



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



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# Women's Leadership and Development Program Project Grants

## Questions and Answers

### 1. What is the closing time and date for applications?

The application form must be submitted by **11:00 pm AEDT on Wednesday 9 December 2020**. It is recommended that you submit your application **well before the closing time and date**.

### 2. How can I submit the application form?

The form is an online application form that you must submit electronically. The Community Grants Hub will not provide application forms or accept application forms for this grant opportunity by fax, email or through Australia Post unless otherwise stated in the grant opportunity documents.

### 3. If I am not able to submit my application by the due time and date, can I be granted an extension?

No, extensions will not be given.

If an application is late or the Community Grants Hub is requested to approve a lodgement after the closing date the [late application policy](#) available on the Community Grants Hub website will apply.

### 4. I have already submitted an application but wish to revise it, what should I do?

While an application cannot be revised once it is submitted, you can complete a new application. Where more than one application is submitted, only the latest accepted application form will progress.

### 5. Who do I contact if I'm having trouble using or submitting an application form?

Please contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).



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## 6. How do I confirm my legal entity type?

As part of entering into a grant agreement with the Commonwealth of Australia, an organisation may be asked to verify its legal entity status to make sure it has the legal capacity to enter into a legally binding agreement. This may involve a request for documentation, including proof of any name changes.

Information on the documentation which can confirm your legal entity status can be found at the Community Grants Hub – Information for applicants.

## 7. Can someone from the Department of the Prime Minister and Cabinet or the Community Grants Hub help me with my application?

To maintain the fairness and integrity of the application process, the Community Grants Hub and the Department of the Prime Minister and Cabinet cannot directly assist with the writing of any application. However, to support applicants applying under this grant opportunity, the Community Grants Hub has published [a guide to supporting your grant application](#).

If you're having trouble using or submitting an application form on the Community Grants Hub website, please contact the Grants Hotline on 1800 020 283 (option 1) or TTY 1800 555 677.

## Consortiums

### 8. Can I apply in a joint (consortia) arrangement?

Yes, applications from consortia are acceptable, as long as you have a lead organisation who is solely accountable to the Commonwealth for the delivery of grant activities and is an eligible entity, as per the list at section 4.1 of the Grant Opportunity Guidelines. Eligible organisations can form a consortia with ineligible organisations.

If you apply as part of a consortium, either as the lead organisation or as a member of the consortium, you are not able to also apply as an applicant in your own right. That is, you are only able to apply once.

### 9. What is a lead organisation?

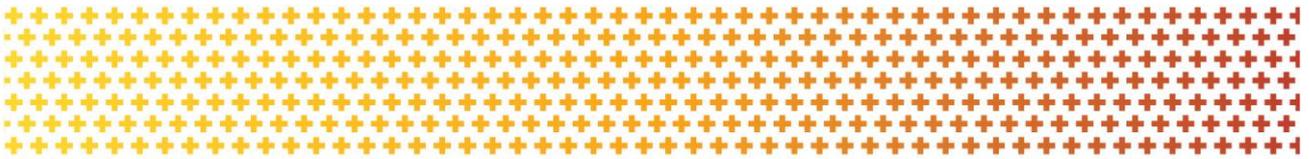
If you submit a joint application as a consortium, you must nominate a lead organisation for the application. The lead organisation for the project will, if your application is successful, sign the grant agreement, receive the funding and assume legal responsibility for performing the activities and meeting the outcomes under the grant agreement.

## Funding

### 10. How much funding is available for this program?

Up to \$40 million (GST exclusive) over 2020–21 to 2023–24 is available for this grant opportunity. Please refer to section 3.1 of the Grant Opportunity Guidelines.

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**11. Is the funding on-going?**

No, funding is not available for on-going projects. Multi-year grants are available but the project must be completed by 30 June 2024. Please refer to section 3.2 of the Grant Opportunity Guidelines.

**12. Is there a limit on the amount of funding per project?**

It is anticipated that most grants will be between \$200,000 to \$800,000 GST exclusive, depending on the scope of the grant activity and its complexity.

There is no minimum or maximum grant amount but grants cannot exceed the amount of available funds. Please refer to section 3.1 of the Grant Opportunity Guidelines.

**13. Can activities be partly funded if the total funding amount requested is not granted?**

Yes, if only some of the elements within a funding proposal meet the purpose of the grant opportunity or provide value for money, the decision maker may consider funding part of an application.

