



2023 NSW Women’s Week Grants Program

Guidelines

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Introduction

NSW Women’s Week celebrates the diverse contributions of women and girls. It is an opportunity to reflect on the social, economic and achievements of women and girls in NSW.

NSW Women’s Week will be celebrated between Monday 6 March and Sunday 12 March 2023 to coincide with International Women’s Day on 8 March 2023.

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 \(2023-2026\)](#) more broadly. For further information on the NSW Women’s Strategy, please visit [Women NSW | NSW Government](#)

Funding category

Funding is available for events or activities from \$3,000 to a maximum of \$5,000 per applicant.

Project timelines

All funded NSW Women’s Week events must be held during NSW Women’s Week between 6 and 12 March 2023 inclusive.

Key dates

Stage	Date
Grants program opens	15 November 2022
Grants program closes	4 December 2022
Applicants notified of outcome in writing	January 2023
Payment of grants to successful applicants	January - February 2023
Women’s Week funded event/activity	Monday 6 March – Sunday 12 March 2023
Project Report & Acquittal	31 May 2023

Application limits

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

Grant focus

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 \(2023-2026\)](#).

1. 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
- career advice for women and girls interested in entering the Science, Technology, Engineering and Mathematics (STEM) industries
- local inspiring women speaking about their work/careers.

2. 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.

3. 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
- 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 will be eligible to apply for funding.

NSW Government agencies will not award an agreement, contract or grant funding to any Non-government Institutions (NGI) that have been publicly identified as declining to join the National Redress Scheme (the Scheme), <https://arp.nsw.gov.au/c2021-13-nsw-government-redress-scheme-sanctions-policy/>, unless exceptional circumstances exist.

Use of grant funding

Grants 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 – Priority groups

NSW Women's Week Grants funded events and activities will support accessibility to a diversity of people including the following focus communities:

- Aboriginal and Torres Strait Islander women and girls
- Carers
- Girls and young women living in, or who have lived in, out-of-home care
- Lesbian, gay, bisexual, trans, intersex, queer and/or asexual (LGBTIQA+) women and girls
- Older women

- Women and girls experiencing socioeconomic disadvantage
- Women and girls facing homelessness
- Women and girls from culturally and linguistically diverse communities (CALD)
- Women and girls in contact with the criminal justice system
- Women and girls living in regional, rural, remote and cross-border areas
- Women and girls with disability
- Women and girls with a mental illness
- Women and girls who have a history of, or are currently experiencing, domestic, family or sexual violence
- Women veterans (and the women partners of veterans and service members)
- Young women

Contact Women NSW

If you have any questions about the grants that are not covered in the 2023 funding guidelines, please contact Women NSW:

Email: WNSWGrants@dpc.nsw.gov.au

SmartyGrants

Grant application, announcement of successful and unsuccessful applicants and acquittal reporting for the grant will be managed using the SmartyGrants grants management portal, created by the Australian Institute of Grants Management. You can create an account and submit your application through the online portal here: [Home Page - Women NSW](#)

For Smarty Grants issues please contact the support team at:

Email: service@smartygrants.com.au

Phone: (03) 9320 6888

Available to help Monday to Friday 9:00am to 5:00 (Australian Eastern Standard time).

Eligibility and assessment

Applications will be considered for eligibility against the eligibility criteria below in Table 1: Eligibility Assessment. Only those applications that demonstrate eligibility against the criteria outlined in Table 1 will proceed to the next stage of assessment.

Table 1: Eligibility Assessment	
Eligibility criteria	How applicants demonstrate this
Organisation	<p>Organisations must be:</p> <ul style="list-style-type: none"> • 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 \$5,000.

Funding amount	Minimum \$3,000 and must not exceed \$5,000 (excluding GST). Application has a budget.
Project timeline	Proposed projects must be ready for launch in NSW Women's Week, Monday 6 March - Sunday 12 March 2023
Previous project acquittal	Outstanding acquittals for any Women NSW grants must be finalised before Women NSW provides new funding.
Excluded items	<ol style="list-style-type: none"> 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 publicly 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:

Assessment Criteria	Details
Budget	Accurate budget that demonstrates value-for-money
Relevance	<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:</p> <ul style="list-style-type: none"> • economic opportunity and advancement, • health and wellbeing, participation, and

	<ul style="list-style-type: none"> empowerment. <p>Projects can be information or skill sharing or, recreational activities.</p>
Audience reach	<p>Planned number of people participating</p> <p>Participation of specific priority groups</p>
Promotion	<p>Clear promotions plan to ensure the target audience and or priority groups attend</p>

Applicants must provide a 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	\$500
Women's Week Grant	Bus hire	\$1400
Women's Week Grant	Speaker's fee	\$500
Women's Week Grant	Catering	\$600
	Total grant funding	\$3000
Local school	Venue Hire	\$300 (In-kind donation)
Local newspaper	Newspaper Ads	\$200
Local business donation	Cultural performance	\$300
	Total In-kind or cash contribution	\$800
	Total cost of project	\$3800

Assessment Scoring

Successful applications will be assessed based on a scoring system drawn from the assessment criteria in the Grants Guidelines.

Consideration is made based on a distribution of projects across focus areas, priority groups and location.

Subject to the quantity of applications received in these categories, individual scores will be collated, score variances resolved, and a weighted scoring system will be applied if required.

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 \$5 million Public Liability Insurance is required to receive grant funding and be in date for the time of the grant.

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 NSW 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 6 March and Sunday 12 March 2023.

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 [Access and Inclusion Index - Australian Network on Disability](#).

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

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 public, events, and related activities.

Grant recipients agree to information about the project being used for evaluation, promotional and media purposes. Grant recipients should not make public announcements about their project without prior approval from Women NSW.

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



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.