

The Cabinet Office

# NSW Working Women's Centre Grant Program – Part B

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2024 -2025 Guidelines

January 2025



OFFICIAL

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## 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 these Guidelines for the Working Women's Centre Program.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

Working Women's Centre Grant Program – Part B

Published by Women NSW, The Cabinet Office.

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Grant Program Details	
Opening date and time	10:00 AEDT on Friday 3 February 2025
Closing date and time	15:00 AEDT on Monday 24 February 2025 <b>Late applications will not be accepted</b>
Anticipated assessment outcome date	Mid-April 2025
Anticipated date for Funding Deed execution (with successful applicant)	Early-May 2025
Project delivery timeframe (for successful applicant)	31 May 2025 – 30 June 2028
Decision-maker	NSW Minister for Women
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 \$1 million per annum over four years (excluding GST).
Enquiries	<p>Please contact Women NSW with grant questions that are not covered in these funding guidelines:</p> <p>Email: <a href="mailto:WNSWGrants@tco.nsw.gov.au">WNSWGrants@tco.nsw.gov.au</a></p> <p>For queries about the online grant management system, Smarty Grants, please contact the support team at:</p> <p>Email: <a href="mailto:service@smartygrants.com.au">service@smartygrants.com.au</a></p> <p>Phone: (03) 9320 6888</p> <p>Available to help Monday to Friday 9:00am to 5:00pm (Australian Eastern Standard time).</p>

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

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# 1

Overview of grant program

# 1 Overview of the grants program

In 2023, the NSW Government committed \$8 million over four years to support the establishment of a Working Women's Centre in NSW to provide a frontline service to help women navigate work-related issues, including discrimination, sexual harassment, underpayment, wage theft and parental leave.

The NSW Working Women's Centre Grant Program funding is in addition to the Commonwealth Government's commitment of \$32 million over five years to establish or fund existing working women centres in all states and territories and create a new governing national body. The Commonwealth has allocated \$8.13 million over five years to the NSW Working Women's Centre, through the Women's Legal Service NSW.

The NSW Working Women's Centre Grant Program will focus on enhancing and complementing the Commonwealth service and ensure priority access for a diverse range of service users, in particular Aboriginal and Torres Strait Islander women, women in regional, rural and remote NSW, women with disability, LGBTQIA+ women, young women, and women from culturally and linguistically diverse backgrounds. The priority groups are listed at 1.2.

The NSW Government commitment responds to the Australian Human Rights Commission's *Respect@Work: Sexual Harassment National Inquiry Report (2020)* that recommended jurisdictions establish or re-establish Working Women's Centres.

The grant funding for the NSW Working Women's Centre Grant Program will be allocated via two separate grant rounds. Part A, a one-off grant for the organisation selected by the Commonwealth Government to establish a Working Women's Centre in NSW, Women's Legal Service NSW. Part B is an open, competitive grant round to deliver education and training for businesses and workers on working women's issues and drive industry, sector and occupation-specific advocacy to support the new Working Women's Centre in NSW. **These guidelines relate to Part B only.**

Women NSW encourages applicants to read all the details in these guidelines before applying.

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## 1.1 Purpose and objectives

The primary purpose of Part B of the NSW Working Women's Centre Grant Program is to deliver education and training for businesses and workers on working women's issues and drive industry, sector and occupation-specific advocacy to support the new Working Women's Centre in NSW.

The objectives of Part B of the NSW Working Women's Centre Grant Program are to:

- provide trauma-informed training programs for businesses/industries to promote safe and supportive workplaces
- provide access to trauma-informed educational workshops for a diverse range of working women particularly the priority groups to increase awareness of their rights and services
- collaborate with the Working Women's Centre in NSW to ensure effective, coordinated service provision
- drive broader systemic prevention and advocacy work to support gender equality, women's rights and access to justice.

