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| Investing in Women Grassroots Grant Program |
| Frequently Asked Questions (FAQ) |
| OFFICIAL |

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# Introduction

The following frequently asked questions are for the Investing in Women Grassroots Grant Program and are to be read in conjunction with the program guidelines. If you have further questions, or would like to discuss your application, please [email the Office for Women](mailto:women.victoria@dffh.vic.gov.au) <women.victoria@dffh.vic.gov.au>

# Frequently asked questions

## What are the timelines for the grant round?

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| --- | --- |
| Date | Activity |
| Monday, 24 April 2023 | Applications Open |
| Monday, 22 May 2023 at 3:00pm | Applications Close |
| May – June 2023 | Assessment, approvals, notification and contract establishment |
| 30 June – 31 March 2024 | Grant activities to be delivered  All grant funds to be fully expended |
| 31 March 2024 | Final reports due |

## When does the application period close?

The application period is open for four weeks from **Monday 24 April 2023 – Monday 22 May 2023, at 3:00pm.** No applications will be accepted after this time. Please note that the Office for Women is staffed from 9am – 5pm, Monday to Friday.

See also ‘What do I do if I have technical problems when trying to submit the online form?’

## When will successful applicants be announced?

We expect to notify applicants of the outcome of their application in early June 2023.

Once applicants are notified, a full list of successful projects will be available on the Victorian Government [Website](https://www.vic.gov.au/investing-women-grassroots-grant-program) <www.vic.gov.au/investing-in-women-grassroorts-grant-program>. Both successful and unsuccessful applicants will be notified of the outcome of their application, subject to an embargo until a formal announcement is made.

## When can we expect to receive funds and be able to start our activities?

Subject to execution of funding agreements, successful grant recipients can expect payments to be released within the same month (June 2023). Funding recipients may commence grant activities from the date of the first payment.

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## When will we need to complete grant activities?

Successful funding recipients will need to complete all grant activities by 31 March 2024.

Final Reports will be due 31 March 2024, unless otherwise advised.

## Does my project need to be delivered only to women?

No – we know that everyone has a role to play in our work towards gender equality.

Grants can be used to support projects for people of all genders that contribute to gender equality and better outcomes for Victorian women.

## Can my project work with a statistically small community of women?

Yes – we strongly encourage applications that consider the experiences of diverse groups of women and girls, particularly those who might be underserved by other programs and initiatives.

## Can my project focus on a particular age group and still support women ‘at all life stages’?

Yes – we are aiming to deliver a full suite of projects that, when combined,support women and girls at all life stages.

For this reason, we strongly encourage applications for projects that are tailored to the needs and experiences of women a certain age group.

## Can I use the grant money to pay for staff salaries and wages?

Funding provided through the Investing in Women Grassroots Grant program **cannot** be used for:

* Staff salaries and wages that support the normal operations of your organisation.
* The creation of any new roles at your organisation.

Grant funding **can** be used to:

* Cover hours for existing staff to directly manage the funded project where in-kind support is not possible (see ‘what is in-kind support') – this will need to be clearly tracked in your final report.
* Hire event specific staff who are contracted for the project period (e.g. guest speakers, facilitators, trainers, event planners).

## Can single organisation submit more than one application?

An organisation may submit multiple applications, however, a maximum of one application per applicant may be successful, pending the outcomes of the assessment process.

If you do submit more than one application, consider how you can partner with other organisations or community groups to ensure that your community engagement and delivery effectively align with the program’s objectives.

You may also work with other organisations to collaborate throughout the application process and submit an application together.

## Can the proposal be for more than one project or initiative?

Applicants may include multiple proposals in their one application. However, it is important to note that the total funding per organisation and application is up to $10,000. It is not guaranteed that you will receive the full $10,000 should your application be successful.

## Am I eligible to apply?

To be eligible to apply for funding under this program,

**You must be either:**

* an organisation incorporated under the *Associations Incorporation Reform Act 2012, Corporations Act 2001* (Cth) or equivalent law, or
* a company incorporated under the *Corporations Act 2001* and registered as not-for-profit through the Australian Charities and Not-for-profits Commission (ACNC).

**You must have:**

* a current Australian Business Number (ABN)
* at least $10 million in public liability insurance to cover all aspects of funded activity for the term of the funding agreement – or an auspice arrangement with this insurance cover
* no outstanding final reports from other departmental grants.

**How to check your Australian Business Number (ABN)**

* To check your ABN, visit the [Australian Business Register (ABR)](file:///C:/Users/vidwqsp/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/MNL55PB0/arb.business.gov.au) <arb.business.gov.au>.

