Funding Guidelines

Empowering Queensland Women Grants

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Grant information and application guidelines

The **Empowering Queensland Women (EQW)** grant program supports community groups and organisations across Queensland to develop and deliver initiatives that align with the Queensland Government's priorities for women and girls.

In 2025, a particular priority is addressing barriers experienced by women and girls that prevent them from achieving economic security.

Purpose of the grants

The EQW grant program aims to provide community groups and organisations across the state with resources to lead initiatives that improve the economic security of Queensland women and girls.

EQW will fund initiatives that support and/or improve women and girls:
- financial literacy, capability and resilience, including understanding superannuation
- digital literacy, including online safety and awareness when participating in the digital economy (i.e. financial transactions, online commerce and e-business development)
- upskilling and reskilling, including CV writing
- networking and mentoring opportunities that support women's career progression, including leadership opportunities.
- projects that can be directly linked to improving economic security for women and girls.

If you are seeking funding for an initiative that doesn't fall within the purpose of this EQW program, please visit the Queensland Government Grants Finder which outlines current Queensland Government grant funding opportunities available. Applications focused on women and girls increased participation in sport are outside the scope of this grant program.

Funding available

One-off (grant) funding of up to $10,000 (excluding GST) is available for eligible initiatives (e.g. events, projects) to be delivered within a six-month period.

Initiatives must be delivered within six months from contract execution; and be delivered in Queensland.

Successful applicants may be offered full or partial grant funding.

Indicative timeframes – 2025 grant round one

Stages of the grant process	2025 Round one
Applications open	29 September 2025
Applications close	30 October 2025
Administration (i.e. eligibility check, assessment, panel moderation and approvals)	November 2025
Applicants notified of outcome	Late December 2025
Delivery timeframe for funded initiatives	January 2026 - June 2026
Reporting due	July 2026

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 at the time of applying for an EQW grant.

*Parents and Citizens and/or Parents and Friends associations may apply.

Applicants must also:

- have an Australian Business Number (ABN); **AND**
- 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 Women, Aboriginal and Torres Strait Islander Partnerships and Multiculturalism and Office for Women; **AND**
- hold, or provide plans to obtain, insurance which will cover the period of funding and delivery of the funded initiative.

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

- a copy of your most recent Audited Financial Statement
- clarification of the information provided; or
- that you provide further details.

Applicants _not_ eligible to apply:

- State-run entities such as schools (excluding P&Cs), hospitals and government departments
- 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 consider working under an auspice arrangement with an eligible organisation to deliver an initiative. The eligible organisation (auspice organisation) will be responsible for the legal and financial accountability of the initiative and compliance with the contract requirements. See 'Definitions' (page 9) for further information.

Use of funding

Expenditure of EQW funds must be for the development and delivery of the initiative only and be one of the following eligible 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
- guest speaker fees, including travel within Queensland
- evaluation activities i.e. including an evaluation of the initiative or associated activities
- childcare provided by qualified providers in an accredited setting for women participating in the initiatives or event.
- travel support within Queensland for participants in the initiative.

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 initiative or event
- salaries or organisational costs for staff not working on initiative 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 direct benefit
- purchase of promotional/awareness raising merchandise that will be on-sold
- sporting equipment, uniforms, or membership subsidies
- acquittal, auditing or reporting costs
- fees associated with an auspice arrangement/agreement
- existing debt or loan repayments
- Insurances not explicitly required to deliver the initiative.

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 - please contact Us to discuss prior to submitting your application); OR
- business-as-usual programs and activities, including programs that your organisation currently or consistently delivers year-on-year; 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
- projects or initiatives that require ongoing or recurrent funding to remain operational; OR
- that are political in nature or are held for political purposes

Selection Criteria

Eligible applications will be assessed against the selection criteria outlined the table below.

Guidance is provided on what information each selection criterion is seeking. Please be succinct and clear in your responses. You will have a word limit of **250 words** for each response.

Selection Criteria 1
How will this initiative support Queensland women and girls to improve their economic security?
Ensure your response describes the intended impact, **outcomes** and/or **outputs** (e.g. resources): • What outcomes do you expect to be achieved for the targeted cohort. • Provide evidence that the initiative is needed in the community (use Regional Profiles for base line data or the Australian Bureau of Statistics.
Selection Criteria 2
Detail your organisations capability, capacity and knowledge to deliver this initiative.
Provide evidence to demonstrate your organisation's capability, capacity and track record to deliver the initiative (including the appropriate skills, expertise and resources): • Input: People, knowledge, networks and resources. • Are you partnering with any other services? If so, include a support letter/agreement.
Selection Criteria 3
How will you deliver the initiative and ensure it is accessible and engaging for participants
Ensure your response outlines the engagement mechanisms: • Detail how you will engage the target cohort. • How will you address accessibility barriers/needs e.g. mothers, transport, disability etc • Detail expected number of participants both primary and secondary (scope and impact).
Selection Criteria 4
Provide a detailed budget that shows how funding will be used efficiently to deliver measurable benefits.
Ensure your response provides a detailed budget that outlines how the funding will be utilised: • Itemised expenditure (e.g. line by line allocation of expenses). • Clearly demonstrates how expenditure aligns with proposed initiative. • Remember to read the eligible and ineligible items – inclusion of ineligible items will result in your application not progressing for full panel assessment.

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 the 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. 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: • 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 • support a whole community benefit.
Approval	Successful applications approved by appropriate delegate. The Minister for Women and Women's Economic Security will be advised of successful applicants
Application Outcome	Applicants will be notified of the outcomes via email.

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 Empowering Queensland Women, 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;
    - applications under an **auspice** arrangement must be submitted by the authorised person representing the **auspice organisation**;
    - ensure you receive email confirmation of your lodgement.

Organisations may submit only **one (1)** application

The onus is on your organisation to determine its priority and to ensure only one application is submitted. If more than one application is submitted, the organisation will be contacted and asked to determine which application should proceed. If no determination is provided, only the first eligible application will be considered.

Late applications will not be accepted. Please note that the grant round closes at 4pm exactly. If you are still working on your application in SmartyGrants up until that time and have not submitted the application before 4pm your application will be considered a late application and will not be accepted.

Email applications will not be accepted under any circumstances. Only applications submitted via SmartyGrants by the due date/time will be considered for assessment. Applications that are incomplete after the closing date will not progress to the assessment stage.

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.
- You must declare if you are receiving any Commonwealth or state funding for the same purpose to us.
- Share information and promotional material with us to facilitate our promotion of the activity.
- 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 (AEST) Monday to Friday (excluding public holidays) or by email, at: women@qld.gov.au.

Queensland Government 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.

Asset purchases: 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.

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.

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
- 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 Currency: a document that serves as evidence that you have a valid insurance policy and that your coverage is active.

Certificate of incorporation: is a legal document issued by the Government that confirms a company, business, or organisation is registered as a separate legal entity.

Input: People, knowledge, networks, resources at your disposal. These elements are essential for success. People represent the workforce, knowledge encompasses data and expertise, networks connect individuals and organisations, and resources encompass physical assets and finances.

Infrastructure/capital equipment: Is the purchase of buildings, or equipment where items are kept for a longer period and depreciate over time for example, machinery, furniture, motor vehicles, buildings.

Local government: is an elected body responsible for a designated area and is responsible for providing services and managing public property within that area.

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.