

Investing in Queensland Women grant program



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2023 Round 2 Funding Guidelines



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Queensland
Government

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Grant information and application guidelines

The Investing in Queensland Women (IQW) grant program supports community groups and organisations across Queensland to develop and deliver projects and/or events that align with the Queensland Government's strategic priorities for women and address the unique issues faced by women and girls.

Purpose of the grants

The IQW grant program aims to provide community groups and organisations across the state's urban, rural and remote regions with resources to lead projects and events to create positive change for women and girls.

Queensland women and girls are looking to the government to invest in programs and services which address inequality, promote respect and support women and girls to contribute and achieve across the State. Government cannot do this alone and everyone has a role to play in creating the change needed to achieve gender equality.

These grants provide support and resources for initiatives that:

- focus on empowering women and girls
- promoting partnership and networking
- addressing existing gaps
- removing barriers; and
- addressing the unique issues faced by women.

Alignment with Government objectives

To ensure we are all working together towards the same goal, activities funded by the IQW grant program must align to the objectives and vision of at least one of the following government policy initiatives:

- [Queensland Women's Strategy 2022-27](#) (QWS)
This strategy provides a high-level framework to inspire and encourage the Queensland community to respect women, embrace gender equality and promote and protect the rights, interests and wellbeing of women and girls. Key impact areas include:
 - economic security
 - women's safety, health and wellbeing
 - First Nations women
 - women with diverse backgrounds and experiences
 - empowerment and recognition.
- [Queensland's Domestic and Family Violence Prevention Strategy 2016-2026](#)
The Fourth Action Plan has just been released to help create a Queensland free from domestic and family violence
- [Prevent. Support. Believe.](#)
This is Queensland's Framework to prevent and respond to all forms of sexual violence.

Funding available

The funding available is one-off funding only. It provides up to \$15,000 (excluding GST) for projects and/or events that are delivered within a six-month time period.

A total allocation of \$540,000 per annum (ex GST) is available through two grant rounds each year of \$270,000 (ex GST) each.

Organisations may submit one (1) application per round.

The application will be considered under one of the following categories:

- **Category 1: up to \$5,000** for small scale projects and/or events (e.g. an awareness-raising event, a workshop or a training session, or development of basic resources);
- **Category 2: up to \$10,000** for larger scale projects and/or events involving a larger audience or multiple events, or with longer term impacts (e.g. a series of workshops or events, a set of resources to be used well into the future; a medium to large scale awareness-raising campaign); or
- **Category 3: up to \$15,000** for more substantial initiatives involving multiple elements, which **may** be delivered jointly between two or more organisations or community groups. It may also include cash contributions and/or in-kind contributions from partners and/or your organisation.

Successful applicants may be offered full or partial grant funding.

Items eligible for grant expenditure:

- Resource materials and publication costs
- Equipment hire and venue hire
- Publicity, communications and marketing activities
- Food and non-alcoholic beverages for community engagement activities
- Staff and consultants, where the costs are for direct project delivery only or to backfill core staff working on the project
- Guest speaker fees
- Travel - within Queensland only
- Evaluation activities
- Childcare provided by qualified providers in an accredited setting for women participating in the project or event.

Items not eligible for grant expenditure:

- Purchase of infrastructure and/or capital equipment
- Operating costs of the organisation or costs not directly related to the project or event
- Salaries or organisational costs for staff not directly working on project or event delivery
- Prizes and/or gifts (e.g. cash giveaways, lucky door prizes, raffle prizes, thank you gifts)
- Interstate and/or overseas travel
- Retrospective costs (any money spent before a grant is approved)
- Fundraising activities, unless the funds raised are also spent on delivering the project or event
- Acquittal, auditing or reporting costs
- Fees associated with an auspice agreement
- Existing debt or loan repayments
- Insurances.

Indicative timeframes – Round 2 2023 grant round

Stages of the grant process	Round 2 2023
Applications open	21 September 2023
Applications close	20 October 2023 at 5pm
Administration (i.e. eligibility check, assessment, moderation and approvals)	October-December 2023
Applicants notified of outcome	December 2023
Delivery timeframe for funded initiatives	January- 30 June 2024
Reporting	31 July 2024

Eligibility

To be eligible for this grant, applicants must be:

- an incorporated, not-for-profit organisation (as defined by the [Australian Charities and Not-for-profit Commission](#));
- an incorporated association (registered with [Office of Fair Trading](#))
- an Indigenous corporation (registered with the [Office of the Registrar of Indigenous Corporations](#))
- a Queensland University
OR
- a Queensland local government authority.

