

# Investing in Queensland Women

grant program



## Investing in Queensland Women Grants Community Forum

Presented by

Principal Program Officer Nikola Sweet-Fisher  
Partnerships and Engagement Team  
Office for Women and Violence Prevention



# Acknowledgement of Country

## Agenda for today's forum

- Overview of the grants
  - Guidelines and application changes
  - Purpose
  - Funding available
  - Rounds
  - Application closing dates
- Preparing an application
  - Meeting the eligibility criteria
  - Selection criteria
  - How to apply
  - Selection process
- What are the panel looking for?
  - Resources to help write your application
  - Tips
  - What if you are
    - successful
    - unsuccessful

## Overview of the grant program

- Guidelines and application updates
- Purpose
- Funding available
- Rounds
- Application closing dates

# Investing in Queensland Women

grant program

## What is the Investing in Queensland Women Grant Program?

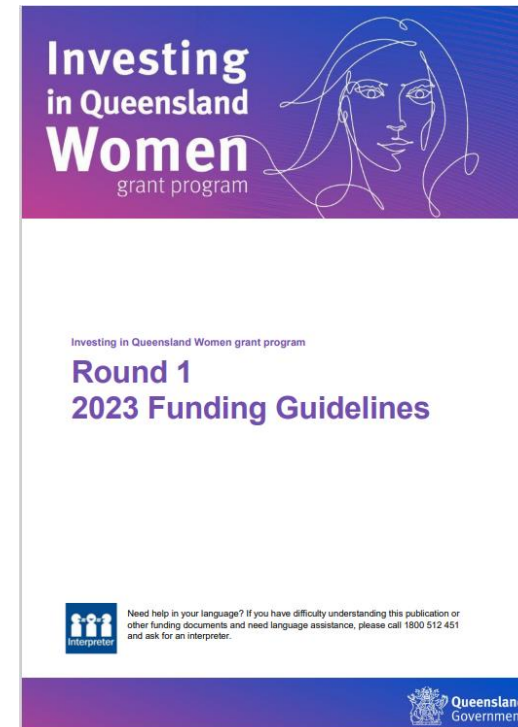
The Investing in Queensland Women (IQW) grant program supports community groups and organisations across Queensland to develop and deliver projects and/or events that align with the Queensland Government's strategic priorities for women and address the unique issues faced by women and girls.

The IQW Grants program brings together the previous Queensland Women's Week, Domestic and Family Violence Prevention Month and Sexual Violence Awareness Month grant programs.



## Updates to grant information and application guidelines

- The Grant information and application guidelines have been updated to make them easier to understand
- The updates relate to:
  - Purpose of the grants have been amended slightly
  - Funding category 3
  - Selection criteria has been updated to improve clarity (will address this in more detail)
- Please read the grant information and application guidelines



## What is the purpose of the grant program?

- The IQW grant program aims to provide community groups and organisations across the state's urban, rural and remote regions with resources to lead projects and events designed to create positive change for women and girls.

These grants provide support and resources for initiatives that focus on:

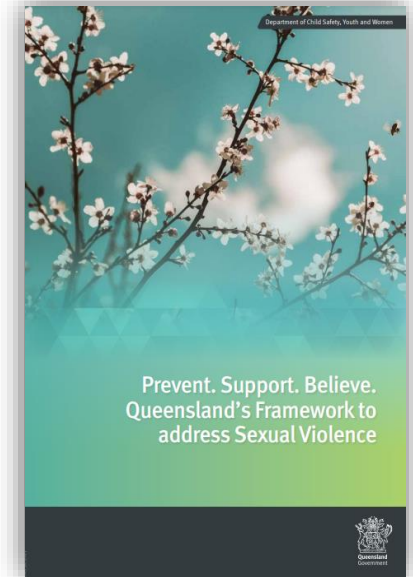
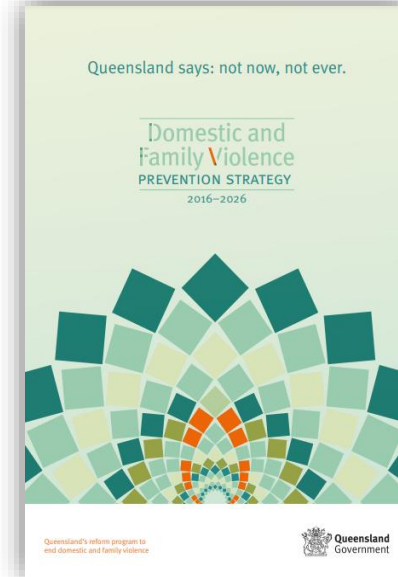
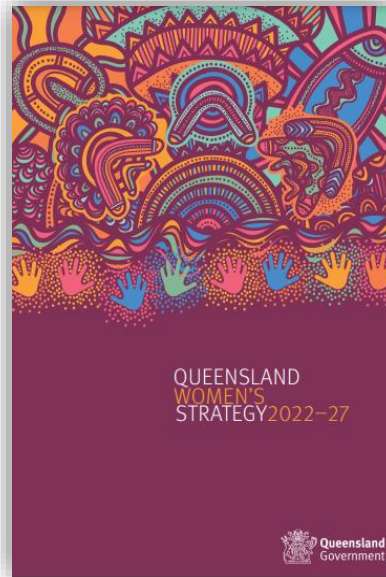
- **empowering women and girls,**
- **promoting partnership and networking,**
- **addressing existing gaps,**
- **removing barriers and**
- **addressing the unique issues faced by women.**

