

2022 Investing in Women Funding Program

Grant Guidelines

Introduction

Since 2013 more than \$2.9 million has been awarded to 108 projects through the Investing in Women Program. Women NSW has delivered nine rounds of Investing in Women funding to enhance women's economic opportunities and leadership in NSW. More information about successful projects is available on the [Women NSW website](#).

What are the priority areas for funding?

The Investing in Women Funding Program seeks to fund innovative projects that focus on priority areas that align with the [NSW Women's Strategy \(2023 – 2026\)](#).

1. Economic opportunity and advancement

Projects should contribute to improving women's economic opportunities and advancement and support diverse and flexible employment opportunities for women and girls in NSW. For example, projects that:

- Increase women's opportunities in the workplace
- Transitions between careers and life stages
- Provide pathways into work, careers, and leadership
- Support financial security, capability, and wellbeing throughout life stages, including retirement

2. Health and wellbeing

Projects should contribute to promoting and supporting a holistic approach to women's health and wellbeing. For example, projects that:

- Promote safe relationships, safe communities
- Understanding and awareness of women's and girls' health needs
- Provide services and support for women's and girls' physical and mental health
Secure housing, preventing homelessness

3. Participation and empowerment:

Projects should contribute to supporting women's engagement through social networks, access to information. For example, projects that:

- Challenge gendered norms, roles, and expectations
- Create leaders in community and work
- Uplift focus communities

Rebuild connections and engaging with community

Focus communities

Projects that specifically target and support one of the following focus communities will be prioritised for funding over other equally ranked projects. Applicants should indicate which focus community the project will primarily target and will be able to select several secondary communities if required.

- Aboriginal and Torres Strait Islander women and girls

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- Women and girls from culturally and linguistically diverse (CALD) communities
- Women of diverse sexualities and genders including those who are lesbian, gay, bisexual, trans, intersex, queer and/or asexual (LGBTIQA+)
- Women and girls with disability
- Women and girls living in regional, rural and remote areas
- Women and girls experiencing socioeconomic disadvantage
- Women and girls facing homelessness
- Carers
- Older women
- Young women
- Women veterans
- Women and girls in contact with the criminal justice system
- Girls and young women living in or who have lived in out of home care

Projects categories

The grant program will fund projects according to the three stages of development:

Table 1: Funding categories

Category	Amount	Details
Explore and scope	Up to \$25,000	Projects that are at an early stage and organisations are looking to explore and develop a project.
Test and grow	Up to \$50,000	Projects that have been scoped and investigated and are ready to be tested or projects that have been tested and are showing positive outcomes and seek testing/piloting on a larger scale.
Replication and sustainability	Up to \$100,000	Projects that have been tested and show strong outcomes, have demonstrated ongoing viability and are looking to be taken to the next level of impact and self-sustainability.

Program reach

Projects will be required to reach a minimum number of beneficiaries or participants to be eligible for funding. This means at least one beneficiary or participant per \$500 of project funding. Given the funding allocation range for projects is \$5,000 to \$100,000, the minimum number of beneficiaries or participants range from 10 to 200 (e.g. a \$25,000 grant is required to reach a minimum of 50 people).

What can you spend the grant funding on?

Grant funding can only be used for expenses directly related to the delivery of your project in NSW.

You must clearly outline your proposed expenditure in your application and demonstrate how your project will demonstrate value for money.

The 2022 Investing in Women Funding Program provides recipients with a one-year non-recurrent grant. You must spend the funding and complete the project within 12 months of receiving grant monies.

