

The Cabinet Office

2026 Women's Week Grants Guidelines

2025 -2026 Guidelines

July 2025



Acknowledgement of Country

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

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

2026 Women's Week Grants Guidelines

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Grant Program Details	
EOI Application opening	10:00 AEDT on 5 August 2025
EOI Application closing	15:00 AEDT on 19 August 2025
Anticipated EOI outcome	Week commencing 8 September 2025
Dates below are only applicable for applicants shortlisted to complete a full grant application	
Full Grant Application opening	10:00 AEDT on 16 September 2025
Full Grant Application closing	15:00 AEDT on 29 September 2025
Application outcomes advised	November 2025
Event delivery timeframe (for successful applicants)	2 – 8 March 2026
Decision-maker	Minister for Women or her delegate
NSW Government Agency	Women NSW, The Cabinet Office
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Total funding budget of \$300,000. Applicants can request: \$10,000 - \$50,000
Enquiries	<p>If you have any questions about the grant that are not covered in these funding guidelines, please contact Women NSW:</p> <p>Email: WNSWGrants@tco.nsw.gov.au</p> <p>For queries about the online grant management system, Smarty Grants, please contact the support team at:</p> <p>Email: service@smartygrants.com.au</p> <p>Phone: (03) 9320 6888</p> <p>Available to help Monday to Friday 9:00am to 5:00 (Australian Eastern Standard time).</p>

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

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1

Overview of grants

1 Overview of the 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.

Women's Week Grants have been running since 2018.

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.

In recognition of the need to empower women who do not feel represented on International Women's Day, Women's Week Grants will prioritise events reflecting Australia's diverse population.

Women NSW will seek an Expression of Interest (EOI) from organisations willing to run high-quality events for underrepresented interest groups. The EOI form will be simpler and shorter to complete than an application form.

A shortlist of organisations offering to run events that most closely match the priorities of the Women's Week Grants will then be invited to complete the more detailed full grant application form through SmartyGrants.

Women NSW encourages applicants to read all the details in these guidelines before applying. Women NSW have a responsibility to make sure events provide value for money. It is important you are able to demonstrate how your proposed event provides benefits for the participants and how the grant will deliver value for money.

1.1 Purpose and objectives

Women's Week Grants seek to fund innovative events that increase the empowerment and participation of women and girls in our communities, thereby advancing gender equality in the longer term. The funding provides Aboriginal and / or Torres Strait Islander Community Controlled Organisations, and not-for-profits with an opportunity to give back to their communities by delivering events or activities that benefit local women and girls.

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
-

1.2 Grant value

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

A minimum of \$100,000 will be allocated to events in regional, rural and remote areas of NSW (see the Regional and Metropolitan boundaries maps attached as appendices to these Guidelines).

Only one application for funding will be accepted per organisation.

1.3 Focus communities

Applications for funding to run an event in Women's Week are required to be designed with and for one of the focus communities in the NSW Women's Strategy 2023-2026.

To ensure an even spread of events across NSW, applications from regional, rural and remote locations 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).

Focus communities:

- 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

Applications that focus on Aboriginal and Torres Strait Islander women, women from Culturally and Linguistically Diverse (CALD) communities, women with disability and LGBTIQA+ women are strongly encouraged including those that will be held in regional, rural and remote areas of NSW.

2

Selection criteria

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 Eligibility criteria

Applicants are required to meet **all** the eligibility criteria below:

- 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), including a minimum of 10 per cent funding from other sources (monetary or in-kind).
- Applicants must apply for funding within the specified amounts of \$10,000 to \$50,000.
- 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 in March 2026.

2.1.1 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.

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

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

2.1.2 Requirements for Not for Profits:

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.

2.2 Ineligible Applicants

Funding will not be provided to:

- Individuals or groups of individuals, including sole traders.
- Unincorporated organisations.
- For profit commercial organisations and entities.
- Sub-contractors – either for program management or for project delivery on behalf of non-eligible organisations.
- 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.

