

# Supporting Women in Business Grant Guidelines

---

2025-26 Guidelines

October 2025



OFFICIAL

---

## Acknowledgement of Country

The Cabinet Office acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of the Supporting Women in Business grants.

Supporting Women in Business Grant Guidelines

Published by Women NSW, The Cabinet Office

First published: October 2025

Copyright and disclaimer

© State of New South Wales through The Cabinet Office 2025. Information contained in this publication is based on knowledge and understanding at the time of writing, August 2025, and is subject to change. For more information, please visit <https://www.nsw.gov.au/nsw-government/copyright>.

Grant Program Details	
Applications open	10:00AM AEDT 13 October 2025
Application close	15:00PM 10 November 2025
Application outcomes advised	12/01/2026
Anticipated date for Funding Deed execution (with successful applicants)	January 2026
Project delivery timeframe	1 March 2026 – 28 February 2028 (up to two years)
Decision-maker	Deputy Secretary, Social Policy and Intergovernmental Relations, The Cabinet Office
NSW Government Agency	Women NSW, The Cabinet Office
Type of grant opportunity	Closed, non-competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Individual grant amounts from \$150,000 to \$250,000 (excluding GST) per applicant. Total funding budget: \$500,000
Enquiries	<p>For questions not covered in these funding guidelines, please contact Women NSW:</p> <p>Email: <a href="mailto:WNSWGrants@tco.nsw.gov.au">WNSWGrants@tco.nsw.gov.au</a></p> <p>For questions about the online grant management system, Smarty Grants, please contact their support team at:</p> <p>Email: <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a></p> <p>Phone: (03) 9320 6888</p> <p>Available to help Monday to Friday 9:00am to 5:00pm (Australian Eastern Standard time).</p>

NB: The above dates are proposed only and are subject to change. The Cabinet Office (Women NSW) will notify applicants of any changes to timeframes and deadlines.

# Contents

<b>Overview of the grants.....</b>	<b>6</b>
<b>1 Overview of the grants.....</b>	<b>7</b>
1.1 Purpose and objectives.....	7
1.2 Grant value.....	7
1.3 Focus communities .....	8
1.4 Service delivery models .....	8
1.5 Intended outcomes .....	9
<b>Selection criteria .....</b>	<b>10</b>
<b>2 Selection criteria.....</b>	<b>11</b>
2.1 Eligibility criteria .....	11
2.1.1 Requirements for Aboriginal / Torres Strait Islander Community-Controlled Organisations.....	11
2.1.2 Requirements for Not for Profits:.....	11
2.1.3 Requirements for social enterprises .....	12
2.2 Ineligible Applicants .....	12
2.3 NSW National Redress Scheme sanctions.....	13
2.4 Ineligible uses of funding .....	13
2.5 Assessment criteria.....	14
2.6 Evidence requirements .....	15
<b>Application process.....</b>	<b>16</b>
<b>3 Application process.....</b>	<b>17</b>
3.1 How to apply .....	17
3.2 Support available to applicants .....	17
3.2.1 Accessibility .....	17
3.2.2 Support .....	17
3.2.3 SmartyGrants .....	17
<b>Assessment process.....</b>	<b>18</b>
<b>4 Assessment process .....</b>	<b>19</b>
4.1 Assessment of grant applications .....	19
4.1.1 Stage 1 – eligibility .....	19
4.1.2 Stage 2 – assessment .....	19
4.1.3 Stage 3 – decision.....	19
4.2 Notification of application outcome.....	19
4.3 Feedback on applications.....	19
4.4 Publication of grants information.....	19
<b>Successful grant applications.....</b>	<b>21</b>
<b>5 Successful grant applications.....</b>	<b>22</b>

5.1	Project evaluation.....	23
5.2	Variations to the funded activity.....	23
5.3	Unspent funds .....	23
5.4	Advertising and promotion.....	23
5.5	Reporting and acquittal requirements.....	24
5.6	Insurance.....	24
	<b>Additional information and resources .....</b>	<b>25</b>
<b>6</b>	<b>Additional information and resources.....</b>	<b>26</b>
6.1	Disclaimer .....	26
6.2	Complaint handling.....	26
6.3	Access to information.....	26
6.4	Conflict of Interest management .....	26
6.5	Confidentiality .....	27
<b>7</b>	<b>Appendix.....</b>	<b>27</b>
	Appendix A – Sources of evidence .....	27
	Appendix B – Evaluation guidance .....	27

# 1

## Overview of the grants

# 1 Overview of the grants

Despite the prevalence of small businesses in New South Wales, only one-third of these businesses are owned by women. While there is evidence new small businesses in Australia are increasingly women-led<sup>1</sup>, the number of women-led businesses remains significantly lower than male-led businesses.