Restricted use of funds

Funding is not available for the restricted uses outlined in the table below:

Table 2: Restricted uses of funds	
Restricted item	Details
Projects located outside of NSW	
Business capital or start-up funding	
Conferences/workshops	<p>You cannot use the funds to organise/hold a conference or workshops, or to pay for an individual or group to attend a conference. Any project which includes a conference or workshop component as part of a wider project must fund it from an in-kind contribution.</p> <p>For the purposes of these guidelines, a conference or workshop is a meeting of a group of people primarily for the purposes of discussing and sharing information on a particular subject or project. This does not include structured, time-limited courses, with practical and clear outcomes, such as a training program or educational course.</p>
Wages and salaries	<p>You cannot use funds to pay a staff member a salary or wages (in part or in full) that they would normally be paid. The essential difference between a salary and wages is that a salaried person is paid a fixed amount per pay period and a wage earner is paid by the hour.</p> <p>Staff contributions to the project are expected to be provided in-kind by your organisation.</p>
Operating costs or recurrent expenses	Insurance, leases, bills (mobile phone, electricity), consumables (office supplies, fuel, supplies of food, spare parts) and disposables

Fundraising events designed specifically for the purpose of fundraising for charities or for the organisation	
Activities which require participants to pay more than a nominal amount to attend	Any fee or cost to project participants should consider the resulting benefits for each individual, and their capacity to pay. For example, it may not be reasonable to expect a target group of unemployed women, or school aged girls, to contribute to even a discounted fee or contribute to a fee for a course, even if the qualification is valued at significantly more.
General equipment	Such as computers, iPads, or other items not specific to the project.
Capital works	The purchase of, or costs of repair, extension or renovation to, buildings or any form of capital works.
Non-essential costs	Costs that are not essential or not related to the proposed core activity.
Retrospective costs	Funds will not be provided for events that have already taken place or costs incurred prior to the project starting.
Overseas travel cost	Such as the cost of travelling overseas to attend a conference.
Events/projects that are run for solely commercial purposes or benefit	Projects must directly benefit women and/or girls, and not have a commercial focus.
Internal staff/organisational development	For example, funds cannot be used to provide staff training, such as leadership training.
Research	

Who can apply?

Applicants must be a legally constituted Australian-based entity. This includes:

- Not-for-profit organisations, including community organisations
- Local councils and shires, including regional organisations of councils and consortia of councils
- Industry bodies and the private sector working in partnership with the community or government on initiatives directly supporting women and girls.

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Not-for-profit bodies are considered to be organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading, Australian Securities and Investments Commission (ASIC) or Office of the Registrar of Indigenous Corporations (ORIC). They can include:

- charities, trusts and cooperatives that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution status
- not-for-profit companies limited by guarantee and registered in NSW (these must have ACNC registration and or DGR status)
- associations (registered under the Associations Incorporation Act 2009 and with NSW Fair Trading)
- Local Aboriginal Land Councils
- religious organisations
- organisations established under an Act of Parliament.

Note: organisations listed on the ACNC Register must have a current and up to date record.

An application must be made by a single organisation that will accept responsibility for the delivery of the project if the application is successful.

Section 355 committees must submit applications under the relevant local council name.

Who is not eligible to apply?

Funding will not be provided to:

- Individuals or groups of individuals
- Unincorporated organisations
- For profit organisations
- Sub-contractors – either for program management or for project delivery on behalf of non-eligible organisations
- NSW Government or Australian Government agencies or their entities

Location of applicants and activities

If an organisation is based outside of NSW they are ineligible to apply unless they can demonstrate that core business objectives already include that the project will be run in and benefit the women and/or girls in NSW and that the organisation meets all regulatory, business requirements.

Application limits

Previous applicants may re-apply but will need to consider the content of these guidelines in resubmitting an application. If you intend to submit an application that you have previously submitted, but which was unsuccessful, you may wish to contact Women NSW for feedback prior to resubmitting.

Only one application for funding will be accepted per organisation per project.

Assessment criteria

The assessment process is competitive. Your application must clearly demonstrate how your project addresses the program assessment criteria and compare to other applications from the same Local Government Area (LGA). The assessment panel will consider all elements of your project equally.

Please note that there can be no assumed knowledge. The assessment panel can only consider the information provided in your application.

