

Amplifying the impact of civil society organisations in HPV vaccination

Grant application guidelines
September 2024





Project grants in HPV vaccination.....	1
Background and context	1
Call for applications for project grants.....	2
Eligibility criteria	2
Project scope	2
Funding criteria	3
Application process	4
Grant management system.....	4
Application questions.....	5
Selection process	8
Review Committee	8
Selection criteria.....	8
Upcoming timelines and contact.....	9
Timelines	9
Contact	9

Project grants in HPV vaccination

Background and context

HPV vaccination is the most effective intervention to prevent cervical cancer, and is a core component of the Global Strategy for the elimination of cervical cancer, launched in 2020. The Strategy comprises of three key pillars of action:

- 90% of girls fully vaccinated with the HPV vaccine by the age of 15;
- 70% of women screened using a high-performance test by age 35 and 45;
- 90% of women with pre-cancer treated and invasive cancer managed.

In December 2022, the [WHO Strategic Advisory Group of Experts on Immunization \(SAGE\)](#) recommended a single-dose schedule for HPV vaccination, representing a further opportunity to overcome many challenges in increasing access and coverage for the vaccine in many settings.

Despite the opportunity of the single dose and the momentum to accelerate access to primary prevention through HPV vaccination programmes, in particular building on Gavi's revitalisation of their HPV programme with the objective to reach 86 million adolescent girls by 2025, and more recently with the first Global Cervical Cancer Elimination Forum, access to HPV vaccination remains limited in LMICs. WHO reports suboptimal levels of HPV vaccination coverage globally and few countries reaching the 90% target.¹ The Eastern Mediterranean and Asia-Pacific regions are the regions with the lowest coverage of HPV vaccination, followed by Africa. While most new cases and deaths from cervical cancer occur in LMICs, the worldwide HPV vaccine completion rate for girls aged 9–14 years (the primary target population for HPV vaccination) was only 15% in 2023.² As of 2023, 133 countries have introduced HPV vaccine into their national programmes so far.³

The Union for International Control (UICC) has engaged in several cervical cancer and HPV vaccination initiatives to drive impact around the world towards the achievement of the WHO Global strategy to eliminate cervical cancer by 2030. In 2023, UICC leveraged its unique position to mobilise its membership, representing the voice of the cancer community to [conduct a landscaping of CSOs' engagement](#) for the introduction and scale up of HPV vaccination. The landscaping – based on a mixed methods approach, including a literature review, a survey as well as 50 key informant interviews – identified key needs to inform a future portfolio of learning and development opportunities dedicated for CSOs engaged in vaccination. To amplify the future impact of their work, the landscaping report highlighted three areas where support would be particularly required: resources for implementation, communication for public education and knowledge for advocacy. As one of the critical stakeholders for cervical cancer elimination, cancer CSOs have a unique role to play as one of the main stakeholders for the roll-out of HPV vaccine programmes. Responding the needs identified in the context of this report, UICC is now launching a grants opportunity to support high-impact CSO-led projects that sustainably improve access to HPV vaccination services for women and girls.

The projects supported will enable organisations to advocate, raise awareness and mobilise communities for HPV vaccination in view of achieving progress towards 90% of girls being vaccinated by age 15. With the support of an independent Review Committee, UICC will seek to identify and select projects where there is significant potential for impact, in terms of scale-up, introduction or increased access to HPV vaccination.

¹World Health Organization. Progress in the implementation of the global strategy to accelerate the elimination of cervical cancer as a public health problem and its associated goals and targets for the period 2020–2030. Annex 5, EB150/7. Geneva: WHO. Available from: https://www.uicc.org/sites/main/files/atoms/files/EB150_7_Annex%205_Report%20back%20on%20cervical%20cancer%20elimination.pdf

² World Health Organization. HPV vaccination coverage [Internet]. Geneva: WHO; [cited 2024 Aug 29]. Available from: [https://immunizationdata.who.int/global/wiise-detail-page/human-papillomavirus-\(hpv\)-vaccination-coverage?CODE=AFR&ANTIGEN=15HPV1_F+15HPVC_F&YEAR=](https://immunizationdata.who.int/global/wiise-detail-page/human-papillomavirus-(hpv)-vaccination-coverage?CODE=AFR&ANTIGEN=15HPV1_F+15HPVC_F&YEAR=)

³ World Health Organization. Introduction of HPV vaccine [Internet]. Geneva: WHO; [cited 2024 Aug 29]. Available from: [https://immunizationdata.who.int/global/wiise-detail-page/introduction-of-hpv-\(human-papilloma-virus\)-vaccine?ISO_3_CODE=&YEAR=](https://immunizationdata.who.int/global/wiise-detail-page/introduction-of-hpv-(human-papilloma-virus)-vaccine?ISO_3_CODE=&YEAR=)

Call for applications for project grants

Based on the needs identified in the context of the [landscaping report](#), UICC is launching a grants opportunity to support the launch of high-impact CSO-led projects at the national level enabling organisations to advocate, raise awareness and mobilise communities towards increased access to HPV vaccination.