The Supporting Women in Business Grants (SWIB) was established by the NSW Government in 2023. This program aims to connect women in small businesses and women looking to start a micro or small business with the right resources and supports. The SWIB program delivers on the NSW Government's priorities under the [NSW Women's Strategy 2023 - 2026](#). Budget has been allocated to deliver the SWIB program of \$2 million over 4 years to meet this commitment.

For the 2025-26 round of SWIB, Women NSW invites selected organisations seeking to deliver SWIB projects via a closed non-competitive round by invitation through the online grants management portal, SmartyGrants.

Women NSW encourages applicants to read all the details in these guidelines before applying and refer to the FAQs. Women NSW has a responsibility to make sure projects provide value for money. It is important you are able to demonstrate how your proposed project provides outcomes and how the grant will deliver value for money.

The Minister for Women has approved these guidelines and the launch of this grant program. Final decisions will be made by the Deputy Secretary, Social Policy and Intergovernmental Relations (The Cabinet Office) as the Minister's delegate.

---

## 1.1 Purpose and objectives

The primary objective of SWIB is to address barriers for women to achieve their purpose of starting or growing a micro or small business. The grants seek to increase women's skills and confidence to support them in achieving their business goals.

SWIB grants fund projects that deliver training, mentoring, networking skills and opportunities, assistance to access finance and business development support. Projects are tailored to a nominated Women NSW focus community (further information below) and should respond to the community's specific needs and circumstances.

---

## 1.2 Grant value

The budget for 2025-26 SWIB grants is \$500,000. SWIB grants offer one-off funding for projects between \$150,000 - \$250,000, depending on the project model, number of participants, and the level and intensity of supports in response to focus communities' needs.

A minimum of 10% financial co-contribution is required as cash or in-kind sources.

Only one application for funding will be accepted per organisation.

---

<sup>1</sup> Xero, Boss Insights 2020 The role of business ownership in shaping modern Australia, February 2020

## 1.3 Focus communities

The focus communities for SWIB are women who face enduring and complex barriers to economic participation. The 2025-26 round focuses on supporting the following focus communities from the NSW Women's Strategy 2023-2026:

- Aboriginal and Torres Strait Islander women
- women from culturally and linguistically diverse (CALD) communities
- women living in regional, rural, remote and cross-border areas

Regional, rural, remote and cross border areas are defined as local government areas (LGAs) of NSW outside the metropolitan areas of Greater Sydney, Newcastle and Wollongong, as illustrated on the regional and metropolitan boundaries maps in the FAQs.

## 1.4 Service delivery models

SWIB will fund a variety of models with funding levels determined according to the proposed model and extent of services provided in response to focus communities' needs. Projects should outline a model delivering some or all the following components with a **minimum of 4** service components recommended. Supports can include, but are not limited to the following:

Key components	Examples of supports / services
Accelerator programs	Short term accelerator programs supporting female founders at any stage of their business through mentoring and access to finance.
Coaching and mentoring	Tailored mentoring and support programs and business support to help participants start, run and grow their small business.
Small business training / workshops	Provide online or in-person training workshops and support access to a range of relevant accredited training options to increase required business skills.
Advisory services including support with business planning	<p>One-to-one tailored business advisory sessions supporting participants with starting a micro / small business or operating an existing business. Includes supporting participants to develop a business plan and reviewing viability.</p> <p>Advice on a range of other small business matters including (but not limited to) finance, operations, marketing and promotions, customer / client management, governance or administration.</p> <p>Support participants to develop procurement readiness to supply goods and services to government and other businesses, as relevant.</p> <p>Connect participants with NSW Government and other business support services, as relevant.</p>
Support in developing business networks	Support participants to link to relevant small business and industry networks and to build their networking skills for the purposes of business growth and increased access to finance.
Support in gaining access to finance, investment or start-up capital	Support participants to understand the types of finance available and which is best suited to their needs. Support participants to access finance.

