

2024-25 Supporting Women in Business Grants

Frequently Asked Questions

Last updated: February 2025

OFFICIAL

These Frequently Asked Questions are designed to help organisations and groups that wish to apply for the 2024-25 Supporting Women in Business Grants. Please read these in combination with the Program Guidelines and online Expression of Interest (EOI) form in SmartyGrants.

Contents

1	Overview of the Grants.....	6
1.1	What is the aim of the Supporting Women in Business Grants?	6
1.2	How do the SWIB grants align with the NSW Women’s Strategy (2023 – 2026)?	6
1.3	What focus communities are identified for the 2024-25 grant round?	6
1.4	What are the regional, rural and remote areas of NSW?	7
1.5	What is the total grant value of the SWIB grants?	7
1.6	How much funding can each organisation apply for?	7
1.7	Is there a co-contribution requirement for applicant?	7
1.8	What types of models will the SWIB grants fund?	7
1.9	How long will organisations have to deliver a project?	8
1.10	What are the intended outcomes of the SWIB grants for participants?.....	8
1.11	How many Expressions of Interest can an organisation submit?.....	8
2	Selection criteria.....	9
2.1	Who can apply?.....	9
2.2	What are the requirements for Aboriginal / Torres Strait Islander Community-Controlled Organisations?.....	9
2.3	What documentation is required for Aboriginal / Torres Strait Islander Community-Controlled Organisations	9
2.4	What are the requirements for Not-for-Profit organisations?.....	9
2.5	What are the requirements for social enterprises?	10
2.6	Who cannot apply?.....	10
2.7	What can the SWIB grants funding be used for?	10
2.8	What items will not be funded?.....	11
2.9	What if I include something that is ineligible in my budget?	11
2.10	What does the minimum 10% financial co-contribution requirement refer to?.....	11
2.11	What happens if I cannot contribute the required 10% co-contribution?	12
3	Assessment criteria	12
3.1	How will Expression of Interest (EOI) be assessed?.....	12
3.2	Will all EOIs that meet the assessment criteria be shortlisted?.....	13
3.3	How will full grant applications be assessed?.....	13
3.4	What evidence is required to support projects?	14
3.5	What should be included in the full application regarding project evaluation?	14
3.6	Is there a specific plan required for monitoring and evaluation?.....	14
3.7	What does it mean for projects to be evidence-based?	14
3.8	What types of evidence are required to support the project?.....	15
3.9	How should the specific problem be articulated?	15
4	Expression of Interest and Application process.....	16
4.1	What is the process for applying for the SWIB grants?	16

4.2	When can an EOI be submitted?.....	16
4.3	How do you submit an EOI?.....	16
4.4	How many EOIs can an organisation submit for the SWIB grants?.....	16
4.5	What happens if I submit more than one EOI?	16
4.6	Can an EOI that has been submitted be revised?	16
4.7	Can I submit a late EOI or Full Grant application?.....	16
4.8	What happens if some of the information in my EOI or Full Grant application is not true?17	
4.9	When and how can Full Grant Applications be submitted?	17
4.10	What documentation is required for a Full Grant application?	17
4.11	How close to the deadline can I submit forms in SmartyGrants?.....	17
4.12	Can a Full Grant application that has been submitted be revised?.....	17
4.13	What support is available to applicants?.....	17
4.14	Will all submitted applications receive funding?.....	18
4.15	How is the Funding Agreement and grant acquittal managed for successful applicants?	18
5	Assessment process.....	19
5.1	What type of grant round is the 2024-25 SWIB grants round?	19
5.2	How are ineligible applications determined?	19
5.3	What happens if an EOI is deemed ineligible?	19
5.4	How is the shortlist for EOIs determined?	19
5.5	How will EOI applicants be notified of the outcome of their application?.....	19
5.6	What happens if my EOI is included in the shortlist?.....	19
5.7	How will Full Grant Applications be assessed?.....	19
5.8	Who will be on the Assessment Panel?.....	19
5.9	How will Full Grant applicants be notified of the outcome of their application?.....	20
5.10	When will Full Grant applicants be notified of the outcome of their application?	20
5.11	What is the appeals process for this Grant Program?.....	20
5.12	Will public announcements be made about the grants awarded prior to the recipient being advised?.....	20
5.13	Will there be Feedback on EOI applications?	20
5.14	Will there be Feedback on Full Grant applications?	20
5.15	When will information about grants awarded by published?.....	20
6	Successful grant applications	22
6.1	What happens if I am successful?	22
6.2	When must the Funding Agreement be signed?.....	22
6.3	Who can sign the Funding Agreement?.....	22
6.4	What documentation is required for the Funding Agreement?	22
6.5	When and how will the grant funds be paid?.....	22
6.6	Can I announce publicly that I was successful?.....	23
6.7	What if I want to change the date, location or something else about my project?	23

