

NSW Working Women's Centre Grant Program

Frequently Asked Questions – Part B

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These Frequently Asked Questions are designed to help organisations and groups that wish to apply for the NSW Working Women's Centre Grant Program. Please read these in combination with the Program Guidelines and online Application form in SmartyGrants.

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1 Overview

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 NSW Working Women's Centre Grant Program will focus on enhancing and complementing the Commonwealth funding commitment.

The NSW Working Women's Centre Grant Program will enable increased access to working women centre services 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, and women from culturally and linguistically diverse backgrounds.

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 FAQs relate to Part B of the NSW Working Women's Centre Grant Program only.

1.1 What is the purpose of Part B-NSW Working Women's Centre Grant Program?

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.

Please refer to the [Guidelines](#) for Part B's objectives and intended outcomes.

1.2 Who is Part B-NSW Working Women's Centre Grant Program targeting?

Part B of 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.

1.3 What is the total grant value and delivery timeframe of Part B-NSW Working Women's Centre Grant Program?

The total budget allocation of Part B of the NSW Working Women's Centre is \$1,000,000 per annum over four years.

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

1.4 How does the NSW Working Women's Centre Grant Program align with the NSW Women's Strategy (2023 – 2026)?

The NSW Working Women's Centre Grant Program delivers on NSW Government priorities including the NSW Women's Strategy 2023 – 2026.

The NSW Government continues to champion women by offering resources to help women battle workplace issues. The NSW Working Women's Centre has been developed 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.

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 Who can apply?

Eligible applicants for Part B of the NSW Working Women's Centre Grant Program are required to meet all eligibility criteria below.

Applicants must be a legally constituted Australian-based entity. This includes:

- 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.

2.2 What are the requirements for Not-for-Profit Organisations?

Eligible not-for-profit organisations must be registered and approved as a not-for-profit body with a current and up-to-date record in at least one of the following categories:

- a. Charities, trusts, and cooperatives that are registered with the Australian Charities and Not-for-profits Commission (ACNC).
- b. Organisations with Deductible Gift Recipient (DGR) status.
- c. Organisations with Public Benevolent Institution status.
- d. Associations (registered under the *Associations Incorporation Act 2009* and with NSW Fair Trading).
- e. A Local Aboriginal Land Council under the *Aboriginal Land Rights Act 1983* (NSW) and registered with the NSW Aboriginal Land Council.

- f. Indigenous Corporations registered with the Office of the Registrar of Indigenous Corporations.
 - g. Religious organisations
 - h. Organisations established under an Act of Parliament.
 - i. Organisations listed on the Australian Charities and Not-for-profits Commission (ACNC) Register must have a current record.
-

2.3 Who cannot apply?

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).
-

2.4 What can funds be used for?

Grant funding can only be used for expenses directly related to the delivery of the project in NSW. Please refer to the Guidelines for eligible grant expenditure items.

Applicants must clearly set out proposed expenditure in the application and outline how the project will demonstrate value for money.

2.5 What items will not be funded?

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.
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2.6 What if ineligible items are included in the budget?

Applications that include ineligible items for funding will not be considered (i.e. the application will be deemed ineligible).

3 Assessment criteria

3.1 How will applications be assessed?

Eligible organisations must meet the following assessment criteria to be considered for funding.

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"> • delivering trauma-informed training on working women's issues for diverse businesses/industries. • delivering trauma-informed educational workshops on working women's issues for workers and working women, particularly from the priority groups. • ability to analyse trends and adapt service delivery to changing needs • existing relationships with businesses, industries, organisations and communities that work with or represent the priority groups. • driving advocacy and industry initiatives to prevent workplace discrimination including sexual harassment <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"> • issues that the grant activity is seeking to address/target and any identified gaps. • outcomes the grant activity aims to achieve and how these relate to the program objectives (see section 1.1). • expected impact the grant activity will have on: <ul style="list-style-type: none"> ○ businesses/industries ○ workers ○ the priority groups (see section 1.2) ○ broader community. 	20%