---

## 1.5 Intended outcomes

It is expected that SWIB projects will achieve a range of outcomes tailored to the specific needs and goals of the business owner. Outcomes for participants will include:

- Increased access to resources and support in starting or growing a micro or small business
- Increased networks, business skills and confidence in starting or growing a business
- Access to finance, investment, or start-up capital to start or grow a business
- Increased number or size of small businesses run by participants within 12 months
- Higher business turnover, profit or employment
- Increased customer or client base and / or business growth, expansion, capacity and output
- Participants financial wellbeing and economic security are improved because of starting or growing a successful business
- Businesses run by participants have greater presence in existing markets and/or access to extended, alternate, or larger markets
- Increased number of women owned and led businesses registered to procure their services to the NSW Government via Buy NSW. Support will be provided to organisations regarding this outcome.

SWIB outcomes are detailed further in the [SWIB Project logic](#), a structured framework that outlines the relationship between a project's objectives, input, activities, outputs, outcomes, impacts and benefits.

# 2

Selection criteria

## 2 Selection criteria

The SWIB selection criteria comprises both eligibility and assessment criteria. Applicants are required to meet all the eligibility criteria and address the assessment criteria.

---

### 2.1 Eligibility criteria

To be eligible, applicants must:

- Be a legally constituted Australian-based entity from one of the following categories:
  1. Aboriginal and / or Torres Strait Islander Community Controlled Organisations (ACCO)
  2. Incorporated not-for-profit organisations, including community organisations
  3. Social enterprises (defined as a business that trades primarily for a defined social purpose consistent with a public and/or community benefit)
- Have appropriate public liability insurance (minimum of \$10 million)
- Address the NSW National Redress Scheme sanctions (included in these guidelines)
- Provide a budget that outlines eligible expenditure items and excludes non-eligible expenditure items (as per section 2.3 in the Guidelines).
- Include a minimum of 10 per cent funding from other sources (cash or in-kind).
- Apply as a single organisation that will accept responsibility for the delivery of the project if the application is successful.
- Deliver the project in the period between 1 March 2026 – 28 February 2028.
- Be based in NSW, unless it can be demonstrated that the project will be run in and for the benefit of women and/or girls in NSW and that the organisation meets all Australian regulatory business requirements.

#### 2.1.1 Requirements for Aboriginal / Torres Strait Islander Community-Controlled Organisations

For this grant, an Aboriginal and / or Torres Strait Islander Community Controlled Organisation (ACCO) is eligible to apply if it builds the strength and empowerment of Aboriginal and Torres Strait Islander communities and people, and is:

- Incorporated under relevant legislation
- Not-for-profit (see further requirements below)
- Controlled and operated by Aboriginal and / or Torres Strait Islander people
- Connected to the community or communities in which they deliver services; and
- Governed by a majority Aboriginal and / or Torres Strait Islander governing body.

Applicants will be required to provide documentation to support their ACCO status such as:

- an Office of the Registrar of Indigenous Corporations certificate of registration
- a constitution/rule book which shows the organisation requirements
- letters or surveys from other local Aboriginal organisations, groups or relevant community stakeholders or outcomes from community feedback.

#### 2.1.2 Requirements for Not for Profits:

To be eligible to apply, not-for-profit organisations must be registered and approved as a not-for-profit body with a current and up-to-date record in at least one of the following categories:

- Peak bodies (not for profit organisations who represent the interests of a sector or industry)
- Charities, and cooperatives registered with the Australian Charities and Not-for-profits Commission (ACNC).
- Organisations with Deductible Gift Recipient (DGR) status.
- Organisations with Public Benevolent Institution status.
- Associations and Industry Associations (registered under the *Associations Incorporation Act 2009* and with NSW Fair Trading).
- Non-distributing co-operatives registered under the Co-operatives National Law (NSW) and with NSW Fair Trading.
- A Local Aboriginal Land Council under the *Aboriginal Land Rights Act 1983* (NSW) and registered with the NSW Aboriginal Land Council.
- Indigenous Corporations registered with the Office of the Registrar of Indigenous Corporations.
- Chambers of Commerce (not for profit organisations registered with the Australian Chamber of Commerce and Industry).

### 2.1.3 Requirements for social enterprises

To be eligible to apply, a social enterprise organisation must satisfy the definition criteria below:

1. Be established with a social, cultural or environmental purpose consistent with a public and/or community benefit
2. Trade commercially to fulfil their purpose
3. Derive a substantial portion of their income from trading commercially
4. Reinvest the majority of their surplus in the fulfilment of their purpose.

