



Australian Government

Office for Women

2006-07 Women's Leadership & Development Programme

Capacity Building Grants

Application Guidelines

Applications close
COB Friday, 15 December 2006

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Overview

The Women's Leadership and Development Programme (WLDP) is an Australian Government initiative that aims to support women's participation in all aspects of Australian life.

The Australian Government has committed a total of \$250,000 to the 2006-07 WLDP Capacity Building Grants, which are administered by the Office for Women (OfW), Department of Families, Communities and Indigenous Affairs (FaCSIA).

Up to \$25,000 per project will be provided for initiatives that strengthen the effectiveness of national and state/territory women's non government organisations (NGOs), therefore increasing their capacity to represent the views of their members and contribute to the development of public policy.

Projects must be relevant to current women's issues, progress at least one of the four policy goals of the OfW set out under "Funding Priorities" below and be completed within 12 months of commencement.

It is anticipated that funding will be allocated to successful applicants by June 2007.

Eligibility requirements

To be eligible to apply for funding through the WLDP Capacity Building Grants, applicants **must** be a national or state/territory based women's NGO **and**:

- be an incorporated, not for profit body managed by an elected board or equivalent;
- have an Australian Business Number (ABN);
- deal predominantly with issues relevant to the status of women;
- actively promote the interests of their constituents;
- work towards expanding their membership base; and
- maintain appropriate insurance cover including public liability, professional indemnity and workers' compensation insurance.

The following are **not** eligible to apply:

- individuals;
- companies, businesses or other organisations that operate for profit; and
- political parties registered under the Commonwealth Electoral Act.

Funding Priorities

The Australian Government will provide funding of up to \$25,000 (exclusive of GST) per project to eligible organisations to undertake specific **capacity building** activities that run for a period of 12 months. Projects must be relevant to current women's issues and progress at least one of the OfW's four policy goals listed over the page.

OfW Policy Goals

Economic self-sufficiency and security for women over the lifecycle

- maximise opportunities for women's economic development and security over the lifecycle; and
- identify and address issues that impact adversely on women's economic security.

Optimal status and position of women

- optimise the status of Australian women in all walks of life;
- support women's opportunities to make real choices in their lives and to be respected in making those choices;
- remove stereotypes and assumptions about women; and
- encourage women to assume leadership positions in critical numbers.

Elimination of violence in the lives of women

- work towards a society where women's lives are free from violence and the threat of violence, and their safety and wellbeing is secured; and
- position Australia as an international leader in reducing violence against women.

Health and wellbeing of women over the lifecycle

- respect and value women's needs and diversity at all stages of the lifecycle;
- enable all women, as individuals, to make the choices that sustain their health and wellbeing; and
- ensure that women's health and wellbeing across the lifecycle is routinely considered in developing relevant policy directions.

For the purpose of the WLDP Capacity Building Grants, capacity building activities are initiatives that:

- strengthen the governance capabilities of the organisation;
- enable the organisation to operate more effectively;
- increase the capacity of the organisation to represent the views of its members; and
- enhance the organisation's ability to contribute to the development of public policy.

Examples of possible capacity building activities include:

- developing a strategic plan;
- enhancing skills, knowledge and processes to improve the organisation's capacity to contribute to public policy development;
- management skills training (eg in governance or financial and strategic planning);
- establishing networks or partnerships with other NGOs, interest groups, government agencies and/or businesses to improve outcomes for the organisation;
- developing media and promotional strategies to raise awareness of the organisation and expand its membership base;
- enhancing the cultural and linguistic diversity of the organisation; or
- establishing or enhancing IT infrastructure, including software and training.

Funding will **not** be made available to/for the following:

- ongoing costs associated with the daily operation of the organisation such as staff wages and rent (ie costs that are not directly related to the project);
- overseas travel;
- relocation expenses;
- purchase of capital equipment or assets such as vehicles;
- retrospective costs (eg costs incurred in preparing your application or costs associated with a project that is already underway); and
- as a substitute or supplement for funding already provided by the Australian Government or other agencies for the project.

Preparing your application

Applications must be prepared in English using the application form, in accordance with the application guidelines. Applications may be hand written or prepared electronically by downloading a copy of the form from the OfW website: www.ofw.facsia.gov.au.

Selection criteria

Applications must include a statement against each of the following criteria (maximum one page per criterion) to demonstrate the rationale for the project and the outcomes it is expected to achieve. Outcomes should be tangible, realistic and provide the organisation with ongoing benefits associated with improved capacity.