Applicants must also:

- have operations or deliver ongoing services in Queensland; **AND**
- have no outstanding financial accountability, service delivery or performance issues for funding provided by the Queensland Government; **AND**
- hold, or provide plans to obtain, insurance which will cover the appropriate time period.

Please note:

- State-run entities such as schools, hospitals and the Queensland Police Service are **not eligible** to apply.
- Eligible P&C associations and Parents and Friends (P&F) associations may apply.

If you are not eligible to apply (such as a for-profit entity, unincorporated organisation or sole trader), you may wish to work with an eligible organisation (under an auspice arrangement) to deliver a project. It is the eligible organisation that must apply for the grant and take full responsibility for the legal and financial accountability of the project.

Only an authorised representative of the eligible organisation may submit a grant application in the SmartyGrants system. All correspondence from the department will be with the authorised representative of the eligible organisation.

Proposed projects or events must:

- target people who identify as women and girls 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 **AND**
- be delivered during the grant round 12-month delivery period as outlined in the 'timeframes' section; **AND**
- be delivered in Queensland; **AND**
- support the purpose of the grant program.

Projects that will not be funded

Grant funding will not be provided for projects:

- 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 in the community (initiatives that build upon an existing program may be considered; contact us to discuss); **OR**
- that duplicate an existing government program or service; **OR**
- that could reasonably be delivered with existing funding received by the organisation; **OR**
- that should be funded through another source (e.g. existing school activities or support services); **OR**
- that are political in nature or are held for political purposes.

Eligibility Criteria

Your organisation must meet the following eligibility criteria.

- 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 of Health will assess any outstanding financial accountability, service delivery or performance issues relating to any previous funding issued by the department.

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; or
- that you provide further details.

How grant applications will be assessed

Eligibility Assessment	Applications will be checked against the eligibility criteria, this determines if the application will proceed to assessment. If you do not meet eligibility criteria your application will not be assessed.
Selection Criteria Assessment	Eligible applications will be assessed against the selection criteria by a panel of assessors from the industry and experienced grants officers whereby the applications will be assessed on alignment to grant objectives.
Panel Moderation	Applications are reviewed by a panel during moderation and together the panel proposes a recommended list of applicants for funding.
Approval	The Minister for Women will be advised of successful applicants
Application Outcome	Applicants will be notified of the outcomes via email.

Eligible applications will be assessed against the following selection criteria:

The following table provides guidance on what information each selection criteria is seeking. You do not have to respond to every question: these are intended as prompts to guide responses. Be as succinct as possible in your responses. You will have a word limit of 200 words for the response to each section and we encourage use of dot points.

Selection Criteria 1 Proposal is clear and demonstrates strategic alignment	
Description	Consider including in your response
<p>Outlined initiatives are specific, measurable, and advance the rights, interests and well-being of women and girls in Queensland. The proposed initiative aligns with one or more of the following strategies:</p> <ul style="list-style-type: none"> • Queensland Women’s Strategy; • The Domestic and Family Violence Prevention Strategy; and/or • Prevent. Support. Believe. Queensland’s Framework to prevent and respond to all forms of sexual violence. 	<p>Describe the initiative, be succinct, what will you be delivering. How does it align with the chosen strategy or strategies?</p> <p>For example:</p> <ul style="list-style-type: none"> • Are you delivering workshops, forum, event • how many workshops etc • what is the content • will you be ausciping with any other organisation/body (if so provide evidence of this) • How does it differ from existing programs or Business as usual.
Selection Criteria 2 How will this initiative benefit women and girls in Queensland?	
Description	Consider including in your response
<p>How will the proposed initiative benefit women and girls in Queensland.</p> <p>Describe in this section the intended impact, any outcomes and/or outputs (e.g. resources) or any type of change that would benefit women and girls in Queensland.</p>	<ul style="list-style-type: none"> • Why this program is needed in the community • Why is this program needed, what gap will it fill • What activities will you be delivering • How does it advance the rights, interests and well-being of women and girls in Queensland. • What will change for the audience • What outcomes do you see • Provide base line data if you have it
Selection Criteria 3 Appropriate delivery to the intended audience	
Description	Consider including in your response
<p>Activities connect effectively to provide benefits to the intended audience.</p> <p>The engagement mechanisms are accessible and equitable for those involved.</p>	<ul style="list-style-type: none"> • Who is the intended audience • How will you engage and reach the intended group • How many people do you anticipate reaching • Include numbers or participants both direct and indirect, explain the indirect flow on effects • Is this a group you already work with • How will you engage stakeholders and networks
Selection Criteria 4 Funds are used appropriately	
Description	Consider including in your response
<p>The proposed initiative represents value for money.</p> <p>How much funding is being requested</p>	<ul style="list-style-type: none"> • Tell us how you purpose to allocate the grant funding • Provide itemised expenditure list • Ensure funding items align with proposed initiative, remember to read the eligible and ineligible items.