	Please provide evidence of the need, for example data indicating high risk workplaces/industries and additional vulnerable worker groups.	
Value for money	<p>The grant application:</p> <ul style="list-style-type: none"> describes the proposed activity and demonstrates value for money. contains an accurate budget including detailed expenditure items that are clearly linked to activities and outcomes. demonstrates the value of outcomes and benefits that will be delivered. demonstrates unique benefit/value by complementing proposed or existing services and avoiding duplication. 	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"> ensure the grant activity is complementary. 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). 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. 	20%
Alignment with NSW Government policy objectives	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> .	Required

3.2 Will all application forms that meet the assessment criteria be assessed?

Yes, all submitted application forms that meet the assessment criteria will be assessed for funding.

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

Projects must be evidence-based. This means applicants must demonstrate (using evidence) that their proposed project is fit for purpose and will address the program objectives and outcomes.

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

Evidence should be:

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

Please refer to the [Guidelines](#) for further information.

3.5 How should the specific problem be articulated?

The specific problem should be articulated in terms of its extent, demographics, and location. Evidence can be demonstrated through:

- Published data
 - Peer-reviewed publish research, and/or
 - Independent program evaluations.
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3.6 What if an innovative solution lacks a strong evidence base?

If a solution lacks strong evidence, please demonstrate relevant experience, practice wisdom, and correlations with evidence from other areas to support your proposal. Please refer to the [Guidelines](#) for further information.

3.7 What should be included in the application regarding project evaluation?

Applications must detail the project's evaluations, including both a process and outcome evaluation at a minimum. A process evaluation outlines process measures to evaluate if the project model and delivery mechanisms are successful. An outcome evaluation assesses the extent to which the intended outcomes are achieved.

The successful applicant will be required to provide a Project and Evaluation Plan as the first deliverable for the project. Guidance for preparing applications and evaluation can be found in the [Guidelines](#).

4 Application Process

4.1 What is the process for applying?

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.

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.

4.2 When can the application form be submitted?

The opening date for applications is 3 February 2025 at 10am (AEDT).

The closing date for applications is 24 February 2025 at 3pm (AEDT).

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.

4.3 Can more than one application form be submitted?

Eligible organisations can submit only **one** application form.

If an organisation submits multiple Application forms, only the first submitted form will be assessed and all others will be deemed ineligible.

4.4 Can an application form that has been submitted be revised?

A submitted form can be reopened upon request until **applications close**. To reopen a form, email wswgrants@tco.nsw.gov.au.

4.5 How close to the deadline can application forms be submitted in SmartyGrants?

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

4.6 Can late application forms be submitted?

Late applications will not be accepted.

4.7 What happens if an application form contains information that is not true?

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

4.8 What support is available for applicants?

Questions about the grant program that are not covered in the [Guidelines](#) should be directed to Women NSW:

Email: WNSWGrants@tco.nsw.gov.au

For SmartyGrants issues please contact the support team at:

Email: service@smartygrants.com.au

Phone: (03) 9320 6888

Available to help Monday to Friday 9:00am to 5:00pm (Australian Eastern Daylight Time)

4.9 Will all submitted applications receive funding?

No. Only one application will be awarded funding. Submission of an application does not guarantee funding.

4.10 How is the Funding Agreement and grant acquittal managed for the successful applicant?

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

5 Assessment process

5.1 What type of grant round is Part B-NSW Working Women's Centre Grant Program?

Part B is an open and competitive grants program. Applicants will be assessed and scored against the assessment criteria. The applicant with the highest score is most likely to be funded.

5.2 How are ineligible applications determined?

Eligibility is reviewed by Women NSW staff to ensure compliance with mandatory eligibility criteria.

The following are mandatory eligibility criteria. All applicants must:

- Be a legally constituted Australian-based entity.
 - 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).
 - Address the NSW National Redress Scheme sanctions (please refer to the [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 funding.
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5.3 What happens if an application is deemed ineligible?

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

5.4 How will applications be assessed?

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

5.5 Who will be on the Assessment Panel?

The panel will consist of qualified and experienced representatives and may include Women NSW staff and representatives from Government agencies.