The program will be administered according to the [NSW Government Grants Administration Guide](#)

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## 1.2 Priority groups

The NSW Working Women's Centre Grant Program aims to improve outcomes for all working women however it has a particular focus on improving outcomes for those who experience greater, or multiple forms of, disadvantage and/or discrimination.

Priority groups include:

- Aboriginal and Torres Strait Islander women
- Women with disability
- LGBTQIA+ women
- Young women
- Women from culturally and linguistically diverse communities
- Women living in regional, rural, and remote NSW.

The successful provider will be required to work with and meet the diverse needs of each of these groups.

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## 1.3 Grant value

The total value of the NSW Working Women's Centre Grant Program is \$8 million over four financial years from 2024-25 to 2027-28.

Funding will be allocated as follows, noting this grant round relates to Part B only:

1. Part A: \$1 million per annum over four years is allocated to the preferred provider via a one-off grant round to support the establishment of a Working Women's Centre in NSW that focuses on:
  - providing a holistic, trauma-informed service delivery model for working women including advice, representation, individual advocacy and support for women who have experienced workplace issues, including sexual harassment.
  - providing services that are identifiable and accessible to all working women, particularly the priority groups.
  - coordinating collaborative efforts with related services and organisations to support promotion and advocacy of working women's rights and ensure effective referral pathways where required..
2. Part B: \$1 million per annum over four years to an organisation via an open, competitive grant process that focuses on :
  - providing education and training for businesses and workers on working women's issues to support the new Working Women's Centre.
  - providing industry, sector and occupation-specific activities and advocacy to support the prevention and elimination of workplace discrimination, sexual harassment and gender inequality.
  - supporting the Working Women's Centre in NSW to collaborate with related services and organisations.

The maximum grant period is from 2024-25 to 2027-28 and is expected to commence no later than 31 May 2025.

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## 1.4 Intended outcomes

Outcomes will include:

- enhanced business practices and support for working women.
- increased awareness and knowledge of workplace rights including work health and safety among businesses/industries, workers and working women.
- working women feel empowered to access support and justice.

- systemic advocacy improves working women's access to justice and enhances working relationships with other services.

# 2

## Selection criteria

## 2 Selection criteria

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

### 2.1 Eligibility criteria

Eligible applicants for the NSW Working Women's Centre Grant Program must meet all eligibility criteria below.

All applicants must:

- **Be a legally constituted Australian-based entity of the following kind:**
  - Incorporated not-for-profit organisations, including community organisations
  - Industry bodies and the private sector working in partnership with the community or government on projects directly supporting women and girls.

Not-for-profit bodies are organisations that are registered and approved as not-for-profit bodies by NSW Fair Trading, Australian Securities and Investments Commission (ASIC) or Office of the Registrar of Indigenous Corporations (ORIC). They can include:

- charities, trusts, and cooperatives that are registered with the Australian Charities and Not-for-profits Commission (ACNC)
- organisations with Deductible Gift Recipient (DGR) or Public Benevolent Institution status
- not-for-profit companies limited by guarantee and registered in NSW (these must have ACNC registration and or DGR status)
- associations (registered under the *Associations Incorporation Act 2009* and with NSW Fair Trading)
- Local Aboriginal Land Councils
- religious organisations
- organisations established under an Act of Parliament.

Note: Organisations listed on the Australian Charities and Not-for-profits Commission (ACNC) Register must have a current record.

- **Be a single organisation** that will accept responsibility for the delivery of the project if the application is successful.
- **Have appropriate insurance** (minimum of \$10 million - this must occur before funding can be released).
- **Address the NSW National Redress Scheme sanctions** (included in these guidelines).
- **Not have outstanding acquittals with Women NSW.**
- **Confirm that they have not received previous NSW Government grant funding** for the same activity or project or, if they have, that the previous grant did not fund the relevant activity or project in full and additional funding is required.
- **Provide a budget for their project**, proposing eligible use of funds.

