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Office of Gender Equity and Diversity

International Women’s Day Grants Program

Guidelines

If you have any questions, please contact the Office of Gender Equity and Diversity on

Email: tf.oged@nt.gov.au / Phone: (08) 8999 8373

**OVERVIEW**

The Office of Gender Equity and Diversity International Women’s Day Grants Program provides funding for events and activities to celebrate International Women’s Day (8 March) each year.

Grants of up to $3000 are available for individuals and organisations for activities that:

* + Celebrate International Women’s Day
	+ Celebrate women’s diversity and social, political and economic achievements
	+ Educate the community about International Women’s Day
	+ Encourage reflection and discussion about issues regarding gender inequality
	+ Encourage community participation in International Women’s Day

Applications from rural and remote areas are encouraged.

These guidelines are designed to assist you in applying for and acquitting the International Women’s Day Grants offered by the Northern Territory Government through Territory Families.

Please carefully read all sections of these guidelines before applying for an International Women’s Day Grant. If you require assistance with your application or have any queries in relation to the grants process please contact our office (details below).

## HOW TO APPLY

The International Women’s Day Grants are administered by the Office of Gender Equity and Diversity within Territory Families.

Applications for grants must be submitted on a completed application form provided by the Office of Gender Equity and Diversity. Application forms are available online at the Territory Families website [www.territoryfamilies.nt.gov.au](http://www.territoryfamilies.nt.gov.au).

You can request an application form to be sent to you by email or post by contacting the Office of Gender Equity and Diversity.

Postal address: PO Box 37037, Winnellie NT 0820

Office address: Level 6, Darwin Plaza, 41 Smith Street, Darwin NT 0800

Email: TF.OGED@nt.gov.au

Phone: 08 8999 8373

The application form is designed to provide information to allow detailed consideration and comparison of applications. Before an application can be considered, all relevant areas of the application must be completed and requested documents attached. Emailed applications are also acceptable, ensuring all required information is provided.

## WHO CAN APPLY

To be eligible to apply for an International Women’s Day grant, applicants must:

* be a resident of the Northern Territory; or
* if an organisation, be based and registered in the Northern Territory; and
* demonstrate that the planned activity meets at least two of the required selection criteria for the International Women’s Day Grants.

## FUNDING OFFERED

The total grant funding for International Women’s Day is $40 000 each year.

Grants of up to $3 000 are available to contribute towards International Women’s day activities across the Northern Territory.

The International Women’s Day Grants open on 3 November to 3 December in the year prior to International Women’s Day.

## CRITERIA FOR FUNDING CONSIDERATION

Grants will be considered for programs, initiatives and activities to be held on or around International Women’s Day that meet at least two of the following criteria:

* + Celebrates International Women’s Day
	+ Celebrates women’s diversity and social, political and economic achievements
	+ Educates the community about International Women’s Day
	+ Encourages reflection and discussion about issues regarding gender inequality
	+ Encourages community participation in International Women’s Day

**Applicants must:**

* provide all of the information requested including a detailed itemised budget;
* include an outline of the plans for promoting the activity;
* demonstrate a need for assistance;
* demonstrate an ability to manage the funds and the project effectively; and
* contribute to the project through funding or 'in kind' support.

The Office of Gender Equity and Diversity encourages applications from people and organisations across the Northern Territory including remote and regional areas.

Please note: the pool of grant funding is limited and the number of applications received by the Office of Gender Equity and Diversity often exceeds the amount of funding available. The selection process is competitive, therefore funding is not automatic and should not be anticipated. Furthermore, grant funding will generally not cover the total cost of any project.

## THIS FUNDING IS NOT ABLE TO SUPPORT

* any activity of a political party nature;
* any activity of a commercial or business nature;
* alcoholic beverages for the event/function;
* set-up or running costs of a business, purchase of capital equipment (including hardware or software);
* retrospective funding for projects, functions, services that have already started or have been completed or items that have already been provided or previously purchased;
* projects by organisations established for profit or financial gain or increased membership;
* projects that duplicate existing services available to the community;
* deficit budgets;
* real estate purchases;
* management or administration fees of the organisation or wages for staff;
* promotion and advertising of the project;
* fees in association with printing and stationary costs for the project; and
* other items that the panel assess as not meeting the aims/objectives of the grants.

## ASSESSMENT PROCESS

All applications received are acknowledged in writing from the Office of Gender Equity and Diversity. When assessing applications, the following will be taken into account:

* whether the application meets the *Selection Criteria*;
* program/project innovation;
* identifiable benefits to Northern Territorians;
* level of earned income and the level of support (including in kind) from other sources;
* budget viability and financial management; and
* past performance of the organisation in relation to meeting its aims and objectives.

Applications are assessed by a panel comprised of officers from the Northern Territory Government.

