

# **NSW WOMEN'S WEEK 2020 GRANT GUIDELINES**

## Contents

Introduction .....	3
Funding category.....	3
Project timelines .....	3
Focus of grants.....	3
Eligible organisations.....	5
Use of grant funding .....	5
Inclusive events .....	5
SmartyGrants .....	6
Eligibility and assessment.....	6
Terms and Conditions .....	9

## Introduction

NSW Women's Week celebrates the diverse contributions of women and girls. It is an opportunity to reflect on the social, economic, cultural and political achievements of women and girls and promote gender equality.

NSW Women's Week will be celebrated between Monday 2 March and Sunday 8 March 2020 to coincide with International Women's Day on 8 March 2020.

A total of \$100,000 will be available for organisations to deliver an event or activity that supports the objectives of NSW Women's Week, and the NSW Women's Strategy 2018-2022 more broadly. For further information on the NSW Women's Strategy, please visit <https://www.women.nsw.gov.au/strategies-and-resources/nsw-womens-strategy>.

## Funding category

Grant funding will comprise grants of up to \$5,000 each.

## Project timelines

All funded NSW Women's Week events must be held during NSW Women's Week between 2 March and 8 March 2020 inclusive.

## Key dates

Stage	Date
Grant program opens	9 October 2019
Grant program closes	6 November 2019
Applicants notified of outcome in writing	27 November 2019
Payment of grants to successful applicants	December 2019
WOMENS WEEK funded event/ activity	Monday 2 March – Sunday 8 March 2020
Project Report & Acquittal	31 July 2020

## Focus of grants

Planned NSW Women's Week events or activities will need to align with at least one of the three targeted priorities that women from across NSW have consistently said are important to them in the NSW Women's Strategy 2018-2022.

## Economic opportunity and advancement

Economic opportunity and advancement aims to improve women's financial wellbeing and security, and support diverse and flexible employment opportunities for women and girls.

Funding for events in this category should:

- celebrate and promote women's financial wellbeing and security
- promote diverse and flexible employment opportunities for women and girls
- celebrate and promote women in diverse employment categories/industries.

Examples of events/activities that may fit into this category are:

- financial information sessions for women
- careers advice for women in STEM industries
- local inspiring women speaking about their work/careers.

## Health and wellbeing

Health and wellbeing aims to promote and support a holistic approach to women's health across their lifespan. Women's physical, social and economic potential is maximised when they are healthy and their health needs are addressed.

Funding for events in this category should:

- celebrate, promote and support a holistic approach to women's health across the lifespan.

Examples of some events/activities that may fit into this category are:

- school information sessions for girls on healthy body image
- sport participation programs celebrating/promoting health and well being
- mental health promotion events for managing anxiety and depression.

## Participation and empowerment

Participation and empowerment recognises the importance of supporting women's engagement through social networks, access to information and building confidence using diverse representations of women and girls.

Funding for events in this category should:

- provide opportunities that enable women and girls to actively participate in their communities
- build confidence and resilience of women and girls
- celebrate achievements of women and girls.

Examples of some events/activities that may fit into this category are:

- mentoring events
- networking events
- club events promoting/increasing women's participation.

### Eligible organisations

- NSW Women's Week Grants are open to all Incorporated not-for-profit community organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading.
- NSW local councils (and their section 355 committees) operating under the Local Government Act (1993) are obliged to cash match or provide in-kind support up to the value of \$5000.

Note: Organisations listed on the Australian Charities and Not-for-profits Commission (ACNC) Register must have a current record.

### Ineligible organisations

- individuals or groups of individuals
- unincorporated organisations
- for-profit commercial organisations
- \*NSW Government or Australian Government agencies and their entities (including public trusts)

Note: NSW Government schools, Area Health Services and public hospitals are ineligible to apply however an associated incorporated not-for-profit body, such as a Parents and Citizens Association or hospital auxiliary are eligible to apply for funding.