Selection criteria

1. The project outcomes:
 - (a) strengthen the capacity of your organisation;
 - (b) address an existing need;
 - (c) are achievable; and
 - (d) are sustainable beyond the 12 month funding period.
2. The project demonstrates relevance to current women's issues and at least one of the OfW policy goals.
3. The application demonstrates consultation with stakeholders in developing the project proposal.
4. The applicant demonstrates the ability to: (a) plan; (b) manage; (c) monitor; and (d) evaluate the project.

Guidelines on how to address the selection are included in the application form.

An evaluation process should be built into the application to ensure the project delivers the results it sets out to achieve. This is important when formulating the outcomes and outputs, which should all be delivered within the project timeframe and budget.

Consortium applications

Where a number of organisations are collaborating on a single project, they must apply as a consortium. Organisations applying as a consortium must nominate a lead agency for the project, which must complete and authorise the application form **and** a Statutory Declaration on behalf of the consortium.

Consortium members must provide written authorisation for the lead agency to act for the consortium and attach a copy to the Statutory Declaration.

Any changes to the membership of the consortium must be approved by the OfW. Unless the OfW agrees to any changes, the consortium must remain as specified in the application:

- from the time the application is received by the OfW;
- throughout the assessment process; and
- for the duration of the project, should the application be successful.

Supporting information

Applicants must provide information about the organisation's aims and objectives and submit copies of the organisation's certificate of incorporation, taxation status form, insurance certificates and audited financial statements with the application.

Referees

Applicants must provide details of two referees who can comment on the organisation's ability to successfully complete the project and administer project funds.

One referee must be from an agency that is familiar with the organisation's work and the other from an agency that has provided funding to the organisation in the past five years. If your organisation has not received funding in the past, please provide details of two referees who are familiar with your organisation's work.

Staff of FaCSIA, which includes the OfW, cannot act as referees. The OfW reserves the right to contact or not contact the referees.

Sub contractors

Applicants must not sub contract any part of the project without first seeking written approval from the OfW.

Conflict of interest

Applicants must notify the OfW immediately of any actual or potential conflict of interest that may arise in the preparation of the application. If this occurs, the OfW may:

- enter into discussions with the applicant in attempt to resolve the conflict of interest;
- disregard the application; or
- take further other action it considers appropriate.

Confidentiality

Information provided in the application is subject to provisions of the *Commonwealth Freedom of Information Act 1982*, which gives the public rights of access to documents held by the Australian Government and its agencies, with exemptions that protect personal and business information.

Information about applications may also be released to Parliamentary Committees as part of the expenditure accountability process and to other sections of FaCSIA, if the applicant is seeking funding from other programmes administered by the Department.

Please note: Applications that are incomplete, do not address the selection criteria, do not include the requested documentation or have not been authorised by the President, Chair or equivalent of the organisation may be deemed ineligible.

Submitting your application

Applicants must submit the original application form signed by the President, Chair or equivalent of the organisation **and** four copies. Please secure the application and the copies with bulldog clips. Do not staple or bind the documents. If possible, please also provide an electronic copy of your application on a compact disc (CD).

Acknowledgement of applications

All applications will be acknowledged in writing by the OfW within 10 working days of the application closing date. If you do not receive an acknowledgment within this time, please contact the OfW immediately. Once lodged, all applications become the property of the OfW/FaCSIA.

Late applications

Applications submitted after the closing date **will not be accepted**, unless exceptional circumstances exist, in which case, applicants must contact the OfW in writing prior to the application closing date to seek permission for an extension.

Applications must be posted or delivered to:

Women’s Leadership & Development Programme Capacity Building Grants
C/- Leadership Section
Australian Government Office for Women
Department of Families, Community Services and Indigenous Affairs

Post: Box 7788
Canberra Mail Centre ACT 2610

Delivery: Ground Floor
Juliana House
Bowes Street
Phillip ACT

Helpline: 1800 808 863

Applications must be received by the OfW by:
COB Friday, 15 December 2006

Assessment of applications

Applications will be evaluated in accordance with the selection criteria and the assessment process below by a panel of representatives from FaCSIA, which includes the OfW.

The assessment process will comprise the following stages:

- **Stage 1 – Eligibility/compliance screening.**

Applications will be assessed for compliance with the application guidelines to ensure that all requirements have been met.

- **Stage 2 – Financial viability and legal risk assessment.**

The organisation's financial viability will be assessed using information from the application form and the organisation's audited financial statements. The OfW may not fund applicants that are considered high risk in terms of financial viability.