All applicants will be advised of the outcome of their application(s) in writing. All decisions are final and there is no appeal process.

Applications may take up to six weeks to process. Please allow for processing time when applying for a grant. Successful grants that do not allow for six weeks processing time may be required to pay for the activity in advance.

## CONDITIONS OF FUNDING

Grant recipients must abide by the following conditions:

* Successful applicants, and where appropriate, administering bodies, will be required to sign a Grant Agreement which outlines the purpose(s) of the grant and the conditions under which the grant is provided. Funds will not be provided until the Territory Families Procurement branch has received a completed Grant Agreement. The Office of Gender Equity and Diversity Grants are exclusive of GST.
* Once the Grant Agreement is signed by the grant recipient, successful applicants will be legally obliged to complete the activity funded by the grant.
* Applicants will need to carefully budget for their project, as the Office of Gender Equity and Diversity will not be held responsible for any applicant who has underestimated the cost of activities related to the project and incurs a loss.
* If the activity does not occur within the agreed timeframe as specified in the Grant Agreement, the funds must be returned to the Northern Territory Government. A change of date or venue may be considered however must be negotiated with the Office of Gender Equity and Diversity in writing prior to the original date of the event.
* Grant recipients are responsible for promoting and advertising the activity, which must prominently acknowledge the assistance provided by the Northern Territory Government in **all** media releases and promotional material associated with the funded activity with the phrase “Proudly Sponsored by the Northern Territory Government” and the Northern Territory Logo. These marketing materials will be provided to the grant recipient once the grant has been finalised.
* Funds can only be spent as per the “Purpose(s) of Grant” specified in the Grant Agreement. If a grant recipient wishes to change the purpose of the grant, a written change of purpose request must be lodged with the Office of Gender Equity and Diversity. The letter must provide reasons for the change and a budget for the amended purpose. Funds can only be utilised for a new purpose after written approval has been given.
* Any unspent grant funds are to be returned to the Office of Gender Equity and Diversity. Alternatively, the organisation may submit a variation application for a change of purpose to utilise the unspent funds.
* Grants may be subject to tax under the provisions of the Income Tax Assessment Act. Tax is the responsibility of the grant recipient. Grants are GST exclusive.
* If, in the opinion of the Delegated Officer, a grant advanced to an organisation has not been used for the approved purpose(s), or the conditions of funding have not been met, then the organisation receiving the grant will be required to repay the funds in full or in part as determined.
* The Delegated Officer retains the right to vary, cancel or waive any of the conditions and requirements of a grant.

## FINANCIAL ACCOUNTABILITY REQUIREMENT

On completion of the activity, recipients of grants must provide a narrative report, financial acquittal report and copies of any promotional materials, receipts, invoices and photos to Territory Families within six weeks after the date of the activity. The report must be signed by two office bearers within the organisation (unless the application has been submitted by an individual) to certify that the funds have been expended on the specified funded activity, and include a detailed breakdown of all income and expenses relating to the grant.

The Office of Gender Equity and Diversity may also request an audited financial statement where an organisation has received a significant amount of grants across several small projects.

## PRIVACY STATEMENT

The information you provide in this application is necessary to determine the suitability of your program/initiative for financial assistance under the grants program. If you do not provide the requested details, the Office of Gender Equity and Diversity may not be able to process your application.

By signing the Application Form you consent to your personal information being provided to the Office of the Minister for Territory Families, Territory Families and other agencies for the purpose of promoting and reporting the outcomes of the grant.

Information about successful applications may be publicly released by the Northern Territory Government for the purpose of promoting and reporting on the activity. Information may be distributed by:

* media releases issued by the Minister for Territory Families or the Chief Minister of the Northern Territory; and
* promotional material developed by the Office of Gender Equity and Diversity and through government websites, including social media.

## DUTY OF CARE

Whenever event promoters and conference organisers arrange events, they have a duty of care to persons attending the event. This means that event organisers have a legal and moral obligation to plan properly and take reasonable steps to avoid risks of injury to those persons attending the event.

If organisers do not plan properly and take reasonable precautions to avoid injury to persons attending the event they may be liable to pay compensation to a person who is injured whilst attending an event organised by them.

Examples of the type of care that must be taken would be providing a safe environment for children at family based activities, ensuring power cords are securely taped down so that no-one can trip over them and protecting electrical equipment from wet weather.

## INSURANCE

By signing the grant agreement, grant recipients acknowledge that the Northern Territory Government accepts no responsibility for the activity, irrespective of the funding provided to support the activity.

Grant recipients may be required to have, and keep in place, a public liability insurance policy with a recognised insurance provider. Grant recipients must produce a copy of the policy within 14 days of a request to do so.

If the activity involves a public event, grant recipients have a legal and moral obligation to plan properly to avoid risks of injury that might reasonably be expected to occur to patrons and workers at those events.