### Use of grant funding

Grant funding can be used for the direct costs of the event/activity, including promotion, entertainment, catering, venue hire and transport for participants.

Grants **cannot** be used to fund the following:

- any activity of a commercial nature that is for-profit
- capital works including building work
- permanent salaries/ wages (costs for temporary tutors/ instructors for your project or event can be included)
- permanent equipment purchases, e.g. tables and computers
- business as usual costs or general operating expenses
- events that encourage gambling such as bingo, or the consumption of alcohol
- projects and activities coordinated by NSW Government Departments and Statutory Authorities

### Inclusive events

NSW Women's Week Grant funded events and activities will support accessibility to a diversity of people including:

- women and young girls in rural and remote communities
- Aboriginal and Torres Strait Islander people
- people from culturally and linguistically diverse (CALD) backgrounds
- lesbian, gay, bisexual, transgender, intersex or queer.(LGBTIQ) people
- people with disability

## SmartyGrants

Application, letter of agreement and acquittal for the grants will be managed using the SmartyGrants grants management system created by the Australian Institute of Grants Management.

## Eligibility and assessment

Applications will be considered for eligibility against the eligibility criteria in the grant guidelines – see Table 1: Eligibility Assessment. Only those applications that demonstrate eligibility against the criteria outlined in Table 1 will proceed to assessment.

Table 1: Eligibility Assessment	
Eligibility criteria	How applicants demonstrate this
Organisation	Organisations must be : <ul style="list-style-type: none"> <li>• Incorporated not-for-profit community organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading.</li> <li>• NSW local councils (and their section 355 committees) operating under the Local Government Act (1993) are obliged to cash match or provide in-kind support up to the value of \$5,000.</li> </ul>
Funding amount	Requested funding must not exceed \$5,000 (excluding GST).
Project timeline	Proposed projects must be completed for launch in NSW Women's Week, Monday 2-Sunday 8 March 2020
Previous project acquittal	Outstanding acquittals for any Women NSW grants must be finalised before Women NSW provides new funding.
Excluded items	1. Any activity of a commercial nature that is for profit
	2. Capital works including building work
	3. Permanent salaries/wages (costs for temporary tutors/instructors for your project or event can be included)
	4. Permanent equipment purchases for example tables and computers
	5. Business as usual costs or general operating expenses
	6. Events that encourage gambling such as bingo, or the consumption of alcohol
	7. Projects and activities coordinated by NSW Government Departments and Statutory Authorities.

During the eligibility check process, Women NSW will consider publically available information from the Australian Investment and Securities Commission (ASIC), the Australian Charities and Not-For-Profits Commission (ACNC), the Australian Business Register / Australian Business Number Lookup and other relevant sources if needed.

Applications considered eligible will proceed to the Assessment Stage for assessment by the Panel.

Grant applications will be assessed against the following criteria:

<b>Criteria</b>	<b>Details</b>
<b>Budget</b>	Detailed and accurate budget
<b>Relevancy</b>	<p>Demonstrated relevance to at least one of the NSW Women's Week Grants program priorities.</p> <p>A project that includes at least one of the following themes: economic opportunity and advancement, health and wellbeing, participation and empowerment.</p> <p>Projects can be information or skill sharing or, recreational activities</p>
<b>Audience reach</b>	<p>Planned number of people participating</p> <p>Participation of specific target groups</p>
<b>Promotion</b>	Clear promotions plan to ensure the target audience attends
<b>Assessment Scoring</b>	<ol style="list-style-type: none"> <li>i. Successful applications will be assessed based on a scoring system drawn from the assessment criteria in the Grant Guidelines.</li> <li>ii. Consideration is made based on a distribution of projects across focus areas, priority cohorts and location.</li> <li>iii. Subject to the quantity of applications received in these categories, individual scores will be collated, score variances resolved, weighted scoring system will be applied if required.</li> </ol>

Applicants must provide a detailed budget for their project or the application will be deemed ineligible.