Your application will be assessed against the following criteria:

Table 3: Assessment criteria

Criteria	How your application will be assessed
1. Eligibility	<ul style="list-style-type: none"> • You meet the applicant legal status requirements. • You have appropriate and current insurance in relation to the proposed project • Your project benefits women and/or girls in NSW. • You have no outstanding acquittals due to the Department of Premier and Cabinet • You are not seeking funding for activities already completed, or due to be completed before the funding period commences. • You do not already receive NSW Government funding for the project • You are not seeking funding for any of the restricted items as per Table 2. • All applications must include ten percent income from other sources (cash or in-kind).

Table 3: Assessment criteria

Criteria	How your application will be assessed
2. Relevant and evidence based	<p>Your project clearly outlines how the proposed project will deliver benefits in one of the three priority areas</p> <p>Your project has a clear and well-refined problem statement, that identifies the specific need for women and/or girls that will be resolved through the project.</p> <p>Your project provides a relevant, feasible and evidence-based proposal for how the project will meet a defined community need.</p> <p>Your project directly targets and benefits a defined priority group.</p>

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3.	Benefits to women and/or girls	<p>Your project outlines the practical ways that women and/or girls will benefit from the project.</p> <p>Your project outlines how the project will create sustainable change and ongoing benefits for the project target group, and women and/or girls more broadly.</p> <p>Your project outlines identifiable outcomes and how they will be measured and evaluated.</p> <p>The proposal has an evaluation strategy with clear metrics for measuring success in achieving identified program outcomes.</p>
4.	Project partnerships and collaboration	<p>Your project proposes meaningful partnerships to support the project, and clearly outlines partner contributions.</p> <p>Your project demonstrates effective collaboration and partnerships with local community organisations, groups, services, and businesses.</p>
5.	Clear project plan and outcomes	<p>You provide a clear project plan for delivering the project.</p> <p>The project must demonstrate:</p> <ul style="list-style-type: none"> • specific timeframes/milestones for each activity/task, and • clearly defined outcomes.
6.	Organisational capacity	<p>Your application demonstrates that your organisation has the appropriate skills and expertise to deliver the project, including prior experience delivering similar project activities and outcomes.</p> <p>Your project demonstrates capacity to provide ongoing value beyond the funding provided under the Investing in Women program e.g. the development of resources or modules for ongoing or repeat delivery.</p>

Table 3: Assessment criteria

Criteria	How your application will be assessed	
7.	Value for money	<p>Your project represents value for money in terms of both overall costs, and the value of the outcomes and benefits that will be delivered.</p> <p>Your project proposal must outline how many women and girls will benefit from the project. Your application will receive a higher score for this criteria if your project delivers a benefit to a greater number of women compared to a project with similar delivery costs that provides a similar level of benefit, but to only several women.</p> <p>It is unlikely that applications seeking funding for projects that benefit one recipient will be successful due to the value for money requirement.</p>

Evidence requirements

Projects must be evidence-based. Applicants must be able to demonstrate the evidence for the specific problem, as well as the evidence that the specific intervention is fit for purpose and will address the identified problem.

The evidence for both the problem and intervention should be:

- **Relevant:** the evidence is directly related to the problem and intervention.
- **Reliable:** the evidence is from a source or person that has knowledge and/or experience related to the problem and intervention. The reliability of evidence is strengthened when it can be supported through different information-gathering methods.
- **Current:** the evidence is up to date (to provide a baseline against which change can be measured).
- **Adequate:** there is enough evidence to verify the existence and size of the problem, as well as the rigour and effectiveness of the intervention.

The specific problem should be articulated in terms of extent, demographics and location.

Evidence of the problem can be demonstrated through:

- published data
- peer-reviewed published research, and/or
- independent program evaluations.

It is recognised that some innovative solutions may lack a strong evidence base, however, applicants should demonstrate and apply relevant experience, practice wisdom, and correlations with evidence from other areas.

Appendix A contains a non-exhaustive list of sources of evidence.

Data collection

Successful applicants must collect data for the purposes of both contract performance monitoring and evaluation. Before the project starts, you will need to consider what data to collect, how you will collect the data, both at the start of the project and on an ongoing basis. During the contracting stage, and prior to projects commencing, successful applicants will need to develop a written Data Collection Plan. The Plan must specify what data is needed, when and how the data will be collected, and who will collect the data.