Amongst other selection criteria, projects must demonstrate local relevance, potential for long-term impact, integration with the national health system structures, and collaboration with relevant partners and institutions. For complete selection criteria, see section three of these guidelines. The evaluation process will take into account the political and socio-economic context for HPV vaccine introduction and/or scale-up.

Examples of projects that will be funded include (non-exhaustive):

- **Advocacy efforts** for governments to adopt and implement HPV vaccination programmes at scale. This could be policy advocacy for governments to introduce, implement or scale up HPV vaccination, including budget advocacy, or ensuring the necessary supporting policy environment, or supporting integration of HPV vaccination efforts with other public health sectors.
- **Awareness campaigns** to inform the public about HPV vaccination and address cultural barriers, vaccine hesitancy and help address stigma.
- **Community mobilisation**, including through training of the health workforce (such as physicians, nurses, midwives as well as community health workers), schools and traditional leaders.
- **Implementation research** about the effectiveness of HPV delivery in communities.

For examples illustrating successful CSO-led projects that have progressed HPV vaccination in their contexts, please see case studies from [Malaysia](#), [Morocco](#) and [Colombia](#).

Project proposals should be focused on improving HPV vaccination rates, at a local, regional or national level, within a budget of 20'000 USD per project. In addition to project funding, granted organisations will also benefit from other UICC related activities, such as opportunities for peer-to-peer learning and networking. Projects will be funded for a maximum period of 12 months, beginning in November 2024. Submissions will be reviewed by an independent committee consisting of leading experts in the field of HPV vaccination. Grantees will be notified of the outcomes of their application in November.

Eligibility criteria

To be eligible for the grants, interested organisations must comply with the following requirements:

UICC member: Only UICC member organisations will be eligible to apply. For organisations that are not yet members at the time of their application and interested in joining UICC, an application for this grants opportunity can be submitted, conditional upon a parallel request being submitted to join as a UICC member. In order for the proposal to be submitted for review, these organisations will have to submit evidence of UICC membership at the closing of the call for applications.

Organisational strength: Applicant organisations must have been registered as an organisation for a minimum of two years, with a track record of working in cancer control and in successfully implementing projects or programmes related to the scope of their application. Organisations should have a dedicated core team of individuals (staff or volunteers) regularly engaged in and delivering their activities.

Ability to receive funds: Applicant organisations must comply with local regulations to receive funds from a foreign country. Applicant organisations have a dedicated bank account (no grant funding will be transferred to individual bank accounts). Please note, if the applicant organisation is from a country where the relevant Swiss bank is not authorised to send funds, UICC will unfortunately not be able to proceed with the selection. This includes, but is not limited to, the following countries: Cuba, Iran, North Korea, and Syria.

UICC grant recipient: The applicant organisation should not be responsible for delivering another project supported by a UICC grant at the same time as the grant for which they are applying. If the applicant has been a recipient of a UICC grant in the past and the grant period has ended, they can apply.

Project scope

Projects supported through these grants will have to fall into the scope described below:

- **Project objective:** All projects supported should demonstrate their relevance in terms of increasing access to HPV vaccination for girls under 15.
- **Geographical scope:** The grants are open to all countries, with the exception, as mentioned in the eligibility criteria, of countries which are unable to receive funds from Switzerland.
- **Project budget:** The grants awarded will support projects of USD 20'000. The work funded should be compliant with UICC's grants funding criteria described in the section below.
- **Project duration and timeline:** Projects must have a maximum duration of one year, starting in November 2024.
- **Project with a new element:** The project submitted should be a new one, or an extension of an existing project that can be singled out. The funding will support the development of new activities rather than sustaining projects that lack funding.