- **Stage 3 – Evaluation against assessment criteria.**

Applications that are compliant with Stages 1 and 2 above will be assessed to determine the extent to which they meet the selection criteria.

Following the assessment process, the panel will make recommendations to the Minister Assisting the Prime Minister on Women's Issues, who will make the final decision as to the grant recipients.

In cases where the amount of funding granted is less than the organisation has requested, the OfW will discuss the revised funding with the applicant and request revised work plans and budget for the project.

All applicants will be notified of the outcome of their application in writing. Unsuccessful applicants may contact the OfW to seek feedback on their application.

Checks of applicants

The assessment process may involve verification of applicants' claims and referee interviews. As part of this process, the OfW may undertake checks of applicants, including for non-disclosure of relevant information.

The OfW reserves the right to use information from:

- OfW and FaCSIA databases;
- other Australian Government agencies;
- state/territory agencies;
- law enforcement agencies;
- credit reference agencies;
- courts or tribunals;
- referees; and/or
- other organisations or persons reasonably required as part of these checks.

Any debts to FaCSIA or other Australian Government agencies may be taken into account when making a decision to offer funding.

The OfW/FaCSIA reserves the right at any time to:

- cease to proceed with the selection process;
- change the structure, approach, contents or requirements of the selection process;
- terminate further participation in the selection process by any applicant for any reason, whether or not the application conforms with the application requirements;
- call for new Applications.

Grant recipients - requirements

Funding Agreement

Grant recipients will be required to enter into a Funding Agreement with the Australian Government (as represented by FaCSIA), which identifies the terms and conditions within which the grant is provided.

Key elements of the Agreement are listed below:

- Funding must only be used for the purpose of the project. Any changes to the scope, structure or budget allocations for the project must be approved by the OfW.
- Separate and identifiable arrangements must be made by the grant recipient for the financial administration of the funding.
- Progress reports and an audited financial statement detailing expenditure of the funding must be provided to the OfW when requested.
- Any unspent funding must be returned to the OfW upon completion of the project.
- Grant recipients must maintain public liability, professional indemnity and worker's compensation insurance to the value specified in the Agreement.
- Grant recipients must acknowledge the support of the Australian Government in all publications, promotional material and activities undertaken with the funding.

It is strongly recommended that applicants read the terms and conditions of the Funding Agreement prior to submitting an application. A copy can be downloaded from the Office for Women website: www.ofw.facsia.gov.au.

Principles and standards of good governance

In delivering the project, grant recipients are expected to comply with principles and standards of good governance including:

- acting honestly, fairly and ethically;
- achieving results for the public good;
- being sensitive to the diversity of the Australian public and delivering services fairly, effectively, impartially and courteously;
- promoting equity in employment and establishing workplace relations that value communication, consultation, cooperation and input from employees;
- spending the funding in a transparent, fair, accountable, efficient and effective way and achieving value for money when procuring goods or services; and
- being responsive, open, transparent and accountable in relation to any government or public inquiries relating to the use of the funding.

Further information

During the application process, any additional information about the WLDP Capacity Building Grants will be posted on the OfW website at www.ofw.facsia.gov.au.

If you have any questions regarding the WLDP Capacity Building Grants, please contact the OfW.

Helpline: 1800 808 863 (Monday to Friday 9am to 5pm EST)

Email: women@facsia.gov.au

Post: Programme Manager
Women's Leadership & Development Programme Capacity Building Grants
C/- Leadership Section
Australian Government Office for Women
Department of Families, Community Services and Indigenous Affairs
Box 7788
Canberra Mail Centre ACT 2610

Website: www.ofw.facsia.gov.au

Disclaimer:

The OfW/FaCSIA and its officers, employees, agents and advisors:

- are not and will not be responsible or liable for the accuracy or completeness of any information in or provided in connection with the Guidelines and Application Forms;
- make no express or implied representation or warranty that any statement as to future matters will prove correct; and
- except so far as liability under law cannot be excluded:
 - disclaim any and all liability arising from any information provided to the applicant, including, without limitation, errors in, or omissions contained in, that information;
 - accept no responsibility arising in any way from errors or omissions contained in any information in the Programme Guidelines, Application Guidelines and Application Forms; and
 - accept no liability for any loss or damage suffered by any person as a result of that person, or any other person, placing reliance on the contents of the Programme Guidelines, Application Guidelines and Application Forms, or any other information provided by the Department.