Project evaluation

You must include in your application how you will evaluate your project. Projects should be evaluated in terms of both processes and outcomes.

A process evaluation looks at how a project works and whether the project activities have been implemented as intended. An outcome evaluation seeks to evaluate the extent to which a project meets its goals or objectives.

To conduct an evaluation, successful recipients will need to collect and analyse data. A MDS DATA tool has been developed to provide guidance to successful fund recipients under the 2022 round of the Investing in Women Funding Program in collecting data for their projects for both monitoring and evaluation purposes. More details will be provided in the Funding Agreement. The tool contains a core set of variables for which data should be collected for these projects. **Appendix B:** Guidance for preparing applications and evaluation.

SmartyGrants

The application, the funding and letter of agreement, and acquittal for the grants will be managed using the [SmartyGrants management](#) system created by the Australian Institute of Grants Management.

Please do not email additional attachments such as support letters or references – only your response to the application form will be used to assess your application.

Project timeline

Date	Activity
Monday 7 November 2022	Grant applications open
Sunday 11 December 2022 11:59pm (AEST)	Grant applications close
Late December 2022	Notification of outcome to all applicants
December 2022	Contracting with successful applicants
Late December 2022 – early January 2023	Public announcement of grant recipients. Verbal feedback to all applicants
Monday 30 January 2023	Project implementation period commences

NB: The above dates are proposed only and are subject to change. Women NSW will notify applicants of any changes to timeframes and deadlines.

Late applications will not be accepted.

Project timeline

You will receive an automated email via the [SmartyGrants portal](#) when Women NSW receives your application.

All applications are assessed through a two-stage process as outlined below:

Stage 1

- Women NSW staff will undertake an eligibility check of all grant applications.
- Applications will be considered for eligibility against the eligibility criteria outlined in the funding guidelines – see **Table 3: Assessment criteria**.

Stage 2

- An assessment panel will assess all eligible applications against the criteria outlined in **Table 3: Assessment criteria**. The panel consists of qualified and experienced representatives, and may include Women NSW staff, representatives of Government agencies, and representatives from the private sector.

Contact Women NSW

If you have any questions about the grants that are not covered in the 2022 funding guidelines, please contact Women NSW:

Email: WNSWGrants@dpc.nsw.gov.au

Terms and conditions

Disclaimer

Submission of an application does not guarantee funding. Previous successful Investing in Women funding program applicants are not guaranteed funding in 2022.

Department of Premier and Cabinet accepts no responsibility for your project, irrespective of the funding provided by the agency to support the project, and irrespective of its listing on the Women NSW website or other Department of Premier and Cabinet publications.

Organisations are responsible for meeting their duty of care and all other obligations to project participants and other stakeholders.

Public Liability Insurance

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

Your organisation is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$5 million in the name of the applicant before funding can be released.

Your organisation is responsible for ensuring that it has appropriate insurance coverage in place for the project, equipment or activities, and its day-to-day operations. Organisations that employ staff must comply with relevant industrial relations, and workplace health and safety requirements.

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

NSW Government Brand Guidelines

Grant recipients are required to acknowledge the contribution and support of the NSW Government in accordance with the NSW Government Brand Guidelines.

Media promotion and disclosure of project information

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

Grant recipients should not make public announcements about their project without prior approval from Women NSW. Grant recipients agree to information about the project being used for evaluation, promotional and media purposes. Should your application be successful, Women NSW may need to provide certain information to the media and Members of Parliament for promotional activities.

Grant recipients agree to obtain consent from Project Participants for all still and moving images of participants captured by project organisers during the course of the Project and

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provided to the Department of Premier and Cabinet. Women NSW will provide the appropriate consent documentation to successful grant recipients.

Grant recipients acknowledge that the information provided in the application, and any images of the project provided to the Department of Premier and Cabinet, may be used by the Department of Premier and Cabinet in media and promotional activities such as publishing case studies, social media and website content, and/or media releases.