Other considerations

The department will also consider:

- the geographical spread across all applications
- diversity of targeted audiences across Queensland
- use of Queensland suppliers and gender equitable supply chains
- confirmed partnerships with stakeholders named within the application
- longevity of the initiative after the contract period ends; and
- environmentally sustainable practice.

How to apply

1. Carefully read the Guidelines (this document);
2. Contact the department on 1800 177 577 or via email on women@qld.gov.au to discuss any queries; and
3. Submit an electronic application through the SmartyGrants website at Investing in Queensland Women - 2023 – Round 2, ensuring:
 - all sections are completed; and
 - any supporting documentation is attached; and
 - 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 authorised person representing the auspice organisation.
- Applications that are incomplete after the closing date will not progress to the assessment stage.

Requirements of successful applicants

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 a minimum of \$10 million.
- Enter into a service agreement with the department prior to grant funds being released.
- Acknowledge the funding source on any printed or promotional material relating to the initiative, including websites.
- Share information and promotional material with us to facilitate our promotion of the activity.
- Ensure you meet all public health requirements.
- 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 activities delivered and outcomes achieved.

Contact details

All enquiries regarding the grant program should be directed to Women's Infolink on 1800 177 577 between 9am to 5pm Monday to Friday (excluding public holidays) or by email, at:

women@qld.gov.au.

Contact officers can provide clarification of the application guidelines, however, they cannot provide advice on the merits of individual proposals.

Definitions of key terms

Administrative costs: relates to the administration of your business/organisation. Examples of administration costs would be someone employed to answer the phones, completing business as usual requests such as reporting or data collection. Within your grant application you are only allowed to allocate 20% of your budget towards administrative costs.

Asset purchases: Assets include physical or non-physical items with a useful life of more than 12 months, and where the value can reasonably be expected to decline over time. Assets may include computers, cameras, audio visual equipment, electric tools, furniture and motor vehicles. This grant round focuses on community engagement therefore applicants can only allocate 10% of the budget towards the purchase of assets.

Auspice: to 'auspice' means to take legal responsibility for a project being delivered by another group. This may include providing support, sponsorship and guidance to ensure all legal responsibilities are met.

Auspicee: the group (usually a smaller group or organisation) requiring support.

Auspice organisation: An auspice organisation will administer the funding for another (sometimes smaller) organisation or community group to meet the grant program's financial and legal requirements. This will include taking responsibility to:

- sign your contract with Department of Health
- take legal and financial responsibility of the grant
- receive and distribute grant funds under the grant agreement; and
- ensure all grant activities or events are completed.

Auspice agreement: An auspice agreement provides an outline of the services and support the auspice organisation will contribute to the activity. This is usually when a larger organisation partners with a smaller organisation to fund a grant activity or event. The larger organisation is known as the auspice organisation.

Certificate of incorporation: is a legal document relating to the company, business, or organisation's format. This is usually a government issued certificate to the organisation. The information in the certificate can include the type of entity you are e.g., not-for-profit, confirm the name of your organisation, legal address etc.

Girls: When we refer to girls, we mean all children and young people who identify as girls, including those who are transgender, gender diverse and non-binary.

Local government: is a council that assists in the administration of a particular county or district, with representative elected by those who live there.

Not for profit: a not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people.

Public liability insurance: public liability insurance protects your organisation or community group financially if someone attending your grant activity or event is injured.

Women: When we refer to women, we mean all people who identify as women (including those who are transgender, intersex, gender diverse, non-binary or gender fluid). We also acknowledge the experience of people who identify as non-binary and the impacts of patriarchy and toxic masculinity may have similar impacts on non-binary people as on women.