A Social Traders certification or People and Planet First Global Verification is required as evidence to demonstrate the above social enterprise definition is met. Applications without certification will not be accepted.

---

## 2.2 Ineligible Applicants

Funding will not be provided to:

- Individuals or groups of individuals, including sole traders
- Unincorporated organisations
- For profit commercial organisations and entities
- Sub-contractors – either for program management or for project delivery on behalf of non-eligible organisations
- Trusts or trustees
- NSW Government or Australian Government agencies or body (including public trusts and government business enterprises)
- Applicants requesting 100 percent project funding from Women NSW
- Projects which already receive NSW or Commonwealth Government funding
- Applicants with outstanding acquittal requirements with Women NSW
- NSW Government schools, Area Health Services and public hospitals. However, an associated incorporated not-for-profit body, such as a Parents and Citizens Association or hospital auxiliary is eligible

- Applicants with an obligation under the NSW National Redress Scheme who have not joined the Scheme.

## 2.3 NSW National Redress Scheme sanctions

The NSW Government will not award a Grant Funding Arrangement to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- at the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information visit the website [NSW National Redress Scheme sanctions](#).

## 2.4 Ineligible uses of funding

Ineligible uses of funding will deem the application ineligible. SWIB grants must only be used for expenses directly related to the project activities that are delivered in NSW.

Items not eligible for grant expenditure	Details
Non-essential costs	Any costs which are not related to the proposed core activity.
Retrospective costs or existing debt or loan repayments	Includes any project costs spent before a grant is approved or the grant project start date.
Acquittal, auditing or reporting costs	Including fees associated with an auspice agreement.
Business capital or start-up funding	Including venture capital.
Capital works	Including purchase of, or cost of infrastructure, assets and/or capital equipment and works.
Permanent equipment	Including purchases such as computers, phones or iPads or other items not specific to the project.
Permanent staffing wages	Including salaries and on-costs for ongoing staff not related to the project.
Organisation operating and staffing development costs	Including recurrent expenses such as insurance, leases, bills, general office consumables and disposables. Including staff training, conferences, workshops, planning days.
Conferences	Including paying for an individual or group to attend a conference.  This does not include structured, time limited training sessions and workshops with clear outcomes for project participants.

<b>Fundraising</b>	Including fundraising for charities or for the organisation's personal use, prizes, competitions and awards.
<b>Commercial activity</b>	Any project run solely for commercial purposes to the benefit of the delivery partner but not the program participants.  Includes the purchase of promotional/awareness raising merchandise that will be sold for profit.
<b>Events that encourage gambling or alcohol consumption</b>	Includes cash giveaways, bingo and raffles.
<b>Research</b>	Including those which are co-funded by State or Federal Governments and/or other organisations.
<b>Interstate and/or overseas travel</b>	Including allowances or costs associated with membership of boards/councils.
<b>Projects coordinated by NSW Government Departments</b>	Including activity by NSW Government Statutory Authorities.

## 2.5 Assessment criteria

Organisations invited to apply for a SWIB grant will be considered against the following assessment criteria, of equal weighting, to be considered for funding:

<b>Criteria</b>	<b>Specific information and evidence required</b>
1. Focus community	Demonstrates strong connections and extensive work with the nominated focus community.  Demonstrates the project will target and achieve outcomes for at least one nominated focus community.
2. Effective service delivery model	Demonstrates a well-developed service delivery model that sets out the types, level, and intensity of supports to be provided to participants and provides a rationale and costings for the model.  Demonstrates well established connections with the nominated focus community and how the service delivery model is tailored to the needs of the one nominated focus community.  A clear project plan for delivering the project which sets out key project activities and milestones is provided.
3. Partnerships and engagement	Demonstrates partnerships and engagement with relevant business support, training and finance sector organisations required to support the project and clearly outlines partner contributions.
4. Organisational capacity	Demonstrates the organisation has the appropriate skills and expertise to deliver the project, including prior experience delivering business support programs and their outcomes.  Demonstrates a capacity to provide ongoing value beyond the funding provided under the SWIB grants.