# Investing in Queensland Women

grant program

## Purpose aligns with government objectives

- Queensland Women's Strategy 2022-27
- Queensland's Domestic and Family Violence Prevention Strategy 2016-26
- Prevent. Support. Believe.  
Queensland's Framework to prevent and respond to all forms of sexual violence





## Funding available

- The funding available is *one-off funding only*.
- It provides up to \$15,000 (excluding GST) for projects and/or events that are delivered within a six-month time period.
- A total allocation of \$540,000 per annum (ex GST) will be made available through two grant rounds each year of \$270,000 (ex GST) each.

There are three categories for funding:

- **Category 1:** up to \$5,000 for small scale projects and/or events (e.g. an awareness-raising event, a workshop or a training session, or development of basic resources);
- **Category 2:** up to \$10,000 for larger scale projects and/or events involving a larger audience or multiple events, or with longer term impacts (e.g. a series of workshops or events, a set of resources to be used well into the future; a medium to large scale awareness-raising campaign); or
- **Category 3:** up to \$15,000 for more substantial initiatives involving multiple elements, which may be delivered jointly between two or more organisations or community groups. Partnerships may include cash contributions and/or in-kind contributions.

## There are two rounds per year

The current round that is open is Round 1 for the year, applications are open and close **5pm Friday 24 March 2023**.

- Round 1 opened 24 February 2023 and looks to deliver initiatives between July and December 2023 and therefore supports events taking place during Sexual Violence Awareness Month and 16 Days of Activism.

Stages of the grant process	Round 1 2023	Round 2 2023
Applications open	24 February 2023	3 July 2023
Applications close	24 March 2023	31 July 2023
Administration (i.e. eligibility check, assessment, moderation and approvals)	March – April 2023	August – September 2023
Applicants notified of outcome	Late May 2023	Late October 2023
Delivery timeframe for funded initiatives	July to December 2023	January to June 2024
Reporting	31 January 2024	31 July 2024

## Preparing an application

- Meeting the eligibility criteria
- Selection criteria
- How to apply
- Selection process

## Eligibility criteria

- **Applicants must:**

- an incorporated, not-for-profit, community sector organisation (as defined by the Australian Charities and Not-for-profit Commission the ACNC)
  - 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
- Have an auspice agreement with any of the above entities

## **AND**

- **Applicant 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**
- hold, or provide plans to obtain, insurance which will cover the appropriate time period.

## Eligibility criteria cont.

- **Proposed projects 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's six-month delivery period as outlined in the 'timeframes' section; **AND**
  - be delivered in Queensland; **AND**
  - support the purpose of the grant program.
- One application per organisation – one ABN, one application

## Selection criteria 1: Initiative proposal

Selection Criteria 1	Description
<p>Proposal is clear and demonstrates strategic alignment</p> <p>Your initiative can be an event or program etc.</p>	<p>Outlined initiatives are specific, measurable, and advance the rights, interests and well-being of women and girls in Queensland.</p> <p>The proposed initiative aligns with one or more of the following strategies:</p> <ul style="list-style-type: none"><li>• Queensland Women’s Strategy;</li><li>• Domestic and Family Violence Prevention Strategy; and/or</li><li>• Prevent. Support. Believe. Queensland’s Framework to prevent and respond to all forms of sexual violence.</li></ul>