6.8	What happens if I don't tell Women NSW that I have changed something about my projects?.....	23
6.9	Unspent funds	23
6.10	Advertising and promotion	23
6.11	Reporting and acquittal requirements.....	24
6.12	Insurance	24
7	Additional information and resources	24
7.1	Disclaimer.....	24
7.2	Complaint handling	24
7.3	Access to information.....	24
7.4	Conflict of interest management	25
7.5	Confidentiality	25
7.6	Listing of LGAs for regional, rural and remote areas of NSW	25

1 Overview of the Grants

1.1 What is the aim of the Supporting Women in Business Grants?

The aim of the Supporting Women in Business Grants (SWIB) is to connect women in small business or looking to start a small business with the right resources and support to successfully start or grow a micro or small business.

The primary objective of SWIB is to overcome the challenges and barriers they face when starting or growing a micro or small business. The grants seek to increase women's skills and confidence and to support women in achieving their business goals.

A variety of tailored projects will be funded, offering training, mentoring, networking skills and opportunities, assistance to access finance and business development support.

1.2 How do the SWIB grants align with the NSW Women's Strategy (2023 – 2026)?

The SWIB grants deliver on NSW Government priorities including those outlined in the [NSW Women's Strategy 2023 – 2026](#).

1.3 What focus communities are identified for the 2024-25 grant round?

SWIB projects will target women from the following focus communities, providing tailored support and assistance that responds to their specific needs, life stages and circumstances:

- Aboriginal and Torres Strait Islander women and girls
- carers
- girls and young women living in, or who have lived in, out-of-home care
- lesbian, gay, bisexual, trans, intersex, queer and/or asexual (LGBTIQ+) women and girls
- older women (55 years and over)
- women and girls experiencing socioeconomic disadvantage
- women and girls facing homelessness
- women and girls from culturally and linguistically diverse (CALD) communities
- women and girls in contact with the criminal justice system
- women and girls living in regional, rural, remote and cross-border areas
- women and girls with disability
- women and girls with a mental illness
- women and girls who have a history of, or are currently experiencing, domestic, family or sexual violence
- women veterans (and the women partners of veterans and service members)
- young women (17-24 years)

1.4 What are the regional, rural and remote areas of NSW?

Regional, rural, remote and cross border areas of NSW refers to NSW local government areas located (LGAs) outside the metropolitan areas of Greater Sydney, Newcastle and Wollongong. Refer to the maps at Attachment D in the SWIB Guidelines. A listing of all NSW LGAs into defined categories of metropolitan LGAs or regional, rural and remote LGAs is also included at section 7.6 of this document.

1.5 What is the total grant value of the SWIB grants?

The total budget allocation for the 2024-25 SWIB grants round is \$1.08 million.

1.6 How much funding can each organisation apply for?

The SWIB grants are for one-off funding only, for grants between \$150,000 to \$250,000 per organisation.

1.7 Is there a co-contribution requirement for applicant?

Yes, a minimum financial co-contribution of 10% is required. This contribution can be in cash or in-kind.

1.8 What types of models will the SWIB grants fund?

The SWIB grants will fund a variety of models and funding will vary according to the proposed model and corresponding extent of services to be provided, in response to focus communities' needs.