5. Outcomes	<p>Demonstrates a set of clearly defined outcomes and how they will be measured and evaluated.</p> <p>A clear evaluation strategy with metrics for measuring success in achieving outcomes is provided.</p>
6. Value for Money	<p>Costs are clearly outlined in the budget including:</p> <ul style="list-style-type: none"> <li>○ Detailed expenditure items that link to activities and outcomes</li> <li>○ The amount of funding sought from Women NSW</li> <li>○ Detailed in-kind contributions.</li> </ul> <p>Projects must represent value for money in overall costs, and the value of outcomes and benefits delivered.</p> <p>Projects must outline the minimum number of women who will benefit from the project and how the proposed service model represents value for money:</p> <ul style="list-style-type: none"> <li>○ In recognition of women with complex needs, higher cost models are acceptable however the rationale must be outlined in the costings and include evidence that supports the higher cost model.</li> </ul>
7. Evidence based	<p>Demonstrates a clear and well-refined problem statement, that outlines how the project will respond to the needs of women from the focus community experiencing barriers to starting a business.</p> <p>The project approach and service delivery model are supported by evidence and / or leading practice.</p>

## 2.6 Evidence requirements

Applications must demonstrate the evidence that defines the problem, how the proposed model is fit for purpose and how the projects intervention will effectively address business barriers for the selected focus community. Evidence for the problem and intervention should be:

- Relevant: the evidence is directly related to the problem and intervention.
- Reliable: the evidence is from a source or person that has knowledge and/or experience related to the problem and intervention. The reliability of evidence is strengthened when it can be supported through different information-gathering methods.
- Current: the evidence is up to date (provides a baseline against which change can be measured).
- Adequate: there is enough evidence to verify the existence and size of the problem, as well as the rigour and effectiveness of the intervention.

The specific problem should be articulated in terms of extent, demographics, and location. Evidence of the problem can be demonstrated through:

- published data
- peer-reviewed published research, and/or
- independent program evaluations.

It is recognised that some innovative solutions may lack a strong evidence base, however, applicants should demonstrate and apply relevant experience, practice wisdom, and correlations with evidence from other areas. The **Appendix** contains a non-exhaustive list of sources of evidence.

# 3

Application process

## 3 Application process

Grant applications will go through a comprehensive assessment process to determine the successful projects.

Frequently Asked Questions (FAQs) to assist applicants with the grant application processes will be available on the 2025-26 SWIB grants website.

---

### 3.1 How to apply

Organisations invited to apply must complete an application form through SmartyGrants between **10am on 13 October to 3pm on 10 November 2025**.

Only one application for funding will be accepted per organisation per project. Submission of an application **does not** guarantee funding.

We recommend applicants submit forms in SmartyGrants **at least two hours prior to the deadline** to ensure required documents upload properly. Late applications will not be accepted.

Applications are completed and submitted online via SmartyGrants. You will receive an automated email via SmartyGrants when your application form is submitted.

A submitted application can be reopened upon request until **applications close**. To do so, email [wnswgrants@tco.nsw.gov.au](mailto:wnswgrants@tco.nsw.gov.au).

If successful, the Funding Agreement and final acquittal for the grant will use the SmartyGrants portal and AdobeSign.

Applicants must not provide false or misleading information, and any false or misleading information will render the application ineligible.

---

### 3.2 Support available to applicants

#### 3.2.1 Accessibility

Applicants may request to submit a video response to the application questions. Women NSW staff are available to support applicants with recording and preparing a file for upload, if required. Women NSW will document any support provided.

#### 3.2.2 Support

For support to applicants or to reopen an application, email [wnswgrants@tco.nsw.gov.au](mailto:wnswgrants@tco.nsw.gov.au). A submitted application can be reopened upon request until applications close.

#### 3.2.3 SmartyGrants

For technical issues related to the SmartyGrants platform please contact the support team Monday to Friday 9:00am to 5:00pm (AEDT) at:

Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

Phone: (03) 9320 6888

Applicants have the option to create a SmartyFile profile for your organisation. SmartyFile allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search, and sort submissions across multiple funders in one spot. To learn more, go to [About SmartyFile](#).

# 4

Assessment process

## 4 Assessment process

---

### 4.1 Assessment of grant applications

The 2025-26 round of SWIB is closed, non-competitive and by invitation only to ensure the specialised requirements of the grant activity.

The application, eligibility, assessment, funding/letter of agreement, and acquittal for the grants is managed using the SmartyGrants management system.

#### 4.1.1 Stage 1 – eligibility

All submitted applications are initially reviewed by Women NSW staff to ensure compliance with mandatory eligibility criteria and required documentation.

#### 4.1.2 Stage 2 – assessment

An Assessment Panel will be formed and assess grant applications. The Panel will assess grant applications against the assessment criteria and will consist of three members:

- one convenor, Women NSW, Director.
- one Women NSW staff member: Associate Director Partnerships and Programs.
- one representative from NSW Treasury.