If the project budget exceeds the requested grant funding, all financial contributions and in-kind supports from all sources must be indicated on the project budget table.

**Example: Project Budget**

Funding Source	Expense	Amount
Women's Week Grant	Brochure printing	\$100
Women's Week Grant	Bus hire	\$200
Women's Week Grant	Speaker's fee	\$500
Women's Week Grant	Catering	\$200
	<b>Total grant funding</b>	<b>\$1000</b>
Local school	Venue Hire	In-kind donation
Coogee Courier	Newspaper Ads	\$200
Local business donation	Cultural performance	\$300
	<b>Total cost of project</b>	<b>\$1500</b>

## Terms and Conditions

### Public Liability Insurance

All grant-funded events and activities must be covered by Public Liability Insurance.

If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your event will be covered under their Public Liability Insurance (such as your local council).

A minimum of \$20 million Public Liability Insurance is required to receive grant funding.

In all sponsored grant applications, Women NSW primary relationship is with the sponsoring body, as they are responsible for the management of the grant.

### Advertising and promotion

All grant recipients are responsible for the promotion and advertising of their event or activity. Successful applicants will be sent a communications pack, which includes the NSW Women's Week logo, social media tiles, poster image and email/webpage banner to use in their promotions.

Grant recipients must use the official Women's Week branding on all promotional and advertising materials relating to their grant-funded event or activity.

Successful grant recipients will have their events or activities announced on the NSW Women's Week webpage.

### Funding requirements

Only one application for funding will be accepted per organisation per project. Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description.

The grant recipient will take sole responsibility for the project. All projects must be located within NSW and must be conducted between Monday 2 March – Sunday 8 March 2020.

Any changes to project or event activities must be submitted in writing for approval from Women NSW.

Successful organisations are encouraged to consider advising local MPs of events and inviting them to the event and any associated media opportunities.

### **Reporting requirements**

Upon completion of the project, grant recipients must provide Women NSW with a Final Completion Report and Acquittal Statement (completed online through SmartyGrants) by the date specified in their funding agreement. If an acquittal is not received by the due date, Women NSW may deem the event not to have taken place and may request that any funding that has been provided is repaid within 28 days

### **Making your event accessible**

Organisers should try to make their event as accessible as possible, including to older people and people with disability. The Australian Network of Disability has a simple checklist at <https://www.and.org.au/pages/event-checklist.html>.

### **Disclaimer**

Submission of an application does not guarantee funding. Previous successful applications are not guaranteed funding.

Women NSW accepts no responsibility for the event, irrespective of the funding provided by the agency to support the event, and irrespective of its listing on the NSW Women's Week website or other Women NSW publications.

Organisations are responsible for meeting their duty of care and all other obligations to event participants, volunteers and other stakeholders. Event organisers should give due consideration to the safety of any children, young people or other vulnerable people involved in their event.

The Office of the Children's Guardian can provide advice on child safety. Organisations who do not usually work with children or young people should consider partnering with an organisation or other stakeholder who does have expertise in child safety.

### **Privacy Policy**

The Women NSW will collect and store information voluntarily provided by the organisation to enable implementation of the grant program. Any information provided by the organisation will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The NSW Government is required to comply with the Privacy and Personal Information Protection Act 1998. The NSW Government collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the NSW Government is being supplied with this information and how this information will be used.

## **Disclosure of Project Information**

Should the grant application be successful, the NSW Government may wish to provide certain information to the media and Members of Parliament for promotional purposes. This information will include your organisation and event name, project description, electorate town and grant amount.

By disclosing information about your organisation and/or sponsoring organisation in this application, you give permission for the information to be used by the NSW Government for the promotion of projects and programs to the general public, events and related activities.

## **Government Information (Public Access) Act 2009**

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of the Government are subject to the provisions of the Government Information (Public Access) Act 2009. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.