#### Ineligible Applicants

Funding will not be provided to:

- individuals or groups of individuals, including sole traders.
- unincorporated organisations.
- for-profit commercial organisations, entities.

- NSW Government or Australian Government agencies and their entities (including public trusts).

## Eligible grant activities

Applicants are requested to submit an application outlining a service delivery model that draws on their experience and knowledge of the NSW service system to deliver grant activities that best meet the needs of working women in NSW and the priority groups.

The service delivery model should complement existing services and funding for working women. Grant activities must include:

- providing a holistic, trauma-informed service delivery model for working women that includes, but is not limited to:
  - education and training for businesses and workers on working women's issues to raise awareness of workers' rights and entitlements and promote safe and supportive workplaces
  - industry, sector and occupation-specific workplace discrimination and sexual harassment prevention, advocacy and gender equality strategies
- providing outreach activities in regional, rural and remote communities where needed and appropriate.
- providing services that are identifiable and accessible to all working women, people who identify as women and the priority groups listed at 1.2.
- working collaboratively with the NSW Working Women's Centre and related services and organisations to identify and prioritise areas for advocacy to promote gender equality, women's rights and access to justice.

## Eligible use of funding

Grant funding can only be spent on eligible expenditure that is incurred on eligible grant activities.

Items eligible for grant expenditure are:

- administrative expenses, including ongoing operation or running costs of an organisation
- wages and employment costs of staff engaged to work on working women centre related activities
- staff recruitment costs
- training and capacity development costs related to the working women centre activities
- ICT costs
- travel
- interpreter services costs and other costs to ensure access and inclusion for a diverse range of service users
- communication and marketing material development and printing/publication costs
- surveys and other documents or systems designed to capture and report on data from the activities.

Expenditure on grant activities must be incurred between the start date and end or completion date of your grant agreement for it to be eligible.

## Ineligible use of funds

Grant funding cannot be used for the following activities:

- purchase of land
- board remuneration
- major capital expenditure over \$5,000 without prior written authorisation from the department
- the covering of retrospective costs

- costs incurred in the preparation of a grant application or related documentation
- major construction/capital works
- overseas travel.

## 2.2 Assessment criteria

Eligible organisations must meet the following assessment criteria to be considered for funding, noting:

- each of the groups listed as a priority group (refer to section 1.2) are of equal importance and weighting.
- applications with greater focus on the priority groups will score higher.

Assessment criteria	Details	Weighting
Deliverability of program	The grant application demonstrates a well-developed service delivery model that is identifiable and accessible to working women particularly the priority groups, with grant activities in regional, rural and remote communities where appropriate.	20%
Organisational capacity	<p>The grant application demonstrates the organisation's capability, skills and experience to deliver the grant activity successfully, including:</p> <ul style="list-style-type: none"> <li>• delivering trauma-informed training on working women's issues for diverse businesses/industries.</li> <li>• delivering trauma-informed educational workshops on working women's issues for workers and working women, particularly from the priority groups.</li> <li>• ability to analyse trends and adapt service delivery to changing needs</li> <li>• existing relationships with businesses, industries, organisations and communities that work with or represent the priority groups.</li> <li>• driving advocacy and industry initiatives to prevent workplace discrimination including sexual harassment</li> </ul> <p>Please provide evidence to support your application including prior experience delivering similar activities and how often the organisation engages with the priority groups. This could include letters of support.</p>	20%
Community benefit	<p>The grant application demonstrates the need for the grant activity, including:</p> <ul style="list-style-type: none"> <li>• issues that the grant activity is seeking to address/target and any identified gaps.</li> <li>• outcomes the grant activity aims to achieve and how these relate to the program objectives (see section 1.1).</li> <li>• expected impact the grant activity will have on: <ul style="list-style-type: none"> <li>○ businesses/industries</li> <li>○ workers</li> </ul> </li> </ul>	20%