## Selection criteria 1: Initiative proposal

### Is your application a program or event

Will your initiative be an event, project, program or a combination of these? \*

- Event - Sexual Violence Awareness Month (October 2023)
- Event - 16 Days of Activism Against Gendered Violence (November-December 2023)
- Event - Other, not specifically aligned to an awareness raising month or week
- Project or program - resource development
- Project or program
- Both an event and project/program
- Other:

### The initiative aligns with one or more of the government policies

Which Queensland policy initiative does your initiative align with? \*

- Queensland Women's Strategy 2022-27
- Queensland's Domestic and Family Violence Prevention Strategy 2016-2026
- Prevent. Support. Believe. Queensland's Framework to address Sexual Violence

## Selection criteria 1: Initiative proposal

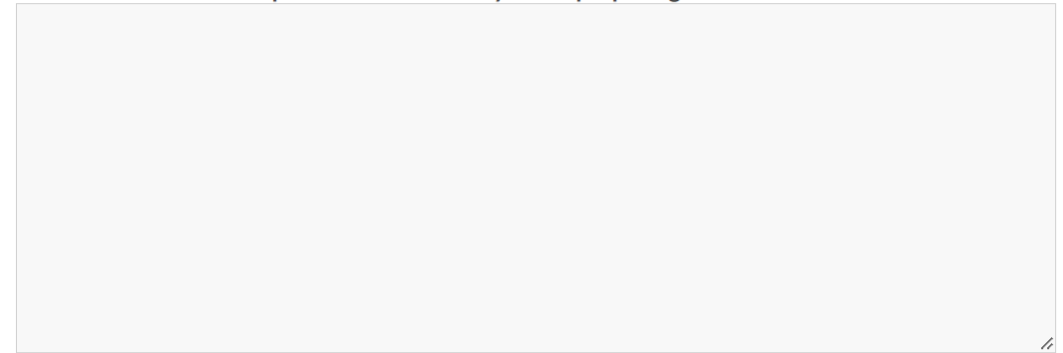
- Provide **simple information** about the initiative such as:
  - The name of your initiative
  - Start and end date
  - Location of the initiative and additional locations if relevant
- Provide **detailed information** about you proposed initiative in the written section of Selection Criteria 1 make sure:
  - Your proposal is clear
  - Demonstrates strategic alignment with the relevant policy

Initiatives should be specific, measurable, and advance the rights, interests and well-being of women and girls in Queensland.

Provide details for how the proposed initiative is in alignment with the Government strategy you selected:

- Queensland Women's Strategy;
- Domestic and Family Violence Prevention Strategy; and/or
- Prevent. Support. Believe. Queensland's Framework to prevent and respond to all forms of sexual violence.

Provide a detailed description of the initiative you are proposing: \*



Word count:

Must be no more than 500 words. Provide a detailed description of what your initiative is. Please feel free to use dot points.



## Selection criteria 1: Initiative proposal

- Final section in selection criteria is the additional documents to support your application.
- What would be appropriate here is something essential to supporting your application such as:
  - Project plan
  - Flow chart of activities etc.
  - Consultation plan
  - Budget breakdown of the initiative

### Additional attachment to support application

Only use this field if you have an important document that you feel is essential and has not been included elsewhere in the application form (such as a project plan).

Attach a file:  No file chosen

A maximum of 3 files may be attached. Please ensure that these files are kept as short as possible, visual diagrams or tables are encouraged.

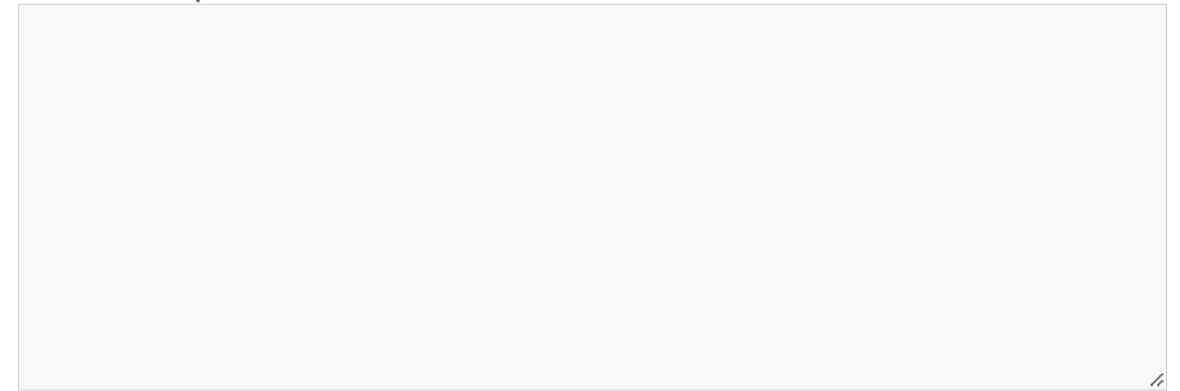
## Selection criteria 2: Initiative benefit

