

Investing in Queensland Women grant program



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2024 Super Round 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 initiatives 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 initiatives 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.

Please note: Applications from sporting organisations that support women's leadership and are aligned to one of the focus areas listed above are encouraged. However, if you are a sporting organisation seeking funding for equipment, uniforms or to subsidise membership fees, we encourage you to direct your application to the [Department of Tourism and Sport](#) who have a range of grant programs that are likely to be more relevant to your organisations' needs.

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:

- The [Queensland Women's Strategy](#) (QWS)
This strategy provides a high-level framework to inspire and encourage the Queensland community to respect women, embrace gender equality and promote and protects 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.

Indicative timeframes – Super Round 2024 grant round

Stages of the grant process	Super Round 2024
Applications open	1 March 2024
Applications close	12 April 2024 at 5pm
Administration (i.e. eligibility check, assessment, moderation and approvals)	April-May 2024
Applicants notified of outcome	June 2024
Delivery timeframe for funded initiatives	July 2024- June 2025
Reporting	31 July 2025

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.

Please note: applicants must provide proof of not-for-profit status, incorporated association or Indigenous corporation.

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**
- have no outstanding acquittals due to the Department of Health and Office for Women; **AND**
- hold, or provide plans to obtain, insurance which will cover the appropriate time period.

Applicants **not** eligible to apply

- State-run entities such as schools, hospitals and government departments (for example the Queensland Police Service)
- For profit entities (e.g. a business or organisation that generates revenue for profit)
- Unincorporated organisations
- Sole traders

Please note: If your organisation is 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 initiatives. It is the organisation that meets the eligibility criteria that must apply for the grant and enter into a contract with the Queensland Government. The eligible organisation will take on the full responsibility for the legal and financial accountability of the initiative and the contract requirements.

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.

Funding available

IQW funding is for one-off funding only. It provides up to \$25,000 (excluding GST) for initiatives and/or events that are delivered within a twelve-month time period.

A total allocation of \$540,000 per annum (ex GST) is available through one super round in 2024.

Organisations may submit one (1) application per round.

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

- **Category 1: up to \$10,000** for small to medium scale initiatives and/or events (e.g. an awareness-raising event, a series of workshops, training sessions, or development of resources);
- **Category 2: up to \$25,000** for larger scale initiatives and/or events that may involve larger audiences, multiple events and/or elements that support greater community outcomes. These initiatives **may** also be delivered jointly between two or more organisations or community groups and include cash contributions and/or in-kind contributions from partners and/or your organisation.

Successful applicants may be offered full or partial grant funding.

Use of funding.

IQW funding expenditure must be related to the development and delivery of the initiative and fall within the following eligible and ineligible items.

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 initiative delivery only or to backfill core staff working on the initiative.
- guest speaker fees
- travel - within Queensland only
- evaluation activities
- childcare provided by qualified providers in an accredited setting for women participating in the initiatives or event.
- travel support for participants in the initiatives

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 initiatives or event
- salaries or organisational costs for staff not directly working on initiatives 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 events that are for the purposes of fundraising for charities or for the organisation's personal use.
- purchase of promotional/awareness raising merchandise that will be sold and profited on
- acquittal, auditing or reporting costs
- fees associated with an auspice agreement
- existing debt or loan repayments
- insurances.

Proposed initiatives 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 and advance the rights, interests and well-being of women and girls in Queensland.

Initiatives that will not be funded:

Grant funding will not be provided for initiatives:

- 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.

How grant applications will be assessed

Eligibility Assessment	Applications will be checked against the eligibility criteria outlined in this document. This determines if the application will proceed to assessment. If you do not meet eligibility criteria your application will not be assessed against the selection criteria.
Selection Criteria Assessment	Eligible applications will be assessed against the selection criteria by a panel of assessors from the industry and experienced grants officers. If the application fails to adequately address all selection criteria or does not align with the objectives of the grant it will not progress to moderation.
Panel Moderation	Assessed applications are collectively reviewed by a panel to determine a proposed shortlist of successful applications. Moderation will also consider a range of factors including: <ul style="list-style-type: none"> • the geographical spread across all applications • diversity of targeted audiences across Queensland • use of Queensland suppliers and gender equitable supply chains • longevity of the initiative after the contract period ends; and • environmentally sustainable practice.
Approval	Successful applications approved by appropriate delegate. The Minister for Women will be advised of successful applicants
Application Outcome	Applicants will be notified of the outcomes via email.

