

# Investing in Queensland Women grant program

2021 Grant Information and Application Guidelines



## Background

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Funding opportunities provided by the Office for Women and Violence Prevention have historically been connected to Queensland Women's Week (March), Domestic and Family Violence Prevention Month (May) and Sexual Violence Awareness Month (September).

Beginning in 2021, we will instead provide a consolidated *Investing in Queensland Women* grant program.

The introduction of the *Investing in Queensland Women* grant program enables the Office for Women and Violence Prevention portfolio to:

- offer more funding, more often – by providing two funding rounds per year, with total funding of \$270,000 (excluding GST) available under each round;
- improve flexibility – by allowing initiatives to be delivered outside particular weeks or months, when there is less competition for participants, presenters, venues, etc;
- support operational planning – by committing to opening and closing each grant round on the same dates each year;
- reduce administrative red tape – by using a single streamlined application form; and
- improve equity – by standardising the maximum funding available for each initiative under the different funding streams (e.g. women's leadership, women's health, sexual or domestic and family violence prevention).

## Purpose of the grants

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Despite positive changes to women's status and roles, gender inequality persists in our community, restricting women's full participation in the social, economic and cultural opportunities that Queensland offers.

The purpose of the *Investing in Queensland Women* grant program is to support community groups and organisations across the state's urban, rural and remote communities to develop and deliver initiatives that align with the Queensland Government's strategic priorities and address the unique issues faced by women.

One off grant-funding will be made available to support initiatives that:

- target people who identify as women and who may be more vulnerable or experience multiple levels of disadvantage, including Aboriginal and Torres Strait Islander people, people with a disability, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds (including people on temporary visas), people in rural, regional and remote communities, young people and older people
- help achieve the objectives of the [Queensland Women's Strategy 2016-21](#) and inspire and encourage the Queensland community to respect women, embrace gender equality and promote and protects the rights, interests and wellbeing of women and girls
- help achieve the objectives of the [Third Action Plan of Queensland's Domestic and Family Violence Prevention Strategy 2016-2026](#) to reduce domestic and family violence reoffending, including working with perpetrators and/or with victim-survivors
- help achieve the objectives of [Prevent. Support. Believe. Queensland's Framework to address Sexual Violence](#).

## COVID-19

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The social and economic impact of COVID-19 has exacerbated existing gender inequalities, placing women at greater risk of long-term vulnerability and hardship.

Applicants are encouraged to consider how their initiative supports the State Government's COVID-19 recovery efforts, including initiatives that target pathways to women's economic recovery.

Further information:

- Queensland's Economic Recovery Plan - <https://www.covid19.qld.gov.au/government-actions/our-economic-recovery-strategy>
- Chief Health Officer's public health directions - <https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers>

In your application, you will also be asked to explain how your initiative:

- will abide by relevant [Public Health Directions](#)
- could adapt to changes in COVID-related gathering or movement restrictions
- will follow the [Industry Framework for COVID Safe Events or other Approved Plan](#).

## Funding available

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One-off funding of up to \$15,000 (excluding GST) is available for initiatives with a duration of up to six months that align with the purpose of the *Investing in Queensland Women* grant program.

Two grant rounds will be released each year, with a total allocation of funds of \$270,000 excluding GST per round.

Refer to the 'timeframes' section of this document for the application open and close and initiative delivery dates.

**Organisations may submit one (1) application under each grant round.**

An application may be for one of the three (3) funding categories below:

- **Category 1: up to \$5,000** for small initiatives such as targeted campaigns or events (e.g. awareness raising event, workshop or training for small groups, or development of resources such as posters)
- **Category 2: up to \$10,000** for larger initiatives which will operate on a broader scale or are more sustainable in nature (e.g. medium to large scale campaign, development of resources such as videos, or a series of workshops or events)
- **Category 3: up to \$15,000** for substantial initiatives which are undertaken jointly between two or more organisations or community groups, with favourable consideration given to applications where there is a matched contribution to the initiative from the initiative partners (e.g. government grant of \$12,000 + joint initiative partner/s contribution of \$12,000 = total initiative cost of \$24,000).