Projects must deliver a minimum of four service components from the following options:

- **Accelerator program:** 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:** 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:**
 - 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.
 - 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.
 - Support participants to develop procurement readiness in order to supply goods to government and other businesses, as relevant.
 - Connect participants with NSW Government and other business support services, as relevant.

- **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.

Additional services and supports beyond the listed components, as long as the project meets the minimum requirement of four core components.

1.9 How long will organisations have to deliver a project?

Successful organisations will have up to two years from enacting the Funding Agreement to deliver their project.

1.10 What are the intended outcomes of the SWIB grants for participants?

The intended outcomes for participants 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 as a result 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.

Detailed outcomes for the SWIB are outlined in the SWIB Project Logic template, which can be found in Appendix A to the SWIB Guidelines.

1.11 How many Expressions of Interest can an organisation submit?

Only one EOI for funding will be accepted per organisation.

2 Selection criteria

Selection criteria for a grant comprises both eligibility and assessment criteria. EOIs are required to meet all the eligibility criteria and competitively address the assessment criteria.

2.1 Who can apply?

Applicants must be a legally constituted Australian-based entity from one of these six categories:

1. Aboriginal and / or Torres Strait Islander Community Controlled Organisations (ACCO).
2. Incorporated, not-for-profit organisations, including community organisations, industry associations, peak bodies and Chambers of Commerce
3. Social enterprises

Please refer to the Guidelines for more information.

2.2 What are the requirements for Aboriginal / Torres Strait Islander Community-Controlled Organisations?

For the purpose of this grant, an eligible Aboriginal and / or Torres Strait Islander Community Controlled Organisation 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.
-

2.3 What documentation is required for Aboriginal / Torres Strait Islander Community-Controlled Organisations

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.
-

2.4 What are the requirements for Not-for-Profit organisations?

Eligible 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:

- a. Charities, trusts, and cooperatives that are registered with the Australian Charities and Not-for-profits Commission (ACNC).

- b. Organisations with Deductible Gift Recipient (DGR) status.
 - c. Organisations with Public Benevolent Institution status.
 - d. Associations (registered under the *Associations Incorporation Act 2009* and with NSW Fair Trading).
 - e. Non-distributing co-operatives registered under the *Co-operatives National Law (NSW)* and with NSW Fair Trading.
 - f. A Local Aboriginal Land Council under the *Aboriginal Land Rights Act 1983 (NSW)* and registered with the NSW Aboriginal Land Council.
 - g. Indigenous Corporations registered with the Office of the Registrar of Indigenous Corporations.
-

2.5 What are the requirements for social enterprises?

To be considered a social enterprise, an organisation must satisfy each of the criteria below:

- be established with a social, cultural or environmental purpose consistent with a public and/or community benefit.
- trade commercially to fulfil their purpose.
- derive a substantial portion of their income from trading commercially.
- reinvest the majority of their surplus in the fulfilment of their purpose.

Social Traders certification or **People and Planet First global** verification is required as evidence to demonstrate the social enterprise definition is met. Organisations will be required to indicate which certification or verification they will use at the EOI stage and provide the required evidence at the full application stage.

2.6 Who cannot apply?

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.
- NSW Government or Australian Government agencies or their entities (including public trusts).
- 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
- Applicants with an obligation under the NSW National Redress Scheme who have not joined the Scheme (further information outlined in section 5.6).

Note: NSW Government schools, Local Health Districts and public hospitals are ineligible to apply, however, an associated incorporated not-for-profit body, such as a Parents and Citizens Association or hospital auxiliary will be eligible to apply for funding.

2.7 What can the SWIB grants funding be used for?

Grant funding can only be used for expenses directly related to the delivery of the project in NSW. Applicants must clearly set out proposed expenditure in the application and outline how the project will demonstrate value for money. Shortlisted applicants will be asked to provide a detailed budget breakdown in the Full Grant Application.