Selection Criteria

Eligible applications will be assessed against the selection criteria outlined in this document.

The following table provides guidance on what information each selection criteria is seeking. Be as succinct and clear as possible in your responses. You will have a word limit of **250 words** for each response.

Selection Criteria 1	
Proposal is clear and demonstrates strategic alignment	
Description	Consider including in your response
<p>Initiatives <u>must</u> be specific and advance the rights, interests and well-being of women and girls in Queensland.</p> <p>The proposed initiative must align 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.</p> <ul style="list-style-type: none"> • What will you be delivering, be specific. • State how your initiative aligns with the chosen strategy/strategies.
Selection Criteria 2	
How will this initiative benefit women and girls in Queensland?	
Description	Consider including in your response
<p>How does it advance the rights, interests and well-being of women and girls in Queensland.</p>	<p>Describe the intended impact, any outcomes and/or outputs (e.g. resources):</p> <ul style="list-style-type: none"> • What do you expect to be achieved for the targeted cohort. • Detail the measurable aspects of the initiative. • Consider providing evidence that the initiative is needed in the community (use Regional Profiles for base line data or the Australian Bureau of Statistics).
Selection Criteria 3	
Organisational Capability	
Description	Consider including in your response
<p>Detail your organisations capability, capacity and knowledge to deliver this initiative.</p>	<p>Demonstrate that your organisation has the appropriate skills, expertise and resources to deliver this initiative:</p> <ul style="list-style-type: none"> • Input: People, knowledge, networks and resources. • Are you partnering with any other services? If so, include a support letter.

Selection Criteria 4 Appropriate delivery and engagement mechanisms	
Description	Consider including in your response
The engagement mechanisms are accessible and equitable for those involved.	<ul style="list-style-type: none"> • Detail how will you engage targeted cohort. • Address accessibility needs e.g. mothers, transport, disability etc. • Detail number of participants both primary and secondary.
Selection Criteria 5 The proposed initiative represents value for money	
Description	Consider including in your response
Funds are used appropriately.	<ul style="list-style-type: none"> • Detail how you purpose to allocate 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.

Ticketed events:

Events that are ticketed such as International Women’s Day Events, need to outline additional details, such as:

- the cost of the ticket.
- making tickets available for vulnerable cohorts to attend.
- why are you making this a ticketed event.
- how much profit do you aim to make from the sale of the tickets.
- Providing information on how you plan for how this funding will be spent such as ensuring the funding goes towards the initiative you have requested funding for.
- Will ticket sales cover the cost of the event?
- Will IQW funding reduce the cost of the ticket price.

This information is required to assist the panel to assess applications.

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 - 2024 – super round, 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**.

Late applications will not be accepted. Please note that the grant round closes at 5pm exactly. If you are still working on your application in SmartyGrants up until 5pm and have not submitted the application before 5pm your application will be considered a late application and 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. Please ensure you receive email confirmation of your lodgment.

Conditions of funding

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. Organisations that fail to complete the activity report within 30 days of the due date and do not make contact with the Office for Women for an extension will not be considered eligible to apply for future grant programs facilitated by the Office for Women.

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 an initiative 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.

Input: People, knowledge, networks, resources at your disposal

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.

Outcome: What you expect to be achieved as a direct result of your initiative. Take into consideration the expected short, medium and long term outcomes. For example, it is expected that participants will report an increase to their financial security, or you aim to help change community attitudes about a topic.

Output: In simple terms, an output is goods or services that you deliver as part of the initiative. For example, creating resources, developing a podcast, implementing an activity, etc

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.