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.

5.6 How and when will applicants be notified of the outcome of their application?

All applicants will be advised of their application outcome in writing through the SmartyGrants portal prior to any public announcement.

Notification will make clear how and when grants will be announced publicly.

5.7 What is the appeals process?

There is no appeals process available for the NSW Working Women's Centre Grant Program, however feedback can be provided.

5.8 Will feedback be provided?

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

5.9 When will information about the successful grant recipient be 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. This information is also open access information under the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

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

6 Successful grant application

6.1 What is required of the successful applicant?

The successful applicant is required to enter into a Funding Agreement with The Cabinet Office. The organisation funded by The Cabinet Office must operate in accordance with their Funding Agreement and with legislation, policies, and guidelines relevant to their project funding.

6.2 When will the Funding Agreement need to be signed?

The successful applicant will be required to sign and return their Funding Agreement within two weeks of receipt. The anticipated date for the Funding Deed execution with the successful applicant is early May 2025.

6.3 Who can sign the Funding Agreement?

Funding Agreements can only be signed by authorised officers of your organisation. An authorised officer may be a member of the executive/committee as deemed under the Articles of Association or Constitution for a not-for-profit organisation.

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

6.4 What documentation is required for the Funding Agreement?

Incorporated Associations will be required to provide a copy of the resolution or delegation confirming that the signatories have the authority to execute a Deed or Contract on behalf of the Association.

Australian Public Companies will be required to provide evidence confirming your corporate legal structure by way of a paid ASIC extract. ASIC Company Extracts can be purchased online using a credit card on the ASIC website at a cost of \$10.

It is the applicant's responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of their funding agreement, and for it to be signed by the correct authorised signatories.

Important terms and conditions associated with the funding are attached to the Funding Agreement.

6.5 When and how will the grant funding be paid?

An invoice template is provided with the Funding Agreement. Once the Funding Agreement has been executed by all relevant parties and the correct invoice received, the grant funding for the first year will be paid to the nominated bank account and a copy of the executed document will be emailed.

6.6 Can the successful applicant make a public announcement?

The successful applicant must not make public announcements about their project without prior approval from Women NSW. Once the successful applicant has been notified that the grant is no longer under embargo, the organisation can communicate the grant.

6.7 Can the successful applicant change the date, location or something else about their project?

Any variations to the proposal for which a grant has been awarded, including project scope or activities, location or timeframes outlined in the application form and grant program guidelines, must be submitted in writing for approval by Women NSW. Approved variations may require amendment to the Funding Agreement if the agreement has already been executed.

6.8 What happens if the successful applicant doesn't tell Women NSW about project changes?

Failure to request a variation to the Funding Agreement in writing may result in the withdrawal of the grant offer or termination of the Funding Agreement.

6.9 Unspent funds

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

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

6.10 Advertising and promotion

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

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

The successful applicant 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.

The successful applicant 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 applicant 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.

6.11 Reporting and acquittal requirements

A Project and Evaluation Plan will be required after signing the Funding Agreement. Regular reports on progress, including progress against 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 successful applicant must provide Women NSW with a Final Completion Report and Acquittal Statement. Women NSW will supply the relevant form to be completed and submitted 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 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 committee changes, these documents must be forwarded to the new incoming committee.

6.12 Insurance

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

If your organisation is not covered, you will need to approach another organisation to sponsor your application so that your activity will be covered under their Public Liability Insurance (such as your local council).

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

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

7 Additional information and resources

7.1 Disclaimer

Submission of an application **does not** guarantee funding.

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

Organisations are responsible for meeting their duty of care and all other obligations to project participants, volunteers, and other stakeholders. Organisations should give due consideration to the safety of any children, young people or other vulnerable people involved in their project.

The Office of the Children's Guardian can provide advice on child safety. Organisations who do not usually work with children or young people should consider partnering with an organisation or other stakeholder who does have expertise in child safety.

7.2 Complaint handling

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

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

7.3 Access to information

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

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

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

7.4 Conflict of interest management

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

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

7.5 Confidentiality

The successful applicant 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](#).