**14. I was a successful grantee under the 2018–19 Women’s Leadership and Development Program (WLDP) grant round. Can I apply for funding in this grant round?**

Yes, grantees funded under the 2018–19 WLDP grant opportunity are encouraged to apply for a continuation or expansion of their project, or a new project.

**15. I currently receive or have previously received funding under the WLDP. Can I apply for funding in this grant round?**

Yes, you can apply for funding for a continuation or expansion of your project, or a new project.

**16. Can I apply for funding if I am receiving funding or have received funding for the same activity?**

The Department of the Prime Minister and Cabinet cannot provide grant funding if you are, or have received funding from the Commonwealth or another source (such as state, territory or local government) to undertake the same activity.

Please refer to section 5.3 of the Grant Opportunity Guidelines.



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**17. Can I apply for multiple projects? For example, can I submit 2 applications for 2 different projects?**

No, only one application per entity is to be made for an individual project or activity type listed in section 2.1 of the Grant Opportunity Guidelines. If more than one application is submitted for the same project or activity, the latest accepted application will progress.

**18. If my project covers multiple key priority areas (that is, women’s job creation, women’s workforce participation and women’s leadership), does my application need to specify a funding amount for each priority area?**

No, you do not need to specify a funding amount for each priority area. Your application should describe how your project will address the multiple priority areas and achieve the respective outcomes.

**19. When can I start my project?**

A grantee must not commence work on the project activities before a grant agreement is executed with the department. Payment will not be backdated for activities that commenced before the execution of the grant agreement, and no payments will be made unless a grant agreement has been executed.

Please refer to section 10.1 of the Grant Opportunity Guidelines.

**20. When will I receive the grant funding if I am successful?**

Payments will be made when a grant agreement has been executed. This is likely to be in April/May 2021.

**21. What are the tax implications of receiving a grant?**

If you receive a grant, you should consider speaking to a tax advisor about the effect of receiving a grant before you enter into a grant agreement. You can also visit the [Australian Taxation Office](#) website for more information.

**Selection Criteria**

**22. Are the individual selection criteria weighted?**

Each assessment criteria has equal weighting.



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**23. What happens if any of the selection criteria are not addressed in the application form?**

All 3 criteria must be addressed. Applications that do not respond to all required selection criteria will not be considered.

**24. If my project aligns with the new women’s job creation priority area, will my application receive extra points in the scoring?**

Priority will be given to applicants who can demonstrate how their project complements existing initiatives under the Government’s JobMaker Plan, in particular the JobTrainer Fund, to work in partnership with the Commonwealth.

**25. Do character limits apply to my application?**

Yes, the application includes character limits – up to 6,000 characters (approx. 900 words) per assessment criterion. Please note spaces are included in the character limit.

**Assessment**

**26. Who is assessing applications?**

The Community Grants Hub will review applications against eligibility criteria. Only eligible applications move to the next stage and will be considered through an open competitive grant process.

The Community Grants Hub will undertake a preliminary assessment of eligible applications. A Selection Advisory Panel will then consider the overall value for relevant money of applications and provide a list of recommended projects to fund to the decision maker for final decision. More information is provided in section 8.3 of the Grant Opportunity Guidelines.

**27. Are the grant applications assessed against other applications?**

Yes. Each grant application is assessed on how well it addresses the selection criteria, if it represents value for money, and how it compares to other applications.

**28. Who will approve the successful grant recipients?**

The Minister for Women (the decision maker) makes the final decision on successful grant recipients, taking into account the recommendations made by the Selection Advisory Panel.



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## Feedback

### **29. When will I know the outcome of my application?**

You will be notified of the outcome of your application at the end of the selection process. This is expected to be in March 2021.

For probity reasons, to treat all applicants fairly and equally, it is not possible to give you information about the status of individual applications during the assessment process.

### **30. What feedback will be available for this funding round?**

A feedback summary will be published on the Community Grants Hub website to provide all organisations with information about the grant selection process and the main strengths and areas for improving applications. Individual feedback on applications is not available for this grant opportunity.

## Other

### **31. What happens if my organisation is affected by further COVID-19 developments or a natural disaster?**

If your funding application is successful, and you experience delays due to COVID-19 or a natural disaster, we will work with you to enable you to progress your activity.

### **32. Where should I go for further information?**

Please email your enquiries to [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).