2.8 What items will not be funded?

- business capital or start-up funding
- purchase of, or cost of infrastructure, assets and/or capital equipment and works
- permanent equipment purchases (e.g. computers, phones or iPads or other items not specific to the event)
- operating costs of the organisation or recurrent expenses (e.g. insurance, leases, bills, general office consumables and disposables)
- permanent wages, salaries and on-costs for ongoing staff
- organisational development costs for internal staff (e.g. staff training, conferences, workshops, planning days)
- prizes, competition or awards (e.g. cash giveaways, lucky door prizes, raffle prizes)
- interstate and/or overseas travel allowances or costs associated with membership of boards/councils
- 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.
- events that are run solely for commercial purposes to the benefit of the delivery partner but not the program participants
- events and activities coordinated by NSW Government Departments and Statutory Authorities
- research projects which are co-funded by State or Federal Governments and/or other organisations
- purchase of promotional/awareness raising merchandise that will be sold for profit on
- acquittal, auditing or reporting costs
- fees associated with an auspice agreement
- existing debt or loan repayments
- events that encourage gambling (e.g. raffles, bingo) or the consumption of alcohol
- Non-essential costs which are not related to the proposed core activity

2.9 What if I include something that is ineligible in my budget?

Applicants will not be eligible where the budget includes ineligible items.

2.10 What does the minimum 10% financial co-contribution requirement refer to?

The minimum 10% co-contribution refers to the requirement for applicants to contribute at least 10% of the total project cost, which can include monetary or in-kind contributions.

Co-contributions included in an EOI or full application must be clearly itemised, costed and specifically related to the delivery of project activities. Co-contributions cannot include items that are listed in the ineligible use of funding section of the Guidelines (Section 2.4.2).

2.11 What happens if I cannot contribute the required 10% co-contribution?

If you are unable to meet the 10% co-contribution requirement, your EOI or full grant application will be deemed ineligible, as specified in the Guidelines.

3 Assessment criteria

3.1 How will Expression of Interest (EOI) be assessed?

EOIs will be shortlisted against the following criteria:

Criteria	Specific information and evidence required
1. Focus community	<p>Demonstrates strong connections and extensive work with the nominated focus community.</p> <p>Organisations demonstrating their project will target and achieve outcomes for one nominated focus community will score more highly.</p>
2. Effective service delivery model	<p>Demonstrates a well-developed service delivery model that provides the appropriate types and levels of tailored and / or industry specific services to the nominated focus community and will result in business outcomes for the women participating.</p> <p>Organisations clearly demonstrating a service delivery model that is tailored to the needs and outcomes for one nominated focus community will score more highly.</p> <p>SWIB focus communities, key project components and intended outcomes are set out in sections 1.3, 1.4 and 1.5 respectively.</p>
3. Organisational capacity	<p>Demonstrates extensive experience in delivering business support programs, established partnerships / networks within the business and / or finance sector, and your organisation's capacity to deliver the project in line with the SWIB objectives and outcomes.</p> <p>Organisations demonstrating requisite skills, experience and capacity in delivering business support programs for the one nominated focus community will score more highly.</p>

4. Value for money	<p>Provides a clear rationale for the service delivery model and how it achieves value for money, including the minimum number of participants that will be supported.</p> <p>Organisations demonstrating a clear rationale for the service delivery model and its associated costs will score more highly.</p>
--------------------	---

3.2 Will all EOIs that meet the assessment criteria be shortlisted?

Due to the competitive nature of the SWIB, not all EOIs that meet the assessment criteria will be shortlisted.

3.3 How will full grant applications be assessed?

Shortlisted organisations invited to apply for a SWIB grant must competitively meet the following assessment criteria, of equal weighting, to be considered for funding:

Criteria	Specific information and evidence required
1. Effective service delivery model	<ul style="list-style-type: none"> The project has 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. Applications must demonstrate 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. There is a clear project plan for delivering the project which sets out key project activities and milestones. <p>SWIB focus communities and key project components are set out in sections 1.3, and 1.4 of the Guidelines, respectively.</p>
2. Partnerships and engagement	<ul style="list-style-type: none"> The application outlines the partnerships and engagement with relevant business support, training and finance sector organisations required to support the project, and clearly outlines partner contributions.
3. Organisational capacity	<ul style="list-style-type: none"> Applicants must demonstrate that their organisation has the appropriate skills and expertise to deliver the project, including prior experience delivering business support programs and their outcomes. Projects must also demonstrate capacity to provide ongoing value beyond the funding provided under the SWIB grants.
4. Outcomes	<ul style="list-style-type: none"> The application sets out clearly defined outcomes and how they will be measured and evaluated. The application includes an evaluation strategy with metrics for measuring success in achieving outcomes. <p>SWIB outcomes are set out in section 1.5 of the Guidelines.</p>
5. Value for money	<ul style="list-style-type: none"> Costs are clearly outlined in the budget including:

Criteria	Specific information and evidence required
	<ul style="list-style-type: none"> ○ expenditure items are detailed and clearly link to activities and outcomes ○ funding sought from Women NSW ○ in-kind contributions • Projects must represent value for money in terms of both overall costs, and the value of the outcomes and benefits that will be delivered. • The proposal must outline the minimum number of women who will benefit from the project and how the proposed service model represents value for money. • Recognition of women with complex needs: Higher cost models for women with complex needs should be clearly outlined and costed, including evidence that supports the model.
6.Evidence based	<ul style="list-style-type: none"> • The application has 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. • The project approach and service delivery model are supported by evidence and / or leading practice.

3.4 What evidence is required to support projects?

Applications must detail the project's evaluations, including both a process and outcome evaluation at a minimum. A process evaluation examines how the project operates and whether the activities are implemented as intended. An outcome evaluation assesses the extent to which the project meets its goals or objectives.

3.5 What should be included in the full application regarding project evaluation?

Applications must detail the project's evaluations, including both a process and outcome evaluation at a minimum. A process evaluation examines how the project operates and whether the activities are implemented as intended. An outcome evaluation assesses the extent to which the project meets its goals or objectives.

3.6 Is there a specific plan required for monitoring and evaluation?

Yes, a Monitoring and Evaluation Plan is required as the first deliverable for the project. Guidance for preparing applications and evaluation can be found in Appendix C to the Guidelines of the SWIB.

3.7 What does it mean for projects to be evidence-based?

Projects must be evidence-based, meaning applicants must demonstrate that their proposed model effectively addresses barriers to small business ownership for the focus community and achieves program outcomes based on solid evidence.

3.8 What types of evidence are required to support the project?

Evidence should be:

- **Relevant:** Directly related to the identified problem and intervention.
- **Reliable:** Sourced from knowledgeable individuals or organisations, strengthened by multiple information-gathering methods.
- **Current:** Up to date to provide a baseline for measuring change.
- **Adequate:** Sufficient to verify the existence and extent of the problem and the effectiveness of the intervention.

3.9 How should the specific problem be articulated?

The specific problem should be articulated in terms of its extent, demographics, and location.

Evidence can be demonstrated through:

- Published data
- Peer-reviewed published research, and/or
- Independent program evaluations.

If your solution lacks strong evidence, you should demonstrate relevant experience, practice wisdom, and correlations with evidence from other areas to support your proposal. A non-exhaustive list of sources of evidence can be found in Appendix B to the Guidelines of the SWIB.

4 Expression of Interest and Application process

4.1 What is the process for applying for the SWIB grants?

The application process will involve a two-stage process with an initial EOI followed by a full grant application. The two-stage process will ensure only eligible organisations assessed to proceed to the second stage will be required to complete a full grant application.

The first stage involves completing a short EOI form through SmartyGrants. Applicants will not be able to apply for a grant without submitting an EOI.

Women NSW will select a shortlist of organisations based on the EOI assessment criteria and invite shortlisted organisations to complete a full grant application form in the second stage of the process.

Full grant applications will go through a comprehensive assessment process to determine the successful events.

4.2 When can an EOI be submitted?

EOIs can be submitted through SmartyGrants from 10am on 20 January to 3pm on 14 February 2025.

4.3 How do you submit an EOI?

Eligible organisations can submit **one** EOI through SmartyGrants from 10am on 20 January to 3pm on 14 February 2025. You will receive an automated email via SmartyGrants when Women NSW receives your EOI.

