

# 2026 Women's Week Grants

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## Frequently Asked Questions

Last updated: July 2025

**OFFICIAL**

These Frequently Asked Questions are designed to help organisations and groups that wish to apply for the 2026 Women's Week Grants. Please read these in combination with the Program Guidelines and the online EOI form in SmartyGrants.

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# 1 Overview of the Grants

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## 1.1 What is the aim of the Women's Week Grants?

The aim of the Women's Week Grants is to support the conducting of events which empower women, uplift focus communities and challenge gendered norms, roles and expectations during Women's Week in March.

NSW Women's Week is an opportunity to reflect on the social and economic achievements and the diverse contributions of women from all walks of life, through a program of activities that promote gender equality.

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## 1.2 How long have Women's Week Grants been running?

Women's Week Grants have been running since 2018.

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## 1.3 When will Women's Week 2026 be celebrated?

NSW Women's Week will be celebrated between **Monday 2 March and Sunday 8 March 2026** to coincide with International Women's Day on 8 March 2026.

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## 1.4 What are the objectives of Women's Week Grants?

The aim of the Women's Week Grants is to support the conducting of events which empower women, uplift focus communities and challenge gendered norms, roles and expectations during Women's Week in March.

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## 1.5 How do NSW Women's Week Grants align with the NSW Women's Strategy (2023 – 2026)?

NSW Women's week events must align with at least one of the three pillars of the [NSW Women's Strategy \(2023 – 2026\)](#):

- Pillar 1 – Economic Opportunity and Advancement
  - Pillar 2 – Health and Wellbeing
  - Pillar 3 – Participation and Empowerment
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## 1.6 Who are the focus communities for Women's Week Grants 2026?

- 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 (LGBTIQA+) women and girls
- older women

- 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
- 

## 1.7 Are events in regional, rural and remote NSW a priority?

Events held in regional, rural and remote areas of NSW will be prioritised ('regional NSW' refers to all of the parts of NSW that sit outside the metropolitan areas of Greater Sydney, Newcastle and Wollongong – see the Regional and Metropolitan boundaries maps which are appendices in the Guidelines).

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## 1.8 What is the total grant value of the 2026 Women's Week Grants?

The total budget allocation of the 2026 NSW Women's Week Grants is \$300,000.

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## 1.9 How much funding can each organisation apply for?

Women's Week Grants are for one-off funding only for grants between \$10,000 to \$50,000 each (a total of 6 to 30 grants maximum).

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## 1.10 How much of the total grant funding will be allocated to events in regional, rural and remote areas of NSW?

A minimum of \$100,000 will be allocated to events in regional, rural and remote areas of NSW.

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## 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.

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### 2.1 Who can apply?

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

1. Aboriginal and / or Torres Strait Islander Community Controlled Organisations (ACCO).
  2. Incorporated, not-for-profit organisations, including community organisations.
- Applicants must be willing to obtain appropriate public liability insurance (minimum of \$10 million) if successful Applications must provide a budget outlining proposed funding of eligible expenditure items (per section 2.1.1 in the Grant Guidelines), including a minimum of 10 per cent funding from other sources (monetary or in-kind).
  - An application must be made by a single organisation that will accept responsibility for the delivery of the project if the application is successful.
  - Applicant must be based within NSW, unless they can demonstrate that the project will be run in and for the benefit of women and/or girls in NSW and that the organisation meets all regulatory, business requirements.
  - Projects must be held during Women's Week, 2-8 March 2026.
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### 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.
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### 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 from other local Aboriginal organisations, groups or relevant community stakeholders or outcomes from community feedback, or
- surveys from other local Aboriginal organisations, groups or relevant community stakeholders or outcomes from community feedback.

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## 2.4 What are the requirements for Not-for-Profits?

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.

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## 2.5 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, Area Health Services 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.

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## 2.6 What can the Women's Week Grants be used for?

Women's Week Grants must only be used for expenses directly related to the development and delivery of the event or activity.

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## 2.7 What items will be funded?