Selection criteria 2	Description
<p>How will this initiative benefit women and girls in Queensland?</p>	<p>How will the proposed initiative aim to benefit women and girls in Queensland whether that be big or small.</p> <p>Tell us why this initiative is important.</p> <p>Describe in this section the intended impact, any outcomes and/or outputs (e.g. resources) can be identified where relevant or any type of change that would benefit women and girls in Queensland.</p>

## Selection criteria 2: Initiative benefit

- Selection criteria 2 asks you to detail how your initiative will benefit women and girls in Queensland.
- Tell us why this initiative is important and what it aims to achieve.
- Outline:
  - The intended impact
  - Any outcomes (example: educating women on economic security)
  - Outputs (example: resources)
  - The change that would benefit the women and girls participating in this event.

Detail how your initiative will benefit women and girls in Queensland. What is the intended impact, outcome or output of this initiative? \*



Word count:

Must be no more than 300 words. Link this to the strategic alignment of your initiative, as selected in criteria 1. Align with Queensland Women's Strategy 2022-27, Third Action Plan of Queensland's Domestic and Family Violence

## Selection criteria 2: Initiative benefit

Questions to consider when completing this section criteria.

- What is the rationale for this initiative?
  - Why is it needed, what issue is it addressing, or what gap will it fill?
  - Provide base-line data if you have it available.
- How will your initiative advance the rights, interests and well-being of women and girls in Queensland?
  - What will change for women and girls because of your initiative?
- What benefit will the project and /or event have for the participants?

## Selection Criteria 3: Appropriate delivery to the intended audience

Selection criteria 3	Description
Appropriate delivery to the intended audience	<p>Activities connect effectively to provide benefits to the intended audience.</p> <p>The engagement mechanisms are accessible and equitable for those involved.</p>

## Selection Criteria 3: Appropriate delivery to the intended audience

- Who is the intended audience(s) of the proposed initiative?
- There can be more than one target group
- Make sure that this links with the previous selection criteria 1 and 2
  - What is the initiative and
  - What is the benefit of the initiative

Who is the intended or target audience(s) of the proposed initiative? *	<input type="checkbox"/>	Aboriginal people and/or Torres Strait Islander people
	<input type="checkbox"/>	people from culturally and linguistically diverse (CALD) communities
	<input type="checkbox"/>	people with disability
	<input type="checkbox"/>	LGBTIQ+ people
	<input type="checkbox"/>	older people
	<input type="checkbox"/>	young people (12-25 years)
	<input type="checkbox"/>	general community
	<input type="checkbox"/>	Other:

## Selection Criteria 3: Appropriate delivery to the intended audience

- Then tell us why you choose this target group
  - Is there a specific issues that this particular cohort is facing?
  - Is there a gap or barrier to service?
- Tell us how you will engage this target group
  - How are you going to get that target group/audience involved in the initiative
  - How are you going to reach this audience?
- Tell us how many people in total will participate in the initiative

Why did you choose this target group? *	<input type="text"/>
	Word count: Must be no more than 200 words. Why was this audience chosen? Does this audience have a specific need? How will this initiative address this?
How will you engage your target group to participate in the initiative? *	<input type="text"/>
	Word count: Must be no more than 200 words. Use dot points. Are you going to send out emails, engage current clients or networks, spread the details of the initiative through local channels like a Facebook Group, newsletter or library etc.
How many people in total will participate? *	<input type="text"/>
	Must be a number. Include expected participant numbers from the applicant, partner organisation/s and from the wider community.