Successful applicants may receive full or partial grant funding.

**Items eligible for grant expenditure:**

- Resource materials and publication costs
- Equipment and venue hire
- Publicity, communications and marketing
- Food and non-alcoholic beverages for community engagement activities
- Staff and consultants, directly related to the initiative
- Guest speaker fees

- Intrastate travel
- Initiative evaluation
- Childcare provided by qualified providers in an accredited setting for women participating in the initiative.

Items not eligible for grant expenditure:

- Purchase of infrastructure and capital equipment
- Operating costs of the organisation or costs not directly related to initiative delivery
- Prizes and gifts of any sort e.g. cash, door or raffle prizes, giveaways and tickets to events.
- Interstate and overseas travel
- Retrospective costs (any money spent before a grant is approved)
- Fundraising activities, unless the funds raised are expended on the initiative
- Salaries and organisational running costs for existing staff
- Acquittal, auditing or reporting costs
- Fees associated with an auspice agreement
- Existing debt or loan repayments

## Timeframes

Stage	Round 1	Round 2
Applications open	4 February 2021	1 July 2021
Applications close	5 March 2021	31 July 2021
Administration (i.e. eligibility checks, assessment, moderation and approvals)	March – April 2021	August – September 2021
Applicants notified of outcome	May 2021	October 2021
Initiative delivery	July – December 2021	January – June 2022
Reporting	January 2022	July 2022

## Eligibility

Applicants must:

- be an incorporated, not-for-profit, community sector organisation (note: a group or organisation is not-for-profit if its governing documents prohibit the distribution of profits to individual members while the organisation is operating and upon its wind-up); **OR**
- be a Queensland local government authority.

Additionally, applicants must:

- be based in Queensland; **AND**
- have no outstanding financial accountability, service delivery or performance issues for funding provided by the Department of Justice and Attorney-General (the department) or the former Department of Child Safety, Youth and Women; **AND**
- hold, or provide plans to obtain, insurance which includes cover for the period appropriate to the proposed initiative.

If you are not eligible to apply, you may still partner with an eligible not-for-profit legal entity (under an auspice agreement) to deliver an initiative. Under an auspice agreement the eligible entity you partner with takes full responsibility for the legal and financial accountability of the proposed initiative. Only the eligible entity may apply in SmartyGrants. All correspondence from the department will be with the eligible entity.

### Initiatives must:

- be delivered during the grant round's six-month initiative delivery period (refer to the 'timeframes' section of this document); **AND**
- be delivered in Queensland; **AND**
- support the purpose of the grant program.

### Initiatives that will not be funded

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Grant funding will not be provided for initiatives:

- that do not align with the purpose of the grant program; **OR**
- where more than 20 per cent of grant funds are allocated to administrative costs; **OR**
- where more than 10 per cent of grant funds are allocated to the purchase of assets; **OR**
- that duplicate an existing or similar initiative/service within the community (initiatives that build upon an existing program may be considered; contact Women's Infolink to discuss); **OR**
- that duplicate an existing government program or service; **OR**
- that could reasonably be delivered through an existing service agreement or grant agreement the organisation has with the department or the former Department of Child Safety, Youth and Women; **OR**
- that are traditionally funded through other sources e.g. school activities or sporting and cultural events; **OR**
- that are political in nature or are held for political purposes.

### How eligibility will be assessed:

You will need to provide:

- an Australian Business Number (ABN) on your application form; **OR**
- a copy of your government-issued certification of incorporation or other incorporation documentation, to demonstrate the not-for-profit status of your entity.

The department will assess any outstanding financial accountability, service delivery or performance issues relating to any previous funding issued by the department, or the former Department of Child Safety, Youth and Women.