	<ul style="list-style-type: none"> <li>○ the priority groups (see section 1.2)</li> <li>○ broader community.</li> </ul> <p>Please provide evidence of the need, for example data indicating high risk workplaces/industries and additional vulnerable worker groups.</p>	
Value for money	<p>The grant application:</p> <ul style="list-style-type: none"> <li>• describes the proposed activity and demonstrates value for money.</li> <li>• contains an accurate budget including detailed expenditure items that are clearly linked to activities and outcomes.</li> <li>• demonstrates the value of outcomes and benefits that will be delivered.</li> <li>• demonstrates unique benefit/value by complementing proposed or existing services and avoiding duplication.</li> </ul>	20%
Engagement and Collaboration	<p>The grant application demonstrates the organisation's ability to engage and collaborate with the Working Women's Centre in NSW and other related services, organisations and peak bodies to:</p> <ul style="list-style-type: none"> <li>• ensure the grant activity is complementary.</li> <li>• ensure the grant activity is appropriate and accessible to diverse businesses/industries and workers, particularly working women from the priority groups (see section 1.2).</li> <li>• promote gender equality, women's rights and access to justice. It will be necessary to consult with the Part A grant recipient, Women's Legal Service NSW, to inform broader advocacy work.</li> </ul>	20%
Alignment with NSW Government policy objectives	<p>The grant application aligns with NSW Working Women's Centre Grant Program objectives and at least one of the three pillars of the <u>NSW Women's Strategy</u>.</p>	Required

## 2.3 Project evaluation

A monitoring and evaluation plan will need to be submitted as a deliverable and should include:

- Program logic outlining project activities, outputs and outcomes.
- Proposed outcome indicators including plans for monitoring and evaluating engagement with the program.
- Proposed plans to monitor and evaluate different aspects of the program, to understand their impact and contribution to outcomes.
- Timeline for when program is monitored and evaluated.

The Cabinet Office (Women NSW) will review and provide feedback on the monitoring and evaluation plan.

**Appendix B** provides some guidance for preparing an evaluation.

# 3

## Application process

## 3 Application process

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### 3.1 How to apply

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

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

In addition, grant applicants have the option to create a [SmartyFile](#) profile for their 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 Smarty File](#)

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

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### 3.2 Support available to applicants

Questions about the grant program that are not covered in these guidelines should be directed to Women NSW:

Email: [WNSWGrants@tco.nsw.gov.au](mailto:WNSWGrants@tco.nsw.gov.au)

For SmartyGrants issues please contact the support team at:

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

Phone: (03) 9320 6888

Available to help Monday to Friday 9:00am to 5:00pm (Australian Eastern Standard time).

# 4

## Assessment process

## 4 Assessment process

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### 4.1 Assessment of grant applications

The assessment process is competitive. Applicants will be assessed and scored against the criteria. Please note that there can be no assumed knowledge. The assessment panel can only consider the information provided in your application.

All applications are assessed through the process outlined below:

#### 4.1.1 Stage One – Grant Application Assessment

A panel will assess all applications against the eligibility criteria. The panel consists of qualified and experienced representatives, and may include Women NSW staff and representatives from Government agencies.

#### 4.1.2 Stage Two – Assessment Panel recommendations

The assessment panel will assess all eligible applications against the assessment criteria and make recommendations to the decision maker, the NSW Minister for Women, who then makes the final decision.

The NSW Minister for Women is the final decision maker in determining the successful grant recipient.

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### 4.2 Notification of application outcome

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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### 4.3 Feedback on applications

Unsuccessful grant applicants can request tailored feedback on their application from Women NSW up to two months after receiving an unsuccessful notification.

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### 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

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### 5.1 Funding agreement

The grant recipient is 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.

The successful grant recipient is required to sign and return their funding agreement within two weeks of receipt. Funding agreements can only be signed by authorised officers within the grant recipient's 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, the grant funds will be paid to the nominated bank account and a copy of the executed document will be emailed.

