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**ACT**  
Government

# 2024-25 Women's Participation Grant Program

## Grant Guidelines

Applications open: 12 noon Tuesday 19 November 2024

Applications close: 3 pm Tuesday 7 January 2025

## Accessibility Information

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- If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **13 34 27**.
- If English is not your first language and you require the **translating and interpreting services** – please telephone **13 14 50**.
- If you are d/Deaf or find it hard to hear or speak to hearing people on the phone, visit the **National Relay Service (NRS)** at [www.accesshub.gov.au](http://www.accesshub.gov.au)

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# 2024-25 Women's Participation Grant Program

## 1 Introduction

The Community Services Directorate is pleased to announce the opening of the 2024-25 Women's Participation Grant Program (the Grants or the Grant Program).

The Grant Program provides funding support for projects that promote women and gender diverse people who align themselves with this group to engage, stay connected and actively participate as valued members of the ACT community.

The Grant Program further aims to provide funding to support organisations, and community groups for innovative projects to improve the health, wellbeing, and safety of ACT women and gender diverse people.

## 2 Aim

This program aims to support projects that promote women and gender diverse people as valued members of the ACT community.

The Grants support innovative projects that address the priorities of the *ACT Women's Plan 2016-26* (ACT Women's Plan) and the supporting *Third Action Plan 2023-26*. This includes projects or research that have a positive impact on women, girls and gender diverse people by advancing gender equality in the ACT; leading to better understanding or better outcomes for women who experience multiple forms of discriminations due to intersecting factors such as gender identity, poverty, disability, age, violence, trauma, ethnicity, and language barriers.

## 3 Government objectives

### Aboriginal and Torres Strait Islander People

Aboriginal and Torres Strait Islander led organisations and people are encouraged to apply.

Consistent with the objectives of the grant program, funding for projects, activities or initiatives that contribute towards closing the gap on disadvantage between Aboriginal and Torres Strait Islander and non-Indigenous Canberrans will be considered.

This is part of the ACT Government's commitment to Closing the Gap for Aboriginal and Torres Strait Islander peoples.

As outlined in the [ACT Aboriginal and Torres Strait Islander Agreement](#), the ACT Government and community partners are committed to self-determination as the guiding principle in the delivery of programs and services.

## ACT Health and Wellbeing

Projects and initiatives must demonstrate how they address any of the ACT Health and Wellbeing Framework outcomes.

For more information, visit the [ACT Wellbeing Framework website](#).

## 4 Eligibility requirements

### Who can apply?

- Individuals
- Organisations

Profit making groups, government entities and registered political parties are not eligible to apply. Eligible applicants can only apply once in the 2024-25 round.

Applicants must have no overdue acquittal obligations for any previous Community Services Directorate grant. **All overdue acquittals must be completed prior to submitting an application.**

### Individual eligibility requirements

Individuals can apply if they:

- Reside in the ACT (A copy of an ACT Driver's License or Proof of Identity Card, or proof of residency stating their current address must be provided)
- Are over the age of 18 years old, or have a parent, carer or guardian submit the application on their behalf
- Have not received funding from another source to deliver or provide the same or similar project/program
- Have no overdue acquittal obligations for any previous Community Services Directorate grant. **All overdue acquittals must be completed prior to submitting an application.**
- Have appropriate insurance (public liability, professional indemnity or other appropriate insurance) to undertake the activity or event. Evidence will be required prior to receiving the grant funding.

### Organisation eligibility requirements

Organisations can apply if they:

- Operate in the ACT
- Are a non-government, legally incorporated entity or supported by an incorporated auspicing organisation
- Are a registered not-for-profit or a charitable organisation

- Have no overdue acquittal obligations for any previous Community Services Directorate grant. **All overdue acquittals must be completed prior to submitting an application**
- Have not received funding from another source to deliver or provide the same or similar project/program
- Have an appropriate insurance cover held by the organisation implementing a funded project. This may include Public Liability of no less than \$10 million, Personal Accident, Volunteer Cover and or Directors Professional Indemnity. Evidence of insurance may be required as a condition of the grant.

Unincorporated Community groups may be eligible to apply through an auspicing entity. For more information refer to 'Auspicing arrangements' section.

### **Auspicing arrangements**

If you are a community group or organisation that is not legally incorporated (unincorporated) then you may ask an incorporated organisation to auspice an application on your behalf.

An auspicing body is an organisation that accepts the legal responsibility including financial accountability for a project. If your organisation is not a legal entity, you will need to arrange for an organisation that has legal status to act as an auspicing body.