## Selection Criteria 3: Appropriate delivery to the intended audience

Questions to consider against this selection criteria:

- Who is the intended audience(s) of the proposed initiative? Include details of both the primary and secondary audience if relevant.
  - Why was this audience chosen?
- How many people do you anticipate reaching?
  - Include numbers for both direct and indirect participants. (Direct would be considered people who will participate/engage in a session or workshop or event etc. Indirect is the potential reach of a social media campaign or who will have access to resources etc.)
- How are you planning to reach the intended audience?
  - Is this a group/audience you already work with? Will new partnerships be formed? What is the plan for reaching a new audience?
- Does the intended audience have specific needs and how will the initiative address these?



## Selection criteria 4: Funds are used appropriately

Selection criteria 4	Description
Funds are used appropriately	The proposed initiative represents value for money.

## Selection criteria 4: Funds are used appropriately

- The application will ask you what category of funding you are requesting.
- Make sure that you have selected the correct category once you have completed your budget expenditure table

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

- **Category 1: up to \$5,000** for small scale projects and/or events (e.g. an awareness-raising event, a workshop or a training session, or development of basic resources);
- **Category 2: up to \$10,000** for larger scale projects and/or events involving a larger audience or multiple events, or with longer term impacts (e.g. a series of workshops or events, a set of resources to be used well into the future; a medium to large scale awareness-raising campaign); or
- **Category 3: up to \$15,000** for more substantial initiatives involving multiple elements, which **may** be delivered jointly between two or more organisations or community groups. Partnerships may include cash contributions and/or in-kind contributions.

Which funding  
category are you  
applying for? \*

- Up to \$5000
- \$5,001 - \$10,000
- \$10,001 - \$15,000

[Clear](#)

## Selection criteria 4: Funds are used appropriately

- When completing the table:
  - explain how amounts have been calculated  
e.g.
    - Catering - \$20/person x 20 people = \$400
    - Web developer - \$70/hr x 20 hours = \$1400
  - use whole amounts (i.e. dollar amounts only, no cents)
  - do not add commas or dollar '\$' symbols in the 'Expenditure amount' column (i.e. enter one thousand dollars as the number 1000).

Expenditure item - provide a list of what will be purchased with the funds. Be specific.	Expenditure amount (\$)
<small>This section is specifically about detailing how you will be using the grant funding you are requesting. Detail partner contributions in the next section if relevant.</small>	<small>Must be a dollar amount.</small>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

[Add More](#)  
Must be at least 2 rows

## Selection criteria 4: Funds are used appropriately

### Funding expenditure table EXAMPLE

Expenditure item - provide a list of what will be purchased with the funds. Be specific.	Expenditure amount (\$)
Hire of venue – x3 for 1 day workshops	\$1,500
Catering - for 60 ppl at \$30 pp	\$1,800
Workshop preparation and facilitation - staffing wages – 100 hours x \$35 per hour	\$3,500
Resources for participants - 60 ppl at \$15 pp	\$900
Evaluation review – staffing wages – 60 hours x \$35 per hour	\$2,100
<b>Total</b>	<b>\$9,800</b>

## Selection criteria 4: Funds are used appropriately

### 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 project or event
- 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 activities, unless the funds raised are also spent on delivering the project or event
- Salaries or organisational costs for staff not directly working on project or event delivery
- Acquittal, auditing or reporting costs
- Fees associated with an auspice agreement
- Existing debt or loan repayments or insurances

# Investing in Queensland Women

grant program

## How to apply

- Head to our website:  
<https://www.justice.qld.gov.au/initiatives/grants-for-queensland-women>
- Click on the apply here button and you will be taken to the SmartyGrants landing page where you will have to log in and create an account
- The SmartyGrants link is:  
<https://justiceqld.smartygrants.com.au/2023IQWR1>

### How to apply

You can apply for the grant program on *SmartyGrants*.

