months after the projects completion, by the service or WCMICS). This will determine the initiatives longer term sustainability.
- Ethics applications (where necessary) are submitted by the Project Manager in line with local requirements;
- A project update report will be provided by the Project Manager as per the agreed project plan, and upon request to the WCMICS Directorate for communication to the WCMICS Governance Committee;

- An **Interim Progress Report** and **Final Report** (including evaluation outcomes and expenditure report) will be submitted to the WCMICS Directorate at the project mid-point and completion, respectively; and
- Information on the project, including any tools/resources developed, will be made available on request to the WCMICS Directorate to enable promotion of the Funding Program and information sharing with other organisations.

## **2.6 Fund Release Schedule**

Project funding will be awarded to successful applicants and made to the hospital/health service once an invoice is raised to WCMICS. Hospital/health services will be required to raise the invoice within **two weeks** of receiving confirmation of project approval. Funds will be available to be used within 2010/2011.

## **2.7 Further Information**

For further information on the WCMICS Supportive Care Project Funding Program 2009/10, including advice on the suitability of projects for submission, please contact Jenny Byrne on:

Phone: 9656 2783

E-mail: [jenny.byrne@wcmics.org](mailto:jenny.byrne@wcmics.org)

# **APPENDIX 1**

## ***Expression of Interest***