

## Fact sheet

# NSW Rural Women's Gathering Guidelines Summary

## Information to help with submitting an EOI

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### The Rural Women's Network

From meeting at the crossroads with drought-stricken women in 1992, the NSW Rural Women's Network (RWN) continues to reflect and improve how we listen to regional, rural and remote women, link them to information and services and create opportunities that build personal and business resilience and strengthen rural communities.

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### The NSW Rural Women's Gathering

The NSW Rural Women's Gathering is a one-day event usually held in October in line with the UN's International Day of Rural Women on 15 October each year, with the aim to connect, celebrate and empower regional, rural and remote women in NSW. The Gatherings have been running for three decades with the 30th anniversary celebrated in 2023.

The Gatherings seek to provide regional, rural and remote women with support, information, and skills to enable them to address the myriad of challenges they face as a result of living in a rural, regional or remote location in NSW. Gatherings are facilitated by local organisations with support from the NSW Rural Women's Network (RWN) and in collaboration with their local community.

The Organiser makes key decisions, develops a theme and the event program. Each Gathering reflects the unique culture, talent, industry, tourism and environment of the host community.

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### How Gatherings Help Your Community

Hosting a Gathering brings numerous benefits to your community, contributing to economic growth, community engagement, and celebrating the unique character of regional, rural and remote NSW.

The Gathering will bring increased tourism and visibility to your region, provide valuable networking, educational, and job creation opportunities, as well as celebrate the achievements and contributions of rural women in your area and across the state.

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### Who Attends Gatherings

The Gathering is a diverse and inclusive event that attracts a wide range of attendees. This includes businesses, not for profit organisations, individuals, families, partners of people attending, stall holders, sponsors, speakers, members of the local community, members of government, educators, healthcare professionals, community groups and advocates for rural women's issues.

The Gathering welcomes all women across regional, rural and remote NSW to attend, as well as the families, businesses and organisations that support them.

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## How to Host the Gathering in Your Town

Each year, the NSW Rural Women's Network (RWN) invites Expressions of Interest (EOIs) from communities who wish to host a Rural Women's Gathering. The Gathering is a longstanding annual event celebrating, connecting, and empowering rural women across NSW.

From 2025, EOIs will still be open to all interested parties, but applications will be assessed with a stronger focus on:

- Demonstrated experience managing large-scale regional, rural and remote events, and
- A clear commitment to diversity and inclusion.

Host organisations will be required to work with an advisory group appointed by the RWN, made up of experienced Gathering organisers and industry representatives. In areas where a local Youth Action or Youth Advisory Group exists, a youth representative organisation must be involved in the planning.

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## Expression of Interest Process

Prospective hosts for the 2025 Gathering must still complete an EOI via the SmartyGrants platform. Applicants are required to:

- Propose a theme and concept for the event
- Demonstrate their capacity to deliver a safe, inclusive and well-managed event

All applicants will be advised of the outcome of their EOI.

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## What's Required of a 2026 Host Organisation?

The host organisation, supported by the RWN and an advisory group, will be responsible for:

- Signing and complying with a formal Funding Agreement
  - Keeping meeting records
  - Securing necessary insurances and event approvals
  - Monthly reporting to RWN
  - Providing a final report, budget, and evaluation post-event
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## Managing the Event

The host organisation manages all aspects of the Gathering event. This includes:

- Source and reserve appropriate venues and accommodation in your town
- Develop a program of events and activities, examples include forums, workshops, seminars, panels, and keynote speakers
- Invite and manage all speakers, guests, an MC, and VIPs
- Invite and provide the Minister for Agriculture and Minister for Women with speaking opportunities
- Seek sponsorship, both in-kind and financial
- Book entertainment and manage all audio/visual aspects of the event
- Create an event website with online registrations and ticket booking system
- Create or use existing social media platforms for promotions
- Organise and manage all elements of catering
- Provide event information through a marketplace of local stalls or similar for example at a local Library or community centre
- Provide online live streaming or hybrid options for events when suitable
- Ensure a balanced spread across agricultural, business, educational, health, inclusion, support, and recreational topics
- Work with the RWN to ensure that women from diverse backgrounds and First Nations women are included in the event and that the event is accessible to all

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## Rural Women's Network Role

The RWN has a key role in every Gathering and will participate and support the Organiser by:

- Contributing funding to the Gathering as the major sponsor
- Provide online support and participate in regular online meetings
- Provide promotional, media and social media support
- Attendance and delivery of specific activities at the event by RWN staff

### Contact us

For more information, please contact the NSW Rural Women's

Network **E:** [ruralwomensnetwork@tco.nsw.gov.au](mailto:ruralwomensnetwork@tco.nsw.gov.au)

**W:** <https://www.nsw.gov.au/women-nsw/rural-womens-network>