4.4 How many EOIs can an organisation submit for the SWIB grants?

Eligible organisations can submit only **one** EOI.

4.5 What happens if I submit more than one EOI?

If an organisation submits multiple EOIs, only the first submitted EOI will be assessed, and all others will be deemed ineligible.

4.6 Can an EOI that has been submitted be revised?

A submitted EOI can be reopened upon request until EOIs close. To reopen an EOI, email wswgrants@tco.nsw.gov.au.

4.7 Can I submit a late EOI or Full Grant application?

Late applications will not be accepted.

4.8 What happens if some of the information in my EOI or Full Grant application is not true?

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

4.9 When and how can Full Grant Applications be submitted?

Organisations invited to apply must complete an application form through SmartyGrants between 10am on 17 March to 3pm on 28 March 2025.

Applications are completed and submitted online via the SmartyGrants Management portal. You will receive an automated email via SmartyGrants when Women NSW receives your application.

4.10 What documentation is required for a Full Grant application?

To successfully complete the SmartyGrants application form you will need to include:

- Evidence of current public liability insurance of at least \$10 million;
-

4.11 How close to the deadline can I submit forms in SmartyGrants?

We recommend applicants submit forms in SmartyGrants **at least two hours prior to the deadline** to ensure any required documents upload properly. Applicants have been caught out in the past being unable to submit their application in time due to slow upload times.

4.12 Can a Full Grant application that has been submitted be revised?

A submitted application can be reopened upon request until **applications close**. To do so, email wswgrants@tco.nsw.gov.au.

4.13 What support is available to applicants?

Accessibility

To support greater accessibility applicants may request to submit a video response to the full grant application questions. Women NSW staff are available to support applicants with recording and preparing a file upload, if required.

Support

For questions or support to applicants or to reopen an application, email wswgrants@tco.nsw.gov.au A submitted application can be reopened on request until applications close.

For technical issues related to the SmartyGrants platform please contact the SmartyGrants support team at:

Email: service@smartygrants.com.au

Phone: (03) 9320 6888

Available to help Monday to Friday 9:00am to 5:00pm (AEDT)

SmartyFile

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](#).

4.14 Will all submitted applications receive funding?

Submission of an application does not guarantee funding. Applicants must not provide false or misleading information, and any false or misleading information will render the application ineligible.

4.15 How is the Funding Agreement and grant acquittal managed for successful applicants?

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

5 Assessment process

5.1 What type of grant round is the 2024-25 SWIB grants round?

This is an open and competitive grants program. Applicants will be assessed and scored against the assessment criteria. Applications with the highest scores are more likely to be funded.

5.2 How are ineligible applications determined?

EOI are initially reviewed by Women NSW staff to ensure compliance with mandatory eligibility criteria.

5.3 What happens if an EOI is deemed ineligible?

Any EOI deemed “ineligible” will not proceed to the next stage of the assessment.

5.4 How is the shortlist for EOIs determined?

EOIs will be shortlisted according to the assessment criteria in section 2.5 of the 2024-25SWIB grants Guidelines.

5.5 How will EOI applicants be notified of the outcome of their application?

All EOI applicants will be advised of their application outcome in writing through the SmartyGrants portal.

5.6 What happens if my EOI is included in the shortlist?

The top ranking EOIs will be invited to submit a full grant application.

5.7 How will Full Grant Applications be assessed?

All submitted full grant applications will be assessed individually by members of the Assessment Panel against assessment criteria and given a score. Applications will then be ranked according to the total scores.

5.8 Who will be on the Assessment Panel?

The panel will consist of qualified and experienced representatives and will include Women NSW and other relevant NSW Government representatives and an independent panel member who identifies as Aboriginal and/or Torres Strait Islander.

The Assessment Panel will meet and discuss all full grant applications.

The Assessment Panel will then make their recommendations to the final decision maker, the Minister for Women for approval.

5.9 How will Full Grant applicants be notified of the outcome of their application?

All applicants will be advised of their application outcome in writing through the SmartyGrants portal.

5.10 When will Full Grant applicants be notified of the outcome of their application?

All full grant 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.

