



Australian Government

**Community  
Grants Hub**  
Improving your grant experience



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# Scholarships for Women in Finance and Economics: Administration Service

## Questions and Answers

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

The application form must be submitted by 11.00pm AEDT on Tuesday 17 November 2020.

### 2. 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.

### 3. 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 on the Community Grants Hub website.

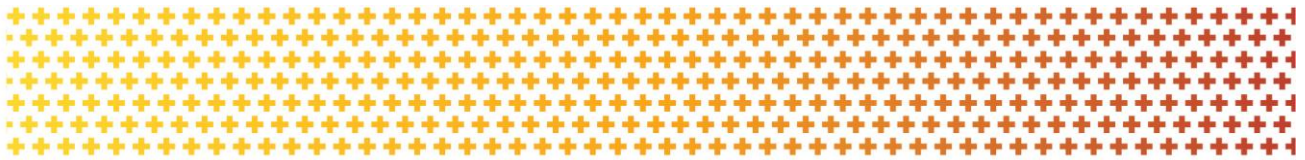
### 4. Can I apply in a joint (consortia) arrangement?

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

### 5. Do character limits apply to my application?

Yes, the application form includes character limits: up to 6,000 characters (approx. 900 words) for Criterion 1 and up to 3,500 characters (approx. 525 words) each for Criteria 2 and 3. Please note spaces are included in the character limit.



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**6. 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 education providers 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.

**7. 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.

**8. 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.

**9. 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).

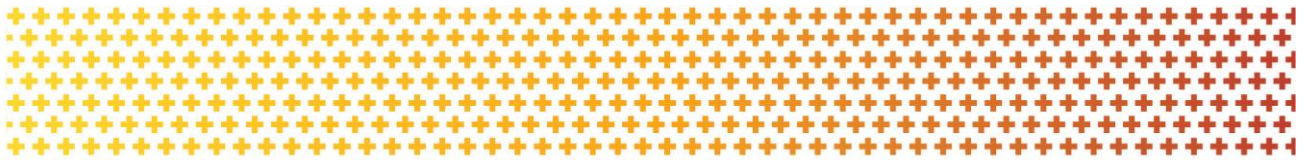
**10. When will I know the outcome of my application?**

You will be notified of the outcome of your application at the end of the selection process. 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.

**11. Who will approve the successful grant recipient(s) to administer the scholarships?**

The Minister for Women (the decision maker) decides which grant recipient(s) to approve taking into account the recommendations made by the Selection Advisory Panel.

The decision maker may also take into account considerations such as ensuring a reasonable and diverse range of scholarships are available and the range of women targeted include intersecting sources of disadvantage, as outlined in section 5.1 of the Grant Opportunity Guidelines.



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**12. How much funding is available for this Program?**

There is \$1.5 million GST exclusive available for scholarships for women in the finance and economics sectors, and \$150,000 GST exclusive for the administration service component. Please refer to section 3.1 of the Grant Opportunity Guidelines.

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

No, funding will be provided in 2020-21 and 2021-22 and the project must be completed by 30 June 2023. Please refer to section 3.2 of the Grant Opportunity Guidelines.

**14. Is there a limit on the amount of funding per scholarship?**

Scholarships may be awarded up to the value of \$50,000. It is strongly encouraged that scholarships are awarded for a diverse