Funding criteria

The project will be compliant with UICC's grants funding criteria described below:

- **Exclusion criteria:** The project funds should not cover the following:
 - medical education programmes for medical personnel
 - medical supplies or equipment
 - medical services (i.e., HPV vaccine procurement or delivery programmes, HPV vaccination medical research projects)
 - patient diagnosis and treatment
 - fundraising events
 - registration for conferences
 - research projects
 - professional dues or membership fees
 - liability insurance
 - rent
 - advertising unrelated to the project campaign
 - programme incentives
- **Equipment and office supplies:** Equipment and office supplies that are not directly linked with the project will not be covered. If they are part of the project, the spending shall not exceed 10% of the grant.
- **Overheads and administrative costs:** Overheads and administrative costs that are not directly linked with the project will not be covered. If they are part of the project, they should not exceed 15%.
- **Salaries:** Salaries that are not directly linked with the project will not be covered. Any contribution to staff salaries, or consultants involved in the project, must be appropriate to the level of overall funding required and must be sustainable after the funding period is over.
- **Co-funding:** The project supported will ideally be funded entirely by the UICC grant. All funding arrangements that involve another donor should be indicated by the applicant in the grant application, as it requires a prior agreement from UICC, in order to avoid any potential conflicts of interest.

Application process

Applications will open on 2 September and close on 30 September. Interested applicants are invited to carefully read this document and the section titled, 'eligibility criteria', project scope' and 'application questions' before submitting their projects to ensure the proposed project falls into the scope that can be funded. If these eligibility criteria are met and the proposed project is within the required scope, interested applicants are invited to submit their application through UICC's grant management system.

The sections and questions that will be asked in the application are outlined below in these guidelines.

Grant management system

UICC uses an online grant management system called SmartSimple to manage the application process. All application materials and attachments must be submitted electronically through the UICC grant management system in English. Please do not hesitate to use an online translator, if needed.

The steps to access the platform, create your profile and send your application are described below:

- 1. Access UICC's grant management system: You can access SmartSimple at <https://uicc.eu-1.smartsimple.eu/>**
- 2. Create / access your account**
 - If you are a 'new' user in SmartSimple, you will be required to click the 'Register here' button under 'New to the system?' and complete the registration process.
 - After registering, you will receive an email with a link to create a password and login within the next five minutes.
 - Then go back to the login page and login to your new account.
 - If you are already registered in SmartSimple, please access the site and log in with your existing e-mail address and password.
- 3. Start your application**
 - To start an application, select the 'Funding Opportunities' box under 'Applications'. A list of open opportunities will display.
 - To apply for the grants, select 'Project Grants: HPV vaccination' and click the 'Apply Now' link to open the application. A new application form will be created and the default status of it is 'Draft'.
 - Click on the 'Save Draft' button to activate the form and start working on it.
 - If you start an application and need to complete it at a later time you can click the 'Save Draft' button at the bottom of the application.
 - When you return to the platform you can find this saved application in by clicking on the 'In Progress' box under 'Applications' and open the application.
- 4. Invite collaborators**
 - If several team members are contributing to the drafting of the application, they can be added to the SmartSimple application. These individuals can be from the same applicant organisation, or from a collaborating organisation. In the latter case, collaborating team members will be asked to create an organisational account.
 - You can invite collaborators on the first page of the application. Please follow the instructions on the platform if you wish to invite collaborators.

- This step is optional and you can submit your application on your own.

5. Complete your application

- On the application, beneath the general instructions, you will find a number of tabs to complete (contact information, organisational capacity, etc.). Please ensure that you complete all tabs before submitting your application. Many of the questions are mandatory (they are marked with a red asterisk (*)).
- If you click 'Submit' without completing one of these fields, you will receive an error message directing you to the blank or incomplete question.

6. Update your application

- The contact information page contains your contact details included from the registration.
- If there are any errors on your application (whether from an error entering the information or the information has changed since submitting a previous application) please update your profile by clicking on the circle with your initials in the upper right-hand corner.
- You can update your application any time you wish before it is submitted.

7. Submit your application

- When you are ready to submit your application click the 'Submit' button at the bottom of the application.
- After clicking 'Submit' you will not be able to edit the application anymore.
- You will receive an email confirming submission.
- Please ensure you have received the acknowledgement message that confirms that your application was submitted.
- Applications must be submitted before 23:59 CET, September 30.

8. Communications from UICC through the platform

- Reviewers might respond to you with questions via the grant management system. In this case, you will receive a notification from the SmartSimple system via email if additional information is required and additional emails as your application moves through the various phases of assessment.
- You will get updates on your application through SmartSimple emails.

Application questions

Interested applicants will be asked to complete the following questions through the grants management system. Please note that all applications have to be submitted electronically through SmartSimple, and applications submitted through other means will not be taken into consideration.

Organisation profile

1. Applicant organisation – Name of the organisation
2. Address – Address where the applicant organisation is based
3. Date of creation of the organisation – Please indicate the year in which your organisation was created
4. Organisation website and social media – Please share the url of your website and social media
5. Is your organisation a UICC member? – Please indicate if your organisation is currently a UICC member. Note that this opportunity is exclusive to members. If you are not yet a member and would like to join UICC, please contact membership@uicc.org to initiate your membership. You can proceed with this grant application and in

parallel process the membership request, but please note your membership request must be completed before the selection review process begins.