The auspicing organisation must provide a letter of support with the application stating they will:

- Be the applicant for this grant funding and if successful contract directly with the Community Services Directorate for the receipt of grant funding, and comply with all grant funding contractual obligations, including the provision of financial acquittal documentation
- Be the entity that will accept the grant funding for the project and administer the funding in accordance with the Grant Guidelines and Letter of Offer
- Disburse grant funding to the auspiced party in accordance with the Grant Guidelines and Letter of Offer and not unreasonably withhold funding from the auspiced party for the implementation of the project.

### **Eligible projects**

The ACT Women's Plan sets out a course of action to work towards gender equality and to introduce targeted measures to improve outcomes for women who experience intersecting forms of discrimination as a result of factors such as their gender identity, disability, race, age, and socio-economic status.

### **Project eligibility**

Eligible projects must:

- Achieve outcomes in line with the priorities of the ACT Women's Plan

- Occur primarily in the ACT
- Have not received funding from another source to deliver the same or similar project
- Provide how the program will primarily benefit ACT residents
- Include all supporting documentation needed for the application.

### **Funding cannot be used for**

The following will not be funded:

- Projects that do not contribute to or meet the aims and priorities this program
- Projects that are not delivered primarily within the ACT or benefits the ACT community
- Projects requiring ongoing funding to sustain the project or activity
- Projects or activities already funded by the ACT Government or Australia Government, or where alternative sources of funding are available
- Projects that are a duplication of, or in parallel with an existing service, program, project, or event.
- General administration and operational costs such as salaries, memberships, subscription fees, communication and IT, stationery, rent, leasing, or utilities, machinery, vehicles, or large capital equipment of any kind
- Items not declared in the grant application and therefore unapproved
- Costs of projects or activities that have already taken place, or item already purchased
- Operational insurance costs specific to the project
- Activities for or by a political party
- Debt repayments of any kind
- Any travel or accommodation costs
- Projects which have a high component of administration costs (other than research).
- Prize money or gifts
- Activities that contain content that may offend or bring into disrepute the applicant organisation, the Community Services Directorate and/or the ACT Government
- Activities that do not comply with public safety requirements or meet relevant Australian Government legislative requirements
- Projects or activities which are deemed to be inappropriate or offensive.

## **5 Funding**

The total funding available under this Program is \$80,000.

The maximum grant an individual can apply for is \$5,000.

The maximum grant an organisation can apply for is \$20,000.

As there is no good or service being exchanged, and the grant is intended to be a contribution, GST is not applicable to grant payments.

The value is for one project or initiative only and is non-recurring.

Successful recipients will have 12 months from the date of the Letter of Offer to expend the funding.

## 6 Priority areas for funding

The Women's Participation Grant Program has 5 priority areas for projects and initiatives, which align with the priorities identified in the ACT Women's Plan:

- Health and Wellbeing
- Housing and Homelessness
- Safety
- Economic Security
- Leadership

A copy of the ACT Women's Plan is available on the Community Services Directorate website at: [https://www.act.gov.au/\\_data/assets/pdf\\_file/0004/2380927/ACT-Womens-Plan-2012-2026.pdf](https://www.act.gov.au/_data/assets/pdf_file/0004/2380927/ACT-Womens-Plan-2012-2026.pdf)

In the below summaries, the term woman is used inclusively, to also include gender diverse people who align themselves with this group.

### Health and Wellbeing

There is a need for services and initiatives which respond to the different requirements of women and men and recognise that some health issues are particularly influential for women's wellbeing, including:

- Contraception and reproductive health
- Maternity care and birthing options
- The profound impact of past or current trauma and violence.

### Housing and Homelessness

There is a need for support for women to access sustainable housing to be responsive to the particular needs of women. Women with disability, Aboriginal and Torres Strait Islander women, those who have experienced violence, older women, and women from Culturally and Linguistically Diverse backgrounds may have specific housing needs and support that is sensitive to the range of challenges faced, including the need to provide trauma informed responses in the area of housing support.

## Safety

Safety and perceptions of safety in public places are key to women's equal and full participation. There is a requirement for all areas of government to consider how to ensure women feel safe. In areas such as urban planning, public transport, and institutions such as university campuses, women's safety considerations are key.

Priorities identified in the *National Plan to End Violence against Women and Children 2022-2032* include:

- Prevention
- Early intervention
- Response
- Recovery and healing.