**How to check your organisation type**

* For incorporated associations, co-operatives or organisations incorporated through other means, go to the Consumer Affairs website <www.consumer.vic.gov.au>.
* For a Company Limited by Guarantee, go to the [ASIC website](http://www.consumer.vic.gov.au) <www.connectonline.asic.gov.au>.
* For registered charities, go to the ACNC website <www.acnc.gov.au/charity>.
* For Aboriginal corporations, go to the Office of the Registrar of Indigenous Corporations website <www.oric.gov.au>.

## How do I know if my organisation or group is a ‘legal entity’?

If you are unsure about your entity status, you can check online by searching your legal name or Australian business Number (ABN) on the [Australian Business Register using the ABN Lookup at](http://www.abr.business.gov.au) <www.abr.business.gov.au>. If you are registered, your entity status will be listed. Common examples of a legal entity include an incorporated association, partnership or trust.

If your organisation is not a legal entity, you will need to establish an auspice arrangement with a legal entity who will enter into a funding agreement (and receive funding) on your behalf. If your application does not have an associated legal entity when the full application period closes, your application will not be eligible for funding.

If you have any questions or are unsure about your organisation’s ability to enter into a funding agreement with the Department, please [email the Office for Women](mailto:women.victoria@dffh.vic.gov.au) <women.victoria@dffh.vic.gov.au>.

## What is an auspice arrangement?

An auspice arrangement is a partnership between two organisations where one of the organisations (auspicee) is ineligible to apply for funding or cannot legally enter into a contract.

An auspice organisation may be any organisation that meets the eligibility criteria of the funding. The auspice organisation is who the department will enter in a contract with if the application is successful.

The auspice organisation will receive the funds and they are responsible for disbursement and management of funds and ensuring that they are used in accordance with the agreement.

The auspicee organisation is responsible for implementing the project or program outlined in the application and reporting on its progress and outcomes to the auspice organisation.

The auspice organisation will be responsible for all contractual and reporting requirements with the department.

## What should we think about when creating a budget?

It is important that you provide a budget as part of your application. There is a section in the application form for you to do this.

Including detail in your budget will make it easier for the Office for Women to assess the value and reach of your proposed activity, as well as what you intend to spend grant money on if you are successful.

Please consider the following in relation to the practicalities of your budget:

* How you will manage funds.
* If you have or need a separate bank account for the organisation.
* The person/people to be responsible for managing the grant funding and budget.

## What is an ‘in-kind’ contribution?

‘In-kind’ support is an estimate of the non-financial contributions and support your organisation will put towards your activity. Examples include volunteer work hours, donated goods or services and pro-bono consulting.

Estimating the value of these contributions acknowledges the real cost of the activity.

## Does the funding need to be matched by the applicant?

There is no requirement for matched funding for this grant program (cash or in-kind).

Applicants may include other contributions as part of their application; however, this is not mandatory, and you will not be penalised for not doing so.

## Will my application be fully funded?

The Investing in Women Grassroots Grant Program is a competitive program, and you may not receive the full amount you have requested.

Applicants should not assume they have been successful or enter into financial or other commitments until they receive formal notification on the outcome of their application.

All applicants should plan for contingencies and consider other funding sources and options should their application be unsuccessful.

If your application is successful but you do not receive the full amount of funding requested, it is expected you will revise the activity to meet the budget restraints. We acknowledge that reach or scale of activity may be impacted if the full request of funding is not able to be provided.

## Can I deliver an ongoing event?

All activities must be complete by **31 March 2024** with funds fully expended. You will need to consider what can be delivered within this timeframe and your allocated budget.

## Does my project or funded activity need to be new (not started)?

We will not retrospectively fund activities which have already taken place or commenced. However, grant funding can be used to expand or further develop an existing project to better meet the program objectives, as outlined in the [grant guidelines](https://www.vic.gov.au/investing-women-grassroots-grant-program).<www.vic.gov.au/investing-in-women-grassroorts-grant-program>.

## What are the acquittal requirements?

In recognition of the small value of the grants, recipients will be required to submit a simple Final Report and project budget. Questions in the Final Report will be focused on outcomes and the groups of women you were able to support.

A copy of the Final Report template will be provided with the contracts so successful organisations will know what is expected of them.

Submission of case studies with the Final Report is strongly encouraged to allow the department to gain further insight into the impact of the funding on communities.

## How do we contact the department?

If you have any questions relating to your application, please contact the Department of Families, Fairness and Housing:

[Email the Office for Women](mailto:women.victoria@dffh.vic.gov.au) <women.victoria@dffh.vic.gov.au> with your enquiry.

Should you require an interpreter, please email us at [email the Office for Women](mailto:women.victoria@dffh.vic.gov.au) <women.victoria@dffh.vic.gov.au>, request a call back and advise of your preferred language.

For more information on the interpreter services, go to [LanguageLoop](https://languageloop.com.au/).<https://languageloop.com.au>.

Please note phone calls from DFFH will appear as an ‘unknown caller’. If we are unable to return your call, we will leave a message, so please be sure to check your messages.

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