- Resource materials and publication costs including art supplies, workbooks

- Equipment, transport and venue hire
  - Publicity, communications and marketing activities and materials
  - Catering costs, food and non-alcoholic beverages for community engagement activities
  - Staff, contractors and consultants, where the costs are for direct event delivery only
  - Guest speaker fees
  - Travel costs within NSW exclusively for the purpose of the event
  - Evaluation activities
- 

## 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 costs
  - 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.
  - Political events or activities which promote or support a political party
  - 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
  - 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
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## 2.9 What if I include something that is ineligible in my budget?

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

## 3 Assessment

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### 3.1 How will Expressions of Interest be assessed?

EOIs will be shortlisted against the following:

Criteria	Specific information and evidence required
<b>1. Focus community connection</b>	Organisations showing long-standing and deep connections and evidence to support the need for events for their focus communities will score more highly.
<b>2. Organisational capacity</b>	Organisations which can demonstrate previous experience running inclusive events for their chosen community will score more highly.
<b>3. Event location</b>	Events in rural, regional and remote locations of NSW will be prioritised.
<b>4. Nature of the event</b>	Events which are free or low-fee, original, participatory, educational, fun and which foster creativity and connections between participants will score more highly.  We encourage events where the work of female artists is paid fairly and which showcases women performers, artists, athletes or leaders, particularly women from target focus communities.
<b>5. Value for money</b>	Based on the number of anticipated participants for the funding requested and the likely benefits from attending for those participants, events which represent good value for money will score more highly.
<b>6. Alignment with Women's Week Program objectives</b>	Events which empower women, uplift focus communities and challenge gendered norms, roles and expectations will score more highly.

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### 3.2 Will all Expressions of Interest that meet the assessment criteria be shortlisted?

Due to the competitive nature of the Women's Week Grants, not all EOIs that meet the assessment criteria will be shortlisted.

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### 3.3 How will full grant applications be assessed?

Shortlisted organisations invited to apply for a Women's Week Grants must competitively meet the following assessment criteria to be considered for funding:

Criteria	Specific information and evidence required	Weighting
Criterion 1: Organisational capacity	<p><b>The organisation is well-placed to run an event</b></p> <ul style="list-style-type: none"> <li>The applicant demonstrates well-established connections with the focus community (for example by listing when and how often the organisation has delivered services or projects to the community previously).</li> <li>The organisation has the appropriate skills and expertise to deliver the event (for example by citing prior experience delivering similar events).</li> </ul>	20%
Criterion 2: Effective delivery	<p><b>The way the event will be run is appropriate</b></p> <ul style="list-style-type: none"> <li>The application includes a draft run sheet demonstrating a well-planned and considered event designed for the benefit of participants.</li> <li>The event is designed with and for participants from one of the focus communities (applications list particular considerations for the target focus community). Applications that can demonstrate the need to deliver events for their focus community will score higher.</li> <li>To ensure an even spread of events across NSW, applications from regional, rural and remote locations will be prioritised.</li> <li>The event is free or low-fee, participatory and fosters connections amongst participants. Speeches are kept to a minimum and presentation content from participants and guest speakers is apolitical.</li> <li>The event considers accessibility and safety requirements (by listing the accessibility and safety considerations that will be undertaken – see checklist at 2.3).</li> <li>The event includes effective promotion and marketing (by explaining what promotional activities are planned, how event registration will occur, possible venues).</li> </ul>	20%
Criterion 3: Relevance	<p><b>The event aligns with Women’s Week objectives and the NSW Women’s Strategy</b></p> <ul style="list-style-type: none"> <li>The event aligns with the objectives of the Women’s Week Grants Program (events which are apolitical, empower women, uplift focus communities and challenge gendered norms, roles and expectations will score more highly);</li> <li>The event demonstrates alignment with one of the three pillars of the NSW Women’s Strategy.</li> <li>The event will align with the <u>UN Women Australia International Women’s Day 2026 Theme</u> (usually announced around October)</li> </ul>	20%