## Economic Security

Progress on women's economic security includes consideration of factors such as girls' access to education and measures to facilitate girls to excel in subjects including in science, technology, engineering, and mathematics (STEM). Other factors to be considered include:

- The need for flexible work options
- Women's increased likelihood of having a combination of low savings and minimal superannuation
- The need for improved financial planning and literacy skills
- The ongoing need for supported pathways to employment for women who face particular challenges resulting from intersectionality.

## Leadership

It is vital that decision making bodies are reflective of the communities they represent and that women with a range of life experiences and backgrounds are able to take up leadership positions. This includes women with disability, Aboriginal and Torres Strait Islander women, LGBTIQ women, women from Culturally and Linguistically Diverse backgrounds and women who have experienced factors such as violence and living in poverty.

## 7 Assessment of applications

When your application is received it will be checked against these grant guidelines to ensure eligibility for funding.

## Assessment process

Following the eligibility check, a Grant Assessment Team will assess your application. The Grant Assessment Team will be made up of a chairperson and 2 other assessors. Grant Assessment Team members will be appointed on their knowledge of the priority areas of the ACT Women's Plan and experience of the impact of violence against women and children and/or the influence of gender on health and wellbeing.

Successful applications may not receive the full amount applied for. The Grant Assessment Team will review and adjust the level of allocated funding as necessary.

Grant Assessment Team members will use the information provided in your application and information from any previous Community Services Directorate grant rounds to assess the applications submitted. If you have been successful in other recent grants rounds, the Grant Assessment Team may take this into consideration during their assessment considering the high number of applications received to ensure fairness across all applicants.

All decisions on whether to award a grant, or on the amount of any grant, are at the sole discretion of the Community Services Directorate.

## Assessment criteria for applications

Due to the competitive process, all eligible applications will be assessed and prioritised by the Grant Assessment Team against the following assessment criteria:

- **Contribution to the ACT Women's Plan:** The extent to which the proposal advances the objectives and priorities of the ACT Women's Plan (for more detail refer to Section 4 'Priority areas').
- **Outcome:** The proposal must have a clear outcome for the project, initiative, or activity.
- **Capacity:** The proposal demonstrates that the individual/organisation has the capacity to deliver the project and manage the funding. Where the project requires the co-operation of another organisation or ACT Government Directorate, the applicant must demonstrate they have consulted with that organisation or Directorate and sought their endorsement. This endorsement should be provided in the form of a Letter of Support from the co-operating organisation or Directorate.
- **Innovation:** The extent to which the project demonstrates innovation and/or leverages other resources, including from the private sector.
- **Budget:** The budget is realistic and clearly details all expenditure for the project and demonstrates value for money.

A budget is an estimate of income and expenditure required to complete your project. You will need to provide a budget with your application. This needs to show the funding breakdown for different items.

In some cases, due to the high demand for grants only partial funding can be offered. Therefore, you will need to consider if you can proceed with your project if only part-funding is available.

If you have applied for another grant for this same project, please ensure this is explained in your application.

**Late applications will not be accepted.**

### **Notification of outcome**

All applicants will be notified of the outcome of their application in writing via email.

The Community Services Directorate expects to notify applicants of the outcome of their applications in late March 2025. Please ensure that this timeframe is taken into consideration when planning your projects. Between the grant round closing, and receiving your outcome letters, applicants may not hear anything from the Community Services Directorate Grants team.

Unfortunately, not all applications can be funded as there are usually more applications received than funds available. This does not necessarily mean that the project or application is not worthy. It is more likely that other project applications were ranked higher in the assessment process.

If you would like feedback on your application, please see the 'Application Feedback' section.

## **8 Accepting a grant**

### **Grant Agreement**

Successful applicants will be required to enter into an Agreement. This will be via a Letter of Offer with the Community Service Directorate for which grant funding will be provided. The Letter of Offer will include:

- How to accept an offer
- Detail the grant amount to be funded
- Detail the purpose or activity for which the grant is given
- The term of your funded activity for which the grant amount must be fully expended
- How to acquit your grant funds when the project has been completed.

The ACT Government does not carry any responsibility for the activities undertaken by grant recipients.

Funds must be spent only on items and activities listed in your application. The Letter of Offer may have conditions of what the funding can and cannot be spent on.

### **Changes to project**

A grant is funded based on the details of your application only. If something changes due to unexpected circumstances, you must first obtain written approval from the Community Services Directorate. Your request to change the project will be reviewed by the Delegate and you will be advised in writing if the request is approved or declined. Failure to seek approval to change the purpose can result in non-conformance and may result in you having to return the full grant amount that was paid by the Community Services Directorate.