6. Relationship with tobacco or alcohol industries – Please highlight the statement corresponding to your organisation

- a. I confirm that our organisation does not have a relationship with the tobacco or alcohol industries
- b. Our organisation has a relationship with the tobacco or alcohol industry, namely: (please specify)

Organisational capacity

7. Organisation description – Describe the mission, scope of work, current programmes and role of your organisation in your country. (200 words max)

8. HPV vaccination activities – Describe the activities of your organisation focused on HPV vaccination or cervical cancer. (200 words max)

9. Previous projects – Provide an example of a project focusing on HPV vaccination or cervical cancer that has been previously implemented by your organisation. What was the focus, impact, budget and source of funding?

Write N/A if you have no example of a previous project to share. (no min / max 300 words)

10. Is your organisation currently benefiting from a UICC project grant? – Yes/No. If yes, specify what type of grant, and its end date.

11. Staff – How many staff are currently involved in your organisation? Indicate if they are employees or volunteers.

12. Annual operating budget – State the organisation's annual operating budget in USD and provide a copy of the last financial audit of your organisation.

13. Ability to receive funds – Does your organisation have a bank account of its own and comply with local regulations to receive funds from a foreign country (Switzerland)? Note: For Indian applications, a FCRA is required.

14. Organisation affiliations – List your key partners including national and international networks.

15. Child protection policy – Share the child protection policy of your organisation.

Project overview

16. Title of the project to be funded – Share a brief name of the project for which you are requesting funding.

17. Name and title of the person leading the project to be funded – Enter the name of the project leader and his/her title.

18. Name and title of other team members – Indicate which key personnel will be working on the implementation of the project (ex: staff job title/role, their organisation, are they part of the team or to be recruited).

19. Geographical scope – What is the geographical scope of your project? Is it local, regional, national or international? State all geographic areas where it will be implemented.

20. Project finish date – Indicate the estimated finish date of your project. Projects should be for a maximum duration of 12 months and start in November 2024.

Project description

21. Project abstract – Provide a concise description of your project. (min 100 / max 300 words)

22. Target audience – Who is the target audience of your project? Be as specific as possible, including the type of population, age group, region etc.

23. Project goal – What is your project's overall goal?

24. Project objectives – Define your specific objectives in a way that is measurable and in line with the overall goal of the project.
25. Situational assessment – Outline the existing context in your setting with regard to HPV vaccination – for example, please note whether HPV vaccination is included in the national immunisation programme, the current coverage and progress, advocacy efforts to date, the political context in terms of HPV vaccination, or specific challenges in reaching the WHO target of 90% of girls age 9-14 vaccinated. For projects that are around demand generation or awareness-raising activities, ensure that the subsequent service delivery is available, and affordable for the target audience. Share data and sources when available. (min 100 / max 500 words).
26. Project implementation and relevance – Describe the activities, approach and/or intervention to be implemented to address the gap and explain why this approach is most appropriate or needed to achieve the project goal and objectives. In view of the situation in your country, how is your proposed approach an effective solution to support the scale up and/or introduction of HPV vaccination? (min 100 / max 500)
27. Project timetable – Upload a project timetable using the template provided in the grant management system indicating the activities, deliverables, and milestones of your project. For implementation research projects, make sure to include ethics requirements as part of your timetable.
28. Integration in the health system – Describe any services, projects and systems that will complement your project and efforts to increase access to HPV vaccination. How is your project integrated or connected to the overall health system? If your country has a national cancer control plan, describe how your project aligns with the plan. (min 100 / max 500 words)
29. Partnerships – Outline partners you will be working with on this project and their main role in the project.
30. Risk management – List the risks you foresee with your project and how you plan to mitigate them (including delays in the project implementation). For instance, if the project will require ethical approval from the relevant institutional or national review board, the project must note how it proposes to mitigate the risk of an extended or delayed ethics review process. Complete the template found in the grant management platform.
31. Is your project a new project? (tick a box)
- a. Yes, it is a new project
 - b. No, it is an extension of an existing project (additional component)
 - c. No, it is an existing project (no additional component)
32. Extension of an existing project (for those who responded b in the previous question) – Describe the existing project (description, budget, partners, funder), the impact of the project to date and how the UICC grant and the extension complement the existing project? Share any available information or links on the existing project in the text and/or by uploading documents. (min 300 / max 1000 words)

