**Queensland Women’s Week**

**2020 Grant Information Paper**

**Please read all the following information before completing the Application Form.**

# Purpose of the 2020 Queensland Women’s Week grants

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.

In 2016 Queensland expanded International Women’s Day (IWD) celebrations into a week-long, state-wide series of events and activities called Queensland Women’s Week (QWW).

Held in March each year, QWW aims to increase community awareness that gender equality will benefit everyone and to encourage communities and individuals to take action and work together to achieve that goal.

Grant funding is available to support eligible organisations across the state to hold events, projects and activities during QWW.

The purpose of providing grant funding is to support the delivery of events, projects and activities throughout the state’s urban, rural and remote communities that:

* offer opportunities for women of all ages, abilities and linguistic and cultural backgrounds to join together in celebration; and
* inspire the Queensland community to respect women, embrace gender equality and promote and protect the rights, interests and wellbeing of women and girls.

[Join the Office for Women’s mailing list](https://www.qld.gov.au/community/women/join-mailing-list) to be notified when the theme for QWW 2020 is released, and when promotional resources are available to order.

# Funding available

One-off funding of $150,000 (excluding GST) is available for events, projects and activities to be held during QWW, from 6 to 15 March 2020.

The maximum grant funding available per event, project or activity is $3,000 (excluding GST). Successful applicants may receive full or partial grant funding.

# Timeframes

|  |  |
| --- | --- |
| Applications close | Thursday 31 October 2019, 5:00pm |
| Assessment | November 2019 |
| Applicants notified of outcome | December 2019 |
| Events/projects/activities to be delivered | 6 to 15 March 2020 |

# Eligibility

**Applicants must:**

**Click here for more information about auspice agreements**

* be a not for profit, legal entity; **OR**
* be a local government entity; **OR**
* be a Parents & Citizens Association.

**Additionally, applicants must:**

* be based in Queensland; **AND**
* have model rules or governing documents (e.g. constitution) that prohibit the organisation from making any distribution (money, property or otherwise) to its members; **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 includes cover for the period appropriate to the proposed event, project or activity; **AND**
* have control mechanisms in place to ensure that all monies can be managed and accounted for appropriately.

Please note:

* State run entities such as schools, hospitals and the Queensland Police Service are not eligible to receive grant funds.
* If you are **not** a not-for-profit legal entity and you would like to apply for this funding you may approach an eligible not-for-profit legal entity to auspice your event, project or activity. The legal entity you partner with takes full responsibility for the legal and financial accountability of the proposed event, project or activity **AND** for lodging the application in SmartyGrants.

**Applicants must not apply for funding for:**

* the expansion of existing events, activities or initiatives; **OR**
* projects that are funded by or duplicate an existing government program or service.

**Events, projects and activities must:**

* be delivered during QWW 2020, from 6 to 15 March; **AND**
* be delivered in Queensland; **AND**
* support the purpose of this grant program*.*

**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 of Child Safety, Youth and Women (DCSYW) will assess any outstanding financial accountability, service delivery or performance issues relating to any previous QWW funding.

# Your application and how it will be assessed

Your application will be assessed against the selection criteria below.

|  |  |  |
| --- | --- | --- |
| **Section criteria** | **Weighting** | **Word limit** |
| 1. **Event / Project / Activity**  * where and when it will be delivered * what activities will be involved * how it supports the vision of the [Queensland Women’s Strategy](https://www.csyw.qld.gov.au/campaign/womens-strategy) (QWS) * which QWS priority area it aligns with * what outcomes are expected. | 40% | 350 words |
| 1. **Audience**  * who the primary audience is (e.g. Aboriginal and Torres Strait Islanders, culturally and linguistically diverse persons, LGBTIQ+, rural and remote, disability, youth, seniors, etc) * why that audience was chosen * how many participants are expected and what is the breakdown (i.e. number from the applicant and partner organisations, and number from the wider community). | 20% | 150 words |
| 1. **Value for money**  * a breakdown of the budget (specific to the grant monies only) * evidence of the project 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. | 40% | 200 words |

Priority will be given to applications for events, projects and activities with evidence of strong partnerships and partner contributions, and where the majority of intended participants are from the wider community, rather than the applicant’s existing clients and stakeholders.

Consideration will also be given to geographic spread, diversity of target audience and coverage of initiatives across the Queensland Women’s Strategy priority areas.

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

* clarification of the information provided;
* further details.

# Important budget information

When developing the budget for your proposed event, project or activity please note:

* The maximum one-off grant amount available is **$3,000 per event, project or activity**.
* Applicants are encouraged to build the value for money of their initiative by supplementing their budget with in-kind contributions and/or corporate or business sponsorship.
* Grant funds may only be used to cover eligible expenses (refer to the details on the next page).
* Any costs not listed in the table are ineligible, unless approved in writing by the DCSYW.
* Event running/venue costs
* Event administrative costs
* Event travel/transport costs
* Event advertising and publicity costs
* Event catering costs (excluding alcohol)
* Guest speakers, entertainment, sessional worker or consultant’s fees

Costs allowed using grant funds

* Salaries and organisational running costs for existing staff
* Acquittal, auditing or reporting costs
* Fees associated with an auspice agreement
* Existing debt or loan repayments
* Standard maintenance or replacement of existing equipment
* Gifts of any sort (e.g. gift bags, door prizes, raffle prizes, giveaways, tickets to events)

Costs NOT allowed using grant funds

# How to apply

All applications must be submitted electronically through the SmartyGrants website at <https://qldwomen.smartygrants.com.au/QWW2020>.

**Please note:**

* A separate application must be submitted for **each** proposed event, project or activity.
* Late applications will not be accepted.
* Email applications will not be accepted.
* Applications that are incomplete after the closing date will not be assessed.

# 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 at least $10 million.
* Enter into a service agreement with the DCSYW prior to grant funds being released.
* Acknowledge the funding source on any printed or promotional material relating to the event, project or activity, including websites.
* Support the DCSYW’s broader QWW campaign message by distributing and sharing promotional resources.
* Comply with the *Community Services Act 2007.*

Following the delivery of the funded event, project or activity, 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 DCSYW. You must confirm you have obtained consent from people in the video, photo or audio to share the material.

# Contact details

All enquiries regarding the QWW grant round should be directed to the Office for Women between 8.30am to 4.30pm Monday to Friday (excluding public holidays) via [women@qld.gov.au](mailto:women@qld.gov.au).

Contact officers cannot provide advice on individual applications.