**The grant recipient should not make public announcements about their project without prior approval from Women NSW. Once notified that the grant is no longer under embargo, the grant recipient can communicate the grant.**

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### 5.2 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 The Cabinet Office (Women NSW). Failure to do so may result in the withdrawal of the grant offer.

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### 5.3 Unspent funds

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

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

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## 5.4 Advertising and promotion

The successful grant recipient is responsible for the promotion and advertising of their project.

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

The grant recipient agrees to information about the project being used for evaluation, promotional and media purposes. The Cabinet Office (Women NSW) may need to provide certain information about the successful grant to the media and Members of Parliament for promotional activities.

The grant recipient agrees 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 the successful grant recipient.

The grant recipient acknowledges 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.

The successful grant recipient is 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.

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## 5.5 Reporting and acquittal requirements

A quarterly written report on progress, including progress against the Working Women's Centre Grant Program Key Project Indicators, will be required to support the monitoring of project delivery.

All reporting will be submitted online through SmartyGrants by the dates specified in the funding agreement.

All projects must be delivered, and funds must be expended, by 30 June 2028. The grant recipient must provide The Cabinet Office (Women NSW) with a Final Completion Report and Acquittal Statement. The Cabinet Office (Women NSW) will send the grant recipient the form prior to the required date for completion and lodgement through SmartyGrants by the date specified in the funding agreement. If an acquittal is not received by the due date, The Cabinet Office (Women NSW) may deem the project activities not to have taken place and may request that any funding that has been provided is repaid within 28 days.

It is a requirement that all financial records related to grant expenditure and acquittal be retained by the organisation for seven years. If the authorised officers within the grant recipient's organisation change, these documents must be forwarded to the new incoming officers.

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## 5.6 Insurance

All grant-funded events and activities must be covered by Public Liability Insurance.

Organisations that are not covered will need to approach another organisation to sponsor the application so that the project will be covered under their Public Liability Insurance (such as a local council).

Organisations are required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in the name of the applicant before funding can be released.

In all sponsored grant applications, The Cabinet Office's (Women NSW) primary relationship is with the sponsoring body, as they are responsible for the management of the grant.

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## 5.7 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](#).

# 6

## Additional information and resources

## 6 Additional information and resources

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### 6.1 Disclaimer

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

The Cabinet Office (Women NSW) accepts no responsibility for the grant activity, 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.

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### 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](#).

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### 6.3 Privacy Policy

The NSW Government will collect and store the information organisations voluntarily provide to enable implementation of this grant program. Any information provided by organisations will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected.

The NSW Government is required to comply with the *Privacy and Personal Information Protection Act 1998*. The NSW Government collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application.

Applicants must ensure that people whose personal details are supplied with applications are aware that the NSW Government is being supplied with this information and how this information will be used.

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### 6.4 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 announcements are made and applicants are notified. However, documents in the possession of the Government are subject to the provisions of the GIPA Act. 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.

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## 6.5 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.

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## 6.6 Confidentiality

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

The Cabinet Office (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](#).

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## 6.7 Fraud

Appropriate Governance arrangements have been built into the grant administration process to ensure grants are not mishandled, misappropriated, are allocated based on the merits of the application and that all conflicts of interest in grant decisions are disclosed. This is evidenced through these guidelines and related probity and assessment plans.

## 7 Appendices

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### Appendix A - Sources of evidence

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

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

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

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

[NSW Gender Equality Dashboard](#)

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### Appendix B Guidance on preparing an evaluation

#### Project evaluation

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

#### **Premier's Department Evaluation Toolkit**

[The Evaluation Toolkit](#) provides advice and resources for planning and conducting a program evaluation.

#### **NSW Government Program Evaluation Guidelines**

[The Program Evaluation Guidelines](#) outline best practice principles to plan and conduct program evaluations.

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### Appendix C - Example Funding Agreement

Links to example funding agreements and governance requirements are on the NSW Governments Grants Guide: [NSW Grants Administration Guide](#).