5.11 What is the appeals process for this Grant Program?

There is no appeals process available for this Grant Program.

5.12 Will public announcements be made about the grants awarded prior to the recipient being advised?

Announcements will not be made regarding grants awarded before the grantee has been informed.

5.13 Will there be Feedback on EOI applications?

Funding is limited and not all applications are successful. Feedback will not be provided for unsuccessful EOIs.

5.14 Will there be Feedback on Full Grant applications?

Unsuccessful full grant applicants can request tailored feedback on their application delivered by the Women NSW team. You will be provided with the option to request feedback for up to two months after your unsuccessful notification.

5.15 When will information about grants awarded by published?

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 Guidelines and Appendix A to the Guidelines of the SWIB). 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).

6 Successful grant applications

6.1 What happens if I am successful?

Grant recipients are required to 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.

6.2 When must the Funding Agreement be signed?

Successful grantees are required to sign and return their funding agreement within two weeks of receipt.

6.3 Who can sign the Funding Agreement?

Funding agreements can only be signed by authorised officers of your organisation. 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.

All applicants must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in the application form.

6.4 What documentation is required for the Funding Agreement?

Incorporated Associations will be 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.

Australian Public Companies will be required to provide evidence confirming your 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.

It is the applicant's responsibility to 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.

6.5 When and how will the grant funds be paid?

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.

6.6 Can I announce publicly that I was successful?

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 communicate the grant.

6.7 What if I want to change the date, location or something else about my project?

Any variations to the funding agreement, 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.

6.8 What happens if I don't tell Women NSW that I have changed something about my projects?

Failure to request a variation to the funding agreement in writing so may result in the withdrawal of the grant offer.

6.9 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.

6.10 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. 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, 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 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.

6.11 Reporting and acquittal requirements

All funds must be expended by 30 March 2025. Grant recipients must provide Women NSW with a Final Completion Report and Acquittal Statement. Women NSW will send the acquittal form prior to the required date for you to complete and submit online through SmartyGrants by the date specified in the funding agreement. If an acquittal is not received by the due date, Women NSW may deem the event 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.

6.12 Insurance

All grant-funded events and 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, Women NSW's primary relationship is with the sponsoring body, as they are responsible for the management of the grant.

7 Additional information and resources

7.1 Disclaimer

Submission of an application **does not** guarantee funding. Previously successful applicants are not guaranteed funding.

Women NSW accepts no responsibility for the project, irrespective of the funding provided by the agency to support the project, and irrespective of its listing on the NSW Women's 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.

7.2 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](#).

7.3 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.

7.4 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.

7.5 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](#).

7.6 Listing of LGAs for regional, rural and remote areas of NSW

The following table lists all NSW Local Government Areas (LGAs) into defined categories of metropolitan LGAs or regional, rural and remote LGAs.

All NSW LGAs by metropolitan or regional, rural and remote LGAs	
Metropolitan LGAs	Regional, rural and remote LGAs
Albury City Council	Armidale Regional Council
Bayside Council	Ballina Shire Council
Blacktown City Council	Balranald Shire Council
Blue Mountains City Council	Bathurst Regional Council
Burwood Council	Bega Valley Shire Council
Camden Council	Bellingen Shire Council
Campbelltown City Council	Berrigan Shire Council
Canada Bay Council, City of	Bland Shire Council