The assessment panel will then make their recommendations to the final decision maker and document the rationale for those decisions.

#### 4.1.3 Stage 3 – decision

The assessment panel makes their recommendations to the final decision maker, the Deputy Secretary, Social Policy and Intergovernmental Relations, The Cabinet Office for approval.

Applicants will be notified in writing of the outcome of the assessment process.

---

### 4.2 Notification of application outcome

All applicants will be advised of their application outcome in writing through the SmartyGrants portal prior to any public announcement.

Notification will also make clear how and when grants will be announced publicly.

There is no appeals process available for this Grant Program.

---

### 4.3 Feedback on applications

Funding is limited and not all applications are successful.

Unsuccessful applicants will have the opportunity to receive feedback from Women NSW on their application for up to 1 month after your unsuccessful notification.

---

### 4.4 Publication of grants information

The Grants Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998* (NSW).

# 5

Successful grant applications

## 5 Successful grant applications

Grant recipients are required to:	
1. Enter into a funding agreement with The Cabinet Office.	Organisations funded by The Cabinet Office must operate in accordance with their funding agreement and with legislation, policies, and guidelines relevant to their project funding.
2. Provide the contact details of the relevant authorised signatories, or their delegates, upon request.	Email address, phone number, name, and position
a. Not-for-profits	An authorised officer may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation.
b. Incorporated Associations	Are required to provide a copy of the resolution or delegation confirming that the signatories have the authority to execute a Deed or Contract on behalf of the Association.
c. Australian Public Companies	Are required to provide evidence confirming the company's corporate legal structure by way of a paid ASIC extract. ASIC Company Extracts can be purchased online using a credit card on the ASIC website at a cost of \$10.
3. Sign and return their funding agreement within two weeks of receipt.	Funding agreements can only be signed by authorised officers of your organisation.
4. Ensure staff availability to complete and sign documents, to carefully read the terms and conditions of their funding agreement, and for it to be signed by the correct authorised signatories.	Important terms and conditions associated with the funding are attached to the funding agreement.
5. Promptly provide an invoice.	As part of the funding agreement an invoice template is provided.

Once the funding agreement has been executed by all relevant parties and the correct invoice received, the grant funds will be paid to the nominated bank account, and a copy of the executed document will be emailed.

A meeting will then be held with the applicant to review SWIB grant expectations and requirements and to answer any outstanding questions from the applicant.

**Grant recipients should not make public announcements about their project without prior approval from Women NSW. Once you have been notified that the grant is no longer under embargo, you can announce your success with the grant.**

---

## 5.1 Project evaluation

If successful, a Project and Evaluation Plan including key performance indicators (KPIs), data collection methods and timeframes will be required as the first deliverable for the project.

The evaluation should include a process and outcome evaluation at a minimum. An economic evaluation which may include a cost-benefit analysis is optional.

**A process evaluation** focuses on how a project has been delivered and whether the project activities have been implemented as intended.

**An outcome evaluation** focuses on how a project meets its goals or objectives and any related outcome impacts. Outcome evaluations should include both quantitative data (numerical measurements of change) and qualitative data (assessments of how perceptions, attitudes and beliefs have changed).

---

## 5.2 Variations to the funded activity

Any variations to the proposal for which a grant has been awarded, including project scope or activities, location or timeframes outlined in the application form and grant program guidelines must be submitted in writing for approval from Women NSW.

Unapproved variations may result in the withdrawal of the grant offer or termination of the funding agreement. Approved variations may require amendment to the funding agreement, if the agreement has already been executed.

---

## 5.3 Unspent funds

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 submitted application.

Organisations must not carry over funds provided for the approved project, to other programs, events, or organisational operating budgets. All grant monies are required to be spent on the approved project, or the funds must be returned.

---

## 5.4 Advertising and promotion

Successful grant recipients are responsible for the promotion and advertising of their project.

Grant recipients must use the official NSW Government branding on all promotional and advertising materials relating to their grant-funded activities.

Grant recipients agree to information about the project being used for evaluation, promotional and media purposes. Should your application be successful, The Cabinet Office (Women NSW) may need to provide certain information to the media and Members of Parliament for promotional activities.

Grant recipients agree to obtain consent from participants for still and moving images of participants captured by project staff and provided to The Cabinet Office (Women NSW). Appropriate consent documentation will be provided to successful grant recipients.

