



Australian Government

Office for Women

Women's Leadership and
Development Programme
Grants - Pacific Region

Application Guidelines

Applications close
COB Wednesday, 4 April 2007

Overview

The Women's Leadership and Development Programme (WLDP) Grants - Pacific Region is an Australian Government initiative that aims to support Australian Non-Government Organisations (NGOs) with existing projects that promote women's participation in leadership roles in Papua New Guinea, the Solomon Islands and East Timor.

Eligible applicants may apply for up to \$20,000 AUD (exclusive of GST) per project to build on existing activities that support women to participate in leadership and decision-making roles. Preference may be given to activities undertaken with partner organisations or groups in country.

Where funding is sought for projects underway in more than one of the nominated countries, applicants must submit one application for each country.

Projects must be completed within 12 months of commencement.

Funding will be administered by the Australian Government Office for Women (OfW), and the Department of Families, Community Services and Indigenous Affairs (FaCSIA).

Funding will be allocated to successful applicants by June 2007.

Eligibility requirements for organisations

To be eligible to apply for funding, applicants **must**:

- be an Australian NGO that is incorporated, not for profit and managed by an elected board or equivalent;
- be a current signatory to the Australian Council for International Development Code of Conduct;
- have an Australian Business Number (ABN);
- maintain appropriate insurance cover including public liability, professional indemnity and workers' compensation insurance; and
- have a proven track record of successful programme delivery in Papua New Guinea, the Solomon Islands and/or East Timor.

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

- individuals;
- companies, businesses or other organisations that operate for profit; and
- registered political parties.

Eligibility requirements for projects

To be eligible for funding, the project **must**:

- be an existing project;
- target women in Papua New Guinea, the Solomon Islands or East Timor;
- contribute to increasing women's participation in leadership and decision-making roles;
- be undertaken within the legal parameters of the country in which the activities are planned;
- encourage good governance through inclusive, transparent processes;

- encourage respect for human rights;
- demonstrate links with relevant organisations, communities and governments;
- provide value for money; and
- have sustainable outcomes beyond the project timeframe.

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

- activities determined to be contrary to the interests of the Australian Government and/or the government of the country in which the activities are planned;
- activities that involve religious recruitment, political partisanship or support for independence movements;
- ongoing costs associated with the daily administration/operation of the organisation such as staff salaries, rent and utilities;
- retrospective costs, including costs associated with the preparation of the application;
- relocation expenses;
- construction or capital works; and
- purchase of capital equipment or assets such as computers and vehicles.

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 component 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 ongoing benefits for women's participation in leadership and decision-making roles.

Selection criteria

1. The proposal has outcomes that support or encourage women to participate in leadership and decision-making roles.
2. The project outcomes:
 - (a) address an existing need;
 - (b) are achievable; and
 - (c) are sustainable beyond the 12 month funding period.
3. The proposal demonstrates consultation with, and support from, key stakeholders including local partners, intended beneficiaries and participants.
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 criteria are included in the application form.

Evaluation

A basic 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.

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 represent an agency that is familiar with the organisation's work and the other, 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 an 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 (or equivalent) of the organisation **and** four copies. Please **do not** staple or spiral bind the documents.

Acknowledgement of applications

All applications will be acknowledged in writing 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 and Development Programme Grants - Pacific Region
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 Wednesday, 4 April 2007

Assessment of applications

Applications will be evaluated in accordance with the selection criteria and the assessment process below by a panel of appropriate representatives convened by the OfW/FaCSIA.

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. Applicants' responses to each criterion will be rated in accordance with the scale below.

Evaluation Against Assessment Criteria - Rating Scale	Score
• Excellent claims against the criterion, exceeds expectations, supporting information confirms consistent superior performance	5
• Very good claims against the criterion, meets all expectations to a high standard with complete and comprehensive supporting information	4
• Good claims against the criterion, meets all expectations with convincing supporting information	3
• Satisfactory claims against the criterion, mostly meets expectations, but may be lacking detail and/or supporting information	2
• Marginal or poor claims against the criterion, does not meet expectations, has deficient supporting information	1
• Does not meet criterion , very poor answer or no answer provided	0

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

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 the OfW/FaCSIA), which identifies the terms and conditions within which the grant is provided. Key elements of the Funding 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 OfW 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 target group 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 Grants – Pacific Region will be posted on the OfW website at www.ofw.facsia.gov.au.

If you have any questions regarding the WLDP Grants – Pacific Region, 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 and Development Programme Capacity Building
Grants – Pacific Region
C/- Leadership Section
Australian Government Office for Women
Department of Families, Community Services and Indigenous Affairs
PO 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.