2.3 NSW National Redress Scheme sanctions

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

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

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

2.4 Event start and end dates

Events must be held during Women's Week in March 2026. NSW Women's Week will be celebrated between Monday 2 March 2026 and Sunday 8 March 2026 to coincide with International Women's Day on 8 March 2026.

Events should be started by 2 March 2025 and must be completed by 8 March 2026.

If changes must be made, Grant recipients must contact Women NSW in writing to seek approval prior to the date.

2.5 Eligible and ineligible uses of funding

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

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

2.5.1 Items eligible for grant expenditure:

- Resource materials and publication costs including art supplies, workbooks
- Equipment, transport and venue hire
- Publicity, communications and marketing activities and materials including photography/videography
- 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 / performer / artist / coach fees

Travel costs within NSW exclusively for the purpose of the event

- Evaluation activities

2.5.2 Items not eligible for grant expenditure:

- 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

2.6 Assessment criteria

2.6.1 Expression of Interest assessment

Expressions of Interest will be shortlisted against the following questions:

Criteria	Specific information and evidence required
1. Focus community connection	Organisations showing long-standing and deep connections and evidence to support the need for events for their focus communities will score more highly.
2. Organisational capacity	Organisations which can demonstrate previous experience running inclusive events for their chosen community will score more highly.
3. Event location	Events in rural, regional and remote locations of NSW will be prioritised.
4. Nature of the event	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.
5. Value for money	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.
6. Alignment with Women's Week Program objectives	Events which empower women, uplift focus communities and challenge gendered norms, roles and expectations will score more highly.

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

2.6.2 Application Assessment criteria (only for shortlisted applicants)

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

Criteria	Specific information and evidence required	Weighting
Criterion 1: Organisational capacity	<p>The organisation is well-placed to run an event</p> <ul style="list-style-type: none"> 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). The organisation has the appropriate skills and expertise to deliver the event (for example by citing prior experience and including evidence of delivering similar events). 	20%
Criterion 2: Effective delivery	<p>The way the event will be run is appropriate</p> <ul style="list-style-type: none"> The application includes a draft run sheet demonstrating a well-planned and considered event designed for the benefit of participants. 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. To ensure an even spread of events across NSW, applications from regional, rural and remote locations will be prioritised. 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. The event considers accessibility and safety requirements (by listing the accessibility and safety considerations that will be undertaken – see checklist at 2.3). The event includes effective promotion and marketing (by explaining what promotional activities are planned, how event registration will occur, possible venues). 	20%
Criterion 3: Relevance	<p>The event aligns with Women’s Week objectives and the NSW Women’s Strategy</p> <ul style="list-style-type: none"> 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); The event demonstrates alignment with one of the three pillars of the NSW Women’s Strategy. The event will align with the <u>UN Women Australia International Women’s Day 2026 Theme</u> (usually announced around October) 	20%

Criteria	Specific information and evidence required	Weighting
Criterion 4: Value for money	<p>The event budget is cost effective</p> <ul style="list-style-type: none"> • Costs are clearly outlined in the budget including: <ul style="list-style-type: none"> ○ Detailed expenditure items which clearly link to activities and outcomes ○ funding sought from Women NSW ○ in-kind contributions • Benefits to participants are clear and the cost per participant justifies the funding sought. • Speakers and / or performers are remunerated for their work. • Items ineligible for funding are not included 	20%
Criterion 5: Outcomes	<p>Participants are recognised, empowered and gender equality promoted</p> <p>Successful applicants could demonstrate that event participants reported:</p> <ul style="list-style-type: none"> • Their diversity was recognised as a result of the event (for example the presenters/performers are from their community or the activities were designed for their particular needs). • They were able to participate freely and safely (considerations and adjustments had been made to allow all participants to engage). • 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). 	20%

2.7 Inclusive and accessible event checklist

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.

2.8 Draft event run sheet

Applicants will be asked to include a draft run sheet outlining the structure of the event and the types of speakers/performers/service providers that will be engaged. Timings and dates do not need to be confirmed at the application stage nor venues/service providers reserved unless the organisation is willing to run the event even if grant funding is not received.