OFFICIAL

<u>Canterbury Bankstown Council</u>	<u>Blayney Shire Council</u>
<u>Cumberland Council</u>	<u>Bogan Shire Council</u>
<u>Fairfield City Council</u>	<u>Bourke Shire Council</u>
<u>Georges River Council</u>	<u>Brewarrina Shire Council</u>
<u>Hawkesbury City Council</u>	<u>Broken Hill City Council</u>
<u>Hornsby, The Council of the Shire of</u>	<u>Byron Shire Council</u>
<u>Hunters Hill, The Council of the Municipality of</u>	<u>Cabonne Council</u>
<u>Inner West Council</u>	<u>Carrathool Shire Council</u>
<u>Ku-ring-gai Council</u>	<u>Central Coast Council</u>
<u>Lane Cove Municipal Council</u>	<u>Central Darling Shire Council</u>
<u>Liverpool City Council</u>	<u>Cessnock City Council</u>
<u>Liverpool Plains Shire Council</u>	<u>Clarence Valley Council</u>
<u>Mosman Municipal Council</u>	<u>Cobar Shire Council</u>
<u>Newcastle City Council</u>	<u>Coffs Harbour City Council</u>
<u>North Sydney Council</u>	<u>Coolamon Shire Council</u>
<u>Northern Beaches Council</u>	<u>Coonamble Shire Council</u>
<u>Parramatta, Council of the City of</u>	<u>Cootamundra-Gundagai Regional Council</u>
<u>Penrith City Council</u>	<u>Cowra Shire Council</u>
<u>Randwick City Council</u>	<u>Dubbo Regional Council</u>
<u>Richmond Valley Council</u>	<u>Dungog Shire Council</u>
<u>Ryde, Council of the City of</u>	<u>Edward River Council</u>
<u>Strathfield Municipal Council</u>	<u>Eurobodalla Shire Council</u>
<u>Sutherland Shire Council</u>	<u>Federation Council</u>
<u>Sydney, Council of the City of</u>	<u>Forbes Shire Council</u>
<u>The Hills Shire Council</u>	<u>Gilgandra Shire Council</u>
<u>Waverley Council</u>	<u>Glen Innes Severn Council</u>
<u>Willoughby City Council</u>	<u>Goulburn Mulwaree Council</u>
<u>Wollondilly Shire Council</u>	<u>Greater Hume Shire Council</u>
<u>Wollongong City Council</u>	<u>Griffith City Council</u>
<u>Woollahra Municipal Council</u>	<u>Gunnedah Shire Council</u>
-	<u>Gwydir Shire Council</u>
	<u>Hay Shire Council</u>
	<u>Hilltops Council</u>
	<u>Inverell Shire Council</u>
	<u>Junee Shire Council</u>
	<u>Kempsey Shire Council</u>
	<u>Kiama, The Council of the Municipality of</u>
	<u>Kyogle Council</u>
	<u>Lachlan Shire Council</u>
	<u>Lake Macquarie City Council</u>
	<u>Leeton Shire Council</u>
-	<u>Lismore City Council</u>
	<u>Lithgow Council, City of</u>
	<u>Lockhart Shire Council</u>
	<u>Maitland City Council</u>
	<u>Mid-Coast Council</u>

OFFICIAL

	<u>Mid-Western Regional Council</u>
	<u>Moree Plains Shire Council</u>
	<u>Murray River Council</u>
	<u>Murrumbidgee Council</u>
	<u>Muswellbrook Shire Council</u>
	<u>Nambucca Valley Council</u>
	<u>Narrabri Shire Council</u>
	<u>Narrandera Shire Council</u>
	<u>Narromine Shire Council</u>
	<u>Oberon Council</u>
	<u>Orange City Council</u>
	<u>Parkes Shire Council</u>
	<u>Port Macquarie-Hastings Council</u>
	<u>Port Stephens Council</u>
	<u>Queanbeyan-Palerang Regional Council</u>
	<u>Shellharbour City Council</u>
	<u>Shoalhaven City Council</u>
	<u>Singleton Council</u>
	<u>Snowy Monaro Regional Council</u>
	<u>Snowy Valleys Council</u>
	<u>Tamworth Regional Council</u>
	<u>Temora Shire Council</u>
	<u>Tenterfield Shire Council</u>
	<u>Tweed Shire Council</u>
	<u>Upper Hunter Shire Council</u>
	<u>Upper Lachlan Shire Council</u>
	<u>Uralla Shire Council</u>
	<u>Wagga Wagga City Council</u>
	<u>Walcha Council</u>
	<u>Walgett Shire Council</u>
	<u>Warren Shire Council</u>
	<u>Warrumbungle Shire Council</u>
	<u>Weddin Shire Council</u>
	<u>Wentworth Shire Council</u>
	<u>Wingecarribee Shire Council</u>
	<u>Yass Valley Council</u>