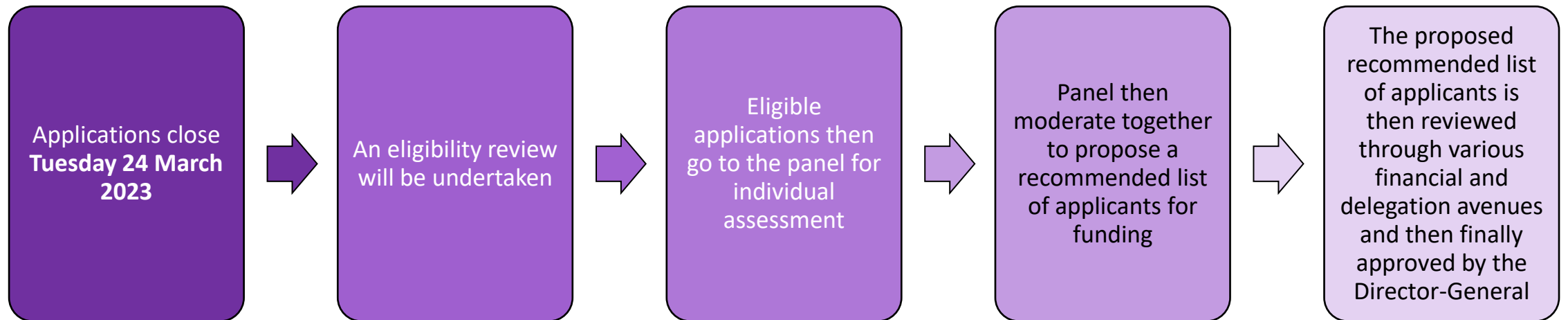
You can read the following documents for more information about applicant eligibility, selection criteria and requirements for successful applicants:



# Investing in Queensland Women

grant program

## The selection process



## What is the panel looking for?

- Resources to help write your application
- Tips
- What if you are
  - successful
  - Miss out this time around



# Investing in Queensland Women grant program

## What resources are available to help with writing a grant application

- There are resources to help you write a strong application available on:
  - Our webpage, <https://www.justice.qld.gov.au/initiatives/grants-for-queensland-women>
    - *How to write an effective grant proposal resource*
    - the Grant information and application guidelines
    - previous successful applicants
    - QCOSS's Community Door resources: <https://communitydoor.org.au/resources/fundraising-and-philanthropy#0-text-nav-item-2>
  - Australian Government Community Grants Hub information sheet: [https://www.communitygrants.gov.au/sites/default/files/documents/09\\_2016/what-makes-a-good-grant-application%20for%20download%20%282%29.pdf](https://www.communitygrants.gov.au/sites/default/files/documents/09_2016/what-makes-a-good-grant-application%20for%20download%20%282%29.pdf)

The collage features three main documents:

- Australian Government Community Grants Hub:** Titled "What Makes a Good Grant Application?", it provides guidance on preparing a Commonwealth Government grant application. It includes sections on understanding the grant program, eligibility, and a checklist for submitting an application.
- Investing in Queensland Women grant program:** Titled "Round 1 2023 Funding Guidelines", it details the process for writing an effective grant proposal, including steps like getting started and starting writing it down. It also lists selection criteria for proposals.
- Community Door:** A resource for fundraising and philanthropy, represented by a logo of a door with the text "Community Door".

The bottom right corner of the collage features the Queensland Government logo.

What does the panel look for when recommending an application for funding



## What will not be funded

- **Grant funding will not be provided for projects:**
  - 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 the organisation receives; 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.

## Tips

- Some general tips:
  - Ensure you have letters of support from partnering organisations including what they will provide and the contribution dollar value
  - Make sure that your initiative aligns with the purpose of the grant program – make sure you talk about women and girls in your application
  - Really think about your costs and get some estimates to help you understand what a reasonable amount is
  - Prepare your application ahead of time – you can download a preview of the application form
  - Read and reread your application and get a colleague who hasn't been involved read through the application to make sure it makes sense
  - Use dot points

## What if you are successful

- For applicants that are successful you will be required to:
  - Enter into a service agreement with the Department of Justice and Attorney-General
  - Provide a certificate of currency for public liability insurance, at least \$10 million, prior to funds being released
  - Required to provide an EFT Form (bank details) and confirmation of ABN details

## What if you are unsuccessful

- For applicants that are unsuccessful:
  - Do not be discouraged, there are a lot of grant applications and only \$270,000 available per round
  - Ask for feedback, via email or phone call
  - Reapply next round

## Contact details

- **Phone: Women's Infolink on 1800 177 577** between 9am to 5pm Monday to Friday (excluding public holidays)
- **Email:** [partnerships@justice.qld.gov.au](mailto:partnerships@justice.qld.gov.au)

Contact officers can provide clarification of the application guidelines, however, they cannot provide advice on the merits of individual proposals.