### **Acknowledging support**

Grant Recipients must ensure the assistance provided by the ACT Government is appropriately acknowledged in any promotional or other materials. The ACT Government's Branding Guidelines and "Supported By" logo are accessible at:

<https://www.act.gov.au/act-government/communications/design-and-brand-guidelines>

### **Grant and project promotion**

The names, project descriptions and funding amounts of all successful applications will be posted on the ACT Government Grants website following completion of the grant process. By accepting a grant, you agree to this and to the ACT Government Media team contacting you to discuss publishing a story on how the grant was used.

If you do not want your name published, or to be contacted by the ACT Government Media Team please let the Community Services Directorate Grants Team know when you accept your grant.

Grant recipients must provide details of the deliverable for promotional activity and are encouraged to invite members of the ACT Office for Women, Community Services Directorate and the Minister for Women to any related events/launches.

## **9 Acquittal and reporting requirements**

All successful applicants must expend the funds within the timeframes nominated in the Letter of Offer.

An acquittal is a signed declaration, submitted at the end of the activity, stating that funding was used for the agreed purpose. This includes providing copies of receipts as proof of expenditure.

## Acquittal process

The acquittal of the grant must be submitted through SmartyGrants at:

<http://dhcs.SmartyGrants.com.au/applicant>

Instructions will be provided to successful applicants in their Letter of Offer. You will need to login using the same identification details you used to submit the application. Please keep this in a safe place.

The funds must be expended in accordance with the activity/project outlined in the grant application and in the Letter of Offer, and all receipts must be retained and submitted with the acquittal.

As part of your acquittal, you will be asked to briefly outline who was supported by your program and highlight any key successes or outcomes.

## Unspent funds

Any unspent funds from your grant must be returned to Community Services Directorate. Please email the Community Services Directorate Grants team at [CSDGrants@act.gov.au](mailto:CSDGrants@act.gov.au) to advise of any unspent funds.

**Please note:** *To be eligible for funding in any future Community Services Directorate grants rounds, applicants must meet all acquittal requirements.*

## 10 Application submission

### Online Application Form

Now that you have read the Grant Guidelines, this section explains how to submit your application on SmartyGrants. All applications must be submitted via the online application form at:

<https://dhcs.smartygrants.com.au/2425WPG>

All Applications must be submitted online. Hardcopy or email applications will not be accepted.

If you require assistance to complete your application, please contact the ACT Office for Women [women@act.gov.au](mailto:women@act.gov.au).

Start early – the process of preparing a grant application depends on how well you have planned the activity for which you are applying. You can start this process long before you start and submit an application.

If you have never prepared a proposal or written a grant application, we suggest you take some time to understand the process and reach out for assistance if you need it. You will find lots of tips on the SmartyGrants website –

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

Start gathering your support materials. These might be quotes, or website details. You can never have enough evidence to support an application, so long as it is relevant to the activity to be funded.

### **Create login**

You will need to create a log in to begin your application and you may begin anywhere in the Application Form. Please make sure you save as you go.

### **Navigating form**

On the right-hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

### **Saving draft**

You can press 'save' at any point and log out. When you log back in, your draft application will be saved, and you can start where you left off.

### **Submitting application**

The submit button is on the final page. You will not be able to submit your application until all the questions are completed. Once your application has been submitted, you cannot make further changes to it.

### **Supporting documentation**

All applicants must provide supporting documentation at the time of submission.

If your application does not include all the required documentation, it may be deemed ineligible.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your form. The help guide is accessible at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

### **Correct contact details**

Please make sure that the contact details listed in your application form are correct. Community Services Directorate will use this information for all correspondence relating to your application.

### **Completing application as a group/team**

Several people can work on an application using the same login details provided that only 1 person is working on the application at any given time. Please ensure you save as you go.

## Save application

It is recommended that you keep a copy of your application for your records as well as your application ID number (e.g., 2425WPGxx). You can print a copy of your completed online application or save it as a PDF.

## 11 Application feedback

### Providing feedback

Applicants are encouraged to complete the feedback questions at the end of the application form. This feedback assists to improve grant programs, processes, and service delivery. You can also email feedback to the Community Services Directorate Grants team at [CSDGrants@act.gov.au](mailto:CSDGrants@act.gov.au).

### Requesting feedback

The Community Services Directorate supports your right to ask questions about the grant application process. If your application has not been successful, email the Community Services Directorate Grants team at [CSDGrants@act.gov.au](mailto:CSDGrants@act.gov.au), quoting your application ID number and outlining your specific concerns. The Community Services Directorate will provide a response as soon as possible.

This information also assists to improve grant programs, processes, and service delivery.