The department may contact you during the assessment process to request:

- a copy of your most recent Audited Financial Statement
- clarification of the information provided
- further details be submitted.

## Your application and how it will be assessed

Eligible applications will be assessed against the selection criteria below.

**1 Alignment with and responsiveness to the Queensland Government's strategic priorities**

**2 Funding need and budget breakdown**

**3 Audience / participants**

### Guidance on responding to the selection criteria

#### 1. Initiative: how will the initiative address or respond to the Queensland Government's strategic priorities?

- What does the initiative involve? Provide a clear description of what, when and why activities will be delivered.
- How does the initiative align with and support the:
  - [Queensland Women's Strategy 2016-21](#);
  - [Third Action Plan of Queensland's Domestic and Family Violence Prevention Strategy 2016-2026](#); or
  - [Prevent. Support. Believe. Queensland's Framework to address Sexual Violence](#)?
- What outcomes are expected?

Note: applications that clearly align with strategic objectives will be considered favourably.

#### 2. Need: what is the need for the funding and how will it be used?

- Evidence of why the funding is needed
- A breakdown of the budget (specific to the grant monies only)
- Evidence of initiative-specific partnerships and details of the partner contributions (including financial and in-kind support)
- Information on any strategies to reach a wide audience and attract community and media interest.

Note: applications containing evidence of partnerships will be considered favourably.

#### 3. Audience: who will benefit from the initiative?

- Who is the target audience?
- Why was that audience chosen / what is the evidence base for making that choice?
- How has the initiative been tailored to meet the audiences' needs?
- How will the audience benefit from the initiative?
- How many audience members/participants will be directly involved? Include expected participant numbers from the applicant, any partner organisations, and from the wider community.

Note: initiatives that primarily target existing clients of the applicant or partner organisations and not the broader community will generally not be considered for funding.

In allocating funds, the department will also consider the geographical spread of applications.

The Queensland Government is committed, wherever possible, to supporting initiatives that consider cultural diversity, preference Queensland suppliers (including gender equitable supply chains), source and profile Queensland talent and produce, and implement environmentally sustainable practice. These elements may also be considered in the allocating of funding.

## How to apply

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1. Carefully read the Guidelines (i.e. this document)
2. Contact the department to discuss any queries
3. Submit an electronic application through the SmartyGrants website at <https://csyw.smartygrants.com.au/IIQW2021-R1>, ensuring:
  - a. All sections are completed
  - b. Any supporting documentation is attached
  - c. The application is approved by an officer that is legally authorised to enter into contracts on behalf of the applicant organisation, according to the organisation's constitution or as bound by law.

Please note:

- Organisations may submit only **one (1) application under each grant round**
- Late applications will not be accepted
- Email applications will not be accepted
- Applications under an auspice arrangement must be submitted by the auspice organisation
- Applications that are incomplete after the closing date will not be assessed.

## Requirements of successful applicants

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Should your application for grant funding be successful, you will be required to:

- Provide an insurance certificate of currency prior to grant funds being released. At a minimum, applicants must hold public liability insurance to the value of at least \$10 million
- Enter into a Short Form agreement with the department prior to grant funds being released
- Acknowledge the funding source on any digital, printed or promotional material relating to the initiative, including websites
- Comply with the *Community Services Act 2007*.

Following the delivery of the funded initiative, you will be required to:

- Complete an activity report outlining the activity and outcomes achieved; **AND**
- Provide related video, photographs and/or audio files to the department. You must confirm you have obtained consent from people in the video, photo or audio to share the material.

## Contact details

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All enquiries regarding the grant program should be directed to the Office for Women through Women's Infolink by phoning 1800 177 577 between 9am to 5pm Monday to Friday (excluding public holidays) or emailing [women@qld.gov.au](mailto:women@qld.gov.au).

Contact officers cannot provide advice on individual applications.