Women NSW will not be held liable for expenses for any activities or costs incurred for organisations who are not awarded a Women's Week Grant.

3

Application process

3 Expression of Interest and Application process

To streamline the application process, Women NSW will use a two-stage process for Women's Week Grants.

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

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.

Frequently Asked Questions (FAQs) to assist applicants with the Expression of Interest and Full Grant application processes will be available on the 2026 Women's Week Grants website.

3.1 How to apply

3.1.1 Stage One - Expression of Interest Application

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.

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

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.

A submitted EOI in written form, can be reopened upon request until **19 August 2025**. To reopen an EOI, email wswgrants@tco.nsw.gov.au.

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. Late applications will not be accepted.

Stage One – EOI applications will be assessed by Women NSW for eligibility and then scored against the assessment criteria. Shortlisted organisations will be invited to submit a full grant application for a 2026 Women's Week Grant.

Applicants will not be able to submit a full grant application without first submitting an EOI.

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

3.1.2 Stage Two – Full Grant Application (shortlisted applicants only)

Organisations invited to apply must complete a full grant application form through SmartyGrants between 10am on 16 September to 3pm on 28 September 2025.

We recommend applicants submit forms in SmartyGrants **at least two hours prior to the deadline** in order 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. Late applications will not be accepted.

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.

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

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.

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

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

Submission of an application does not guarantee funding.

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

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

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

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

All applications are assessed through the staged process as outlined below:

4.1.1 Stage One – Expression of Interest Application

EOIs are initially reviewed by Women NSW staff to ensure compliance with mandatory eligibility criteria and alignment with the focus communities.

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

EOIs will then be shortlisted according to responses to the following questions:

1. The organisation’s connection to one of the focus communities (organisations showing long-standing and deep connections and evidence to support events for their focus community will score more highly);
2. The organisation’s capacity to run an event for one of the focus communities (organisations which can demonstrate previous experience running events for their chosen community will score more highly);
3. Location of the event (events in rural, regional and remote locations of NSW will be prioritised);
4. The nature of the event (events which are free or low-fee, original, participatory, educational, fun and which foster creativity and 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.);
5. 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).
6. 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);

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

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

All EOI applicants will be advised of their application outcome in writing through the SmartyGrants portal. The top ranking EOIs will be invited to submit a full grant application.

4.1.2 Stage Two – Full Grant Application Assessment

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.

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.

4.1.3 Stage Three – Assessment Panel recommendations

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.

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

4.2 Notification of application outcome

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.

There is no appeals process available for this Grant Program.

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

4.3 Feedback on applications

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

4.4 Publication of grants 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.

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

5

Successful grant applications

5 Successful grant applications

Grant recipients are required to 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.

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

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.

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.

Once the Funding Agreement is signed a meeting will be held with the applicant to review Women's Week Grant expectations and requirements and any outstanding questions from the applicant.

Successful grant recipients will be expected to respond promptly to Women NSW requests (within 48 hours) for promotional material in the lead up to Women's Week and provide photos and or videos of the event soon after the event concludes.

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.

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.

5.1 Variations to the funding agreement

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

5.2 Unspent funds

Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved submitted application.

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

5.3 Advertising and promotion

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

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 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.

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.

5.4 Reporting and acquittal requirements

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.

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

5.5 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.

6

Additional information and
resources

6 Additional information and resources

6.1 Disclaimer

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

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

6.2 Complaint handling

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

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

6.3 Access to information

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

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined. Information received in applications and in respect of applications is treated as confidential. All funding decisions and assessment outcomes are to be kept confidential until announces and applicants notified. However, documents in the possession of the Government are subject to the provisions of the *Government Information (Public Access) Act 2009*. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

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

6.4 Conflict of interest management

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

and managed in accordance with the Cabinet Office Code of Conduct. Risk management will occur throughout the grant life cycle.

6.5 Confidentiality

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

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

Metropolitan Boundaries