Criteria	Specific information and evidence required	Weighting
Criterion 4: Value for money	<p><b>The event budget is cost effective</b></p> <ul style="list-style-type: none"> <li>• Costs are clearly outlined in the budget including: <ul style="list-style-type: none"> <li>○ detailed expenditure items clearly linked to activities and outcomes</li> <li>○ funding sought from WNSW</li> <li>○ in-kind contributions</li> </ul> </li> <li>• Benefits to participants are clear and the cost per participant justifies the funding sought.</li> </ul>	20%
Criterion 5: Outcomes	<p><b>Participants are recognised, empowered and gender equality promoted</b></p> <p>If surveyed after the event participants will report:</p> <ul style="list-style-type: none"> <li>• They feel their diversity has been recognised as a result of the event (for example the presenters are from their community or the activities were designed for their particular needs).</li> <li>• They were able to participate freely and safely (considerations and adjustments were made to allow all participants to engage).</li> <li>• They have access to increased opportunities and choices as a result of the event (for example they have learnt of additional services, they have had an opportunity to try a new sport/hobby, they have seen someone from their community in a role they would not have normally considered).</li> </ul>	20%

## 3.4 How can I make my event inclusive and accessible?

Accessible and inclusive events benefit everyone. All event organisers should strive to make their event as inclusive and accessible as possible, including to older people and people with disability.

The NSW Government has developed the [Toolkit for Accessible and Inclusive Events](#) which aims to assist event organisers in creating an event that is accessible to all members of the community. The toolkit also provides a checklist of access solutions you could apply to your event.

## 4 Expression of Interest and application process

### 4.1 What is the process for applying for a 2026 Women's Week Grant?

The application process will involve a two-stage process with an initial Expression of Interest (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.

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## 4.2 When can an Expression of Interest be submitted?

EOIs can be submitted through SmartyGrants from 5 August to 19 August 2025.

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## 4.3 How do you submit an Expression of Interest?

Eligible organisations can submit one (and only one) EOI through SmartyGrants from 5 August to 19 August 2025. You will receive an automated email via SmartyGrants when Women NSW receives your EOI.

Your EOI will require you to provide an event overview and must include the following information:

- A description of the event, how it will be delivered and how it will be of benefit to participants;
  - Details about your organisation and your experience delivering events;
  - The focus community you are targeting with your event and your connection to them;
  - The location you plan to deliver the event in;
  - An overview of the funding you are seeking.
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## 4.4 How many Expressions of Interest can an organisation submit?

Eligible organisations can submit only one EOI.

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## 4.5 What happens if I submit more than one Expression of Interest?

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

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## 4.6 Can an Expression of Interest that has been submitted be revised?

A submitted EOI can be reopened upon request until **19 August 2025**. To reopen an EOI, email [wswgrants@tco.nsw.gov.au](mailto:wswgrants@tco.nsw.gov.au).

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## 4.7 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.

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## 4.8 Can I submit a late (EOI/Full Grant) application?

Late applications will not be accepted.

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## 4.9 What happens if some of the information in my (EOI/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.

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## 4.10 When and how can Full Grant Applications be submitted?

Organisations invited to apply must complete an application form through SmartyGrants between 10am on 16 September to 3pm on 28 September 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.

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## 4.11 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;
  - A draft run-sheet of the event
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## 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](mailto:wswgrants@tco.nsw.gov.au).

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## 4.13 What is SmartyFile and what does it allow you to do?

You 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](#).

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## 4.14 Will all submitted applications receive funding?

Submission of an application does not guarantee funding.

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## 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.

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# 5 Assessment process

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## 5.1 What type of grant round is the 2026 Women's Week Grants?

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.

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## 5.2 How are ineligible applications determined?

Expressions of Interest (EOI) are initially reviewed by Women NSW staff to ensure compliance with mandatory eligibility criteria.

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## 5.3 What happens if an EOI is deemed ineligible?

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

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## 5.4 How is the shortlist for EOIs determined?