Project impact

33. Anticipated impact – Outline the expected impact of your project for your target audience, and any additional direct or indirect audiences. What is the impact expected at the end of the 12-month funding period? And in the longer term? For example, reduced vaccine hesitancy, inclusion or introduction of HPV vaccination into national programmes, shift from two-dose to single-dose schedule, national HPV coverage etc. (min 200 / max 500 words)
34. Inequity – Indicate how this project seeks to respond to existing inequities and if/how it will benefit hard-to-reach populations, underserved groups or stigmatised groups. (min 100 / max 300 words)
35. Measuring success – Outline how the activities and outcomes of the project will be monitored and evaluated to assess progress towards the project goals. What are the key performance indicators or metrics for the project, and how will these be assessed? This could include the number of individuals reached through community mobilisation activities, awareness campaigns, or the number of policy-makers reached through advocacy campaigns. (min 50 / max 300)
36. Plans for sustainability – Outline how this project will continue to have an impact after the initial funding period has ended, for example, in terms of systems, platforms or resources that will be developed through this initial investment, or regarding integration into other activities, or through collaboration, partnerships, or policies etc. (min 100 / max 300 words)

37. Further information (optional) – Please add any other information you feel is relevant to your application.

Project budget

38. Budget details – Share the detailed budget breakdown in USD, including the expected costs of your project per activity, and detail any salaries covered as a separate item. For the projects supported by other partners / funding streams, describe their contribution as part of the overall project budget. The funding available per grant is 20'000 USD.

39. Project compliant with funding policy – Is your project compliant with the UICC grants funding criteria outlined in the grants application guidelines? If not, please explain.

a. Yes

b. No, please explain

40. Funding from other organisations – Has your organisation already received funds for this project, or is planning to obtain co-sponsorship from a third party?

a. Yes - If so, please specify who are the other funders as well as the level of funding of the overall budget

b. No

Selection process

Review Committee

Following initial review to ensure eligibility and completeness of applications, applications will be sent to the Review Committee for evaluation. The Review Committee is an independent group consisting of international experts in HPV vaccination. The Review Committee will be invited and appointed by UICC to evaluate the applications using the selection criteria described below. Each application will be reviewed by a minimum of two reviewers.

Selection criteria

The Review Committee will evaluate eligible applications according to the following criteria:

- **Relevance:** The project addresses a demonstrated regional, national or local need, and will support increased access to HPV vaccination. The intervention strategy proposed is evidence-based, resource appropriate and adapted to the local context. It builds upon the learning of, or success of, similar initiatives conducted globally, regionally or nationally.
- **Feasibility:** The project goals are achievable based on the requested grant funding and project timeline. The timeline is realistic and achievable. The budget proposed is in line with the activities of the implementation plan and project description. The organisation has sufficient size and resources to manage the project and funds requested.
- **Potential for impact:** The project has the potential to result in positive or improved outcomes for its target audience. Expected impact and outcomes of the project must be clearly articulated in the project proposal. For example, reduced vaccine hesitancy, inclusion or introduction of HPV vaccination into national programmes, shift from two-dose to single-dose schedule, national HPV coverage etc.

- **Sustainability:** The project will continue to have a positive impact in the longer term, after the end of the grant period. The project is embedded whenever possible and appropriate in the health system. Projects run in partnership with other institutions, integrated within the national health system and seeking synergies with other health interventions are encouraged.
- **Political climate and socio-economic context:** The context of the country is a conducive environment for the successful implementation of the project. This could be that there are vaccination programmes in place, that a budget was allocated or that the political leadership is in favour of introducing or scaling-up HPV vaccination.

Upcoming timelines and contact

Timelines

The key timelines and dates for the grant application process are outlined below:

- Call for applications: 2 September to 30 September 2024 (Please note: Applications must be submitted before 23:59 CET)
- Evaluation of applications: 1 October to 30 October 2024
- Notification of final decision: Early November 2024
- Start of projects: November 2024
- Interim reporting deadline: 15 May 2025
- Second disbursement of funds: Early July 2025
- Final reporting deadline: 30 November 2025

Applicants will receive confirmation of the submission of their application, and further notifications on the progress of their applications via SmartSimple. If applications are considered ineligible, applicants will be informed in October, otherwise, applicants will receive notification of the final review decision in early November.

Contact

For all questions about the application or the grant management system please contact Annah Espejo at espejo@uicc.org directly.

For interest in joining UICC as a member, please contact membership@uicc.org.



Union for
International
Cancer Control

31-33 Avenue Giuseppe Motta
1202 Geneva, Switzerland

T +41 22 809 1811
info@uicc.org

uicc.org