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 conclude within 12 months of commencing.

It is a program requirement that any changes or variations to the approved project scope, project location, and completion time frames outlined in the original 2022 Investing in Women application form on SmartyGrants must be formally requested in writing for approval from Women NSW before any related work takes place. Failure to do so may result in the withdrawal of the grant offer.

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

Reporting requirements

Grant recipients are required to enter into a funding agreement with the Department of Premier and Cabinet. Organisations funded by the Department of Premier and Cabinet must operate in accordance with their contract and with legislation, policies and guidelines relevant to their program funding.

Grant recipients will be required to evaluate their project within 12 months of commencing (and no later than 30 January 2024), and to submit a project acquittal and report within one month of completing the project.

Privacy Policy

The NSW Government will collect and store the information you voluntarily provide to enable implementation of this grant program. Any information provided by you 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.

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.

Appendix A: Sources of evidence

Below is a non-exhaustive list of resources which can be used as a starting point to gather evidence for specific problem (i.e. the need for the intervention), as well as the evidence that the specific intervention (your project proposal) is fit for purpose and will address the identified problem.

[Australian Bureau of Statistics \(ABS\) Gender Indicators, Australia](#)

[Australian Institute of Family Studies \(AIFS\)](#)

[NSW Women’s Opportunity Statement](#)

[Towards 2025: Boosting Australian Women’s Workforce Participation.](#)

[NSW Gender Equality Dashboard](#)

Appendix B: Guidance on preparing application and evaluation

Below is a non-exhaustive list of sources of guidance and information to assist in developing ideas for the 2022 Investing in Women funding program and preparing applications.

Office for Social Impact Investment Technical Guide: Outcomes Measurement for social impact investment proposals to the NSW Government

[The Technical Guide](#) was created to support social impact investment proposals, however, it includes guidance relevant for applications under the Investing in Women funding program.

At a minimum, applicants should read:

Section 2.2.1 Identifying the target population

Section 2.2.2 Expected effect of the intervention

Section 2.3.1 Defining program logic

Section 2.3.2 Key principles of program logic

Section 2.4 Outcomes

Project evaluation

Applicants should refer to the below guidance when preparing their application:

NSW Department of Premier & Cabinet Evaluation Toolkit

[The Evaluation Toolkit](#) provides advice and resources for planning and conducting a program evaluation.

NSW Government Program Evaluation Guidelines

[The Program Evaluation Guidelines](#) outline best practice principles to plan and conduct program evaluations.

Table 4: Evaluation methods

Method	Purpose	Strengths	Challenges
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Surveys, questionnaires, checklists	To gather information in a non-threatening way	<ul style="list-style-type: none"> • can be completed anonymously • inexpensive • easy to analyse • can be administered to a large number of people • can gather a large amount of data 	<ul style="list-style-type: none"> • may not get well-considered feedback • wording can bias responses • impersonal • does not provide the full picture
Interviews	To gain in-depth understanding of people's impressions or experiences	<ul style="list-style-type: none"> • provide in-depth information • develop relationship with participants • can be flexible 	<ul style="list-style-type: none"> • time-consuming • more difficult to analyse • costly • interviewer can bias responses
Document review	To learn how a project is run without interrupting the project	<ul style="list-style-type: none"> • provide historical and comprehensive information • does not interrupt the running of the project • information readily available • few biases 	<ul style="list-style-type: none"> • time-consuming • information may be incomplete • need to be clear on what information is being sought • limited to existing data
Observation	To collect information about how a project operates in practice	<ul style="list-style-type: none"> • observe how a project is operating as it is being run • adaptable to events as they occur 	<ul style="list-style-type: none"> • can be difficult to interpret • can be hard to categorise observations • can influence behaviour of project participants • can be expensive
Focus groups	To explore a topic through group discussion	<ul style="list-style-type: none"> • get common impressions • efficient way to obtain a range of in-depth information • can provide key information about the project 	<ul style="list-style-type: none"> • hard to analyse responses • need skilled facilitator • can be difficult to schedule 6–8 people together