Grant recipients acknowledge that the information provided in the application, and any images of the project provided to The Cabinet Office (Women NSW), may be used in media and promotional activities such as publishing case studies, social media, and website content, and/or media releases.

Successful applicants are required to acknowledge the financial support by the NSW Government.

The Cabinet Office (Women NSW) may also publish overarching information about grants awarded including the name of the grant, a description of the grant, the number of grant recipients, the total value of the grant opportunity and the decision-maker.

---

## 5.5 Reporting and acquittal requirements

A written report on progress, including progress against SWIB Key Project Indicators will be required, to support the monitoring of project delivery, submitted online through SmartyGrants by the dates specified in the funding agreement.

All projects must be delivered, and funds must be expended by 30 June 2028. Grant recipients must provide Women NSW with a Final Completion Report and Acquittal Statement. Women NSW will send the form prior to the required date to complete and submit 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 project activities not to have taken place and may request that any funding that has been provided is repaid within 28 days.

It is a requirement that all financial records related to grant expenditure and acquittal be retained by the organisation for seven years. If the committee changes, these documents must be forwarded to the new incoming committee.

---

## 5.6 Insurance

All grant-funded 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).

Your organisation is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in the name of the applicant before funding can be released. In all sponsored grant applications, The Cabinet Office's (Women NSW) primary relationship is with the sponsoring body, as they are responsible for the management of the grant.

# 6

Additional information and  
resources

## 6 Additional information and resources

---

### 6.1 Disclaimer

Submission of an application does not guarantee funding. Previously successful applicants are not guaranteed funding. Women NSW accepts no responsibility for the event, irrespective of the funding provided by the agency to support the project, and irrespective of its listing on the Women NSW website or other Women NSW publications.

Organisations are responsible for meeting their duty of care and all other obligations to project participants, volunteers, and other stakeholders. Organisations should give due consideration to the safety of any children, young people or other vulnerable people involved in their project.

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.

---

### 6.2 Complaint handling

Any concerns about the grant should be submitted in writing to [The Cabinet Office](#).

The Cabinet Office is committed to responding to external complaints fairly, efficiently, and effectively. Concerns and complaints procedures follow the processes set out in the Cabinet Office external complaints handling policy available at [Complaints policy](#).

---

### 6.3 Access to information

The NSW Grants Administration Guide requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined. Information received in applications and in respect of applications is treated as confidential. All funding decisions and assessment outcomes are to be kept confidential until announces and applicants notified. 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.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

---

### 6.4 Conflict of Interest management

Any real or perceived conflicts of interest that may arise during the assessment process are effectively managed and disclosed. Risks are managed in accordance with The Cabinet Office systems for risk management. Risk is also mitigated through the guidelines. Fraud controls are in place around conflicts of interest management. Any conflicts of interest are required to be declared and managed in accordance with the Cabinet Office Code of Conduct. Risk management will occur throughout the grant life cycle.

---

## 6.5 Confidentiality

Successful applicants may be required to keep the outcome of the application process confidential until the Government makes a public announcement.

Women NSW follows all requirements of confidentiality required as part of the grants administration and assessment process as outlined in the [NSW Grants Administration Guide](#).

## 7 Appendix

---

### Appendix A – Sources of evidence

Below is a non-exhaustive list of resources which can be used as a starting point to gather evidence for a specific problem (i.e. the need for the intervention), as well as the evidence that the specific intervention (your project) is fit for purpose and will address the identified problem.

[Australian Bureau of Statistics \(ABS\) Gender Indicators, Australia](#)

[Australian Institute of Family Studies \(AIFS\)](#)

[NSW Gender Equality Budget Statement 2023-24](#)

[NSW Gender Equality Dashboard](#)

---

### Appendix B – Evaluation guidance

Applicants should refer to the below guidance when preparing their application:

- **Premier's Department Evaluation Toolkit:** [The Evaluation Toolkit](#) provides advice and resources for planning and conducting a program evaluation.
- **NSW Government Program Evaluation Guidelines:** [The Program Evaluation Guidelines](#) outline best practice principles to plan and conduct program evaluations
- **The [SWIB Project logic](#):** a structured framework that outlines the objectives, input, activities, outputs, outcomes, impacts and benefits of the program. It is a tool that can assist with framing your evaluation as it ensures clarity and coherence from planning to delivery.