EOIs will be shortlisted against the following questions:

- The organisation's connection to one or more of the focus communities (organisations showing long-standing and deep connections and evidence to support the need for events for their focus communities will score more highly);
- The organisation's capacity to run an event for one or more of the focus communities (organisations which can demonstrate previous experience running inclusive events for their chosen community will score more highly);
- Location of the event (events in rural, regional and remote locations of NSW will be prioritised);
- The nature of the event (events which are original, participatory, educational, fun and which foster connections between participants will score more highly. Also events where the work of female artists is paid fairly and which showcases women performers, artists, athletes or leaders, particularly women from target focus communities.);
- The likely value for money of the event (based on the number of anticipated participants for the funding requested and the likely benefits from attending for those participants).
- Alignment with the objectives of the Women's Week Grants Program (events which are apolitical, empower women, uplift focus communities and challenge gendered norms, roles and expectations will score more highly);

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## 5.5 If an EOI meets the assessment criteria will it be automatically shortlisted?

Due to the competitive nature of the Women's Week Grants, not all EOIs that meet the assessment criteria will be shortlisted.

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## 5.6 Who will approve the shortlist of EOIs?

Recommendations of the top ranking EOIs will be approved by the Director of Women NSW.

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## 5.7 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.

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## 5.8 What happens if my EOI is included in the shortlist?

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

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## 5.9 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.

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## 5.10 Who will be on the Assessment Panel?

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

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## 5.11 How will the Assessment Panel work?

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 or her delegate for approval.

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## 5.12 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.

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## 5.13 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.

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## 5.14 What is the appeals process for this Grant Program?

There is no appeals process available for this Grant Program.

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## 5.15 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.

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## 5.16 Will there be Feedback on EOI applications?

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

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## 5.17 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.

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## 5.18 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 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).

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# 6 Successful grant applications

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## 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.

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## 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.

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## 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.

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## 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.

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## 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, 90% of the grant funds will be paid to the nominated bank account and a copy of the executed document will be emailed.

The remaining 10% of grant funds will be paid to the same bank account upon successful delivery of the event and submission of an Acquittal report within the required timeframe. A significant deviation in the delivery of the event, failure to provide information to Women NSW or to submit the Acquittal report by the deadline may result in ten percent of the grant funds being withheld.

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## 6.6 Can I announce publicly that I was successful?

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](#).

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.

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

Any variations to the funding agreement, including event 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.

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

Failure to do so may result in the withdrawal of the grant offer or withholding of the final payment of 10%.

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## 6.9 What happens if I don't spend all of the grant money?

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.

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## 6.10 Can I use the grant funding for another event?

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.

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## 6.11 How will my event be promoted?

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

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## 6.12 Must I use the NSW Government logo in my advertising materials?

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

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

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## 6.13 What will Women NSW do with information about my event / my success with the grant?

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.

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.

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## 6.14 What information do I need to give Women NSW regarding my event?

Grant recipients agree to respond promptly (within 48 hours) to requests for information from Women NSW for information regarding the event. This will include event details to be included on a Women NSW Women's Week website and may include a social media tile.

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## 6.15 Can I publish photos and videos of my event?

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.

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## 6.16 How quickly must grant funds be spent?

All funds must be expended by 30 March 2026. 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.

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## 6.17 How long should I keep the financial records relating to the grant?

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.

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## 6.18 What insurance coverage is required to hold an event?

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.

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## 6.19 What are 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](#).

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## 6.20 What are the duty of care obligations for holding an event?

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 NSW Women's website or other Women NSW publications.

Organisations are responsible for meeting their duty of care and all other obligations to protect participants, volunteers, and other stakeholders.

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## 6.21 What safeguards are required for vulnerable people or children?

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.

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## 6.22 How can I make a complaint?

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](#).

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## 6.23 How can I access successful applicant 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.

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.

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## 6.24 Will the information in my application be made publicly available?

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 announced and applicants notified.

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.

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## 6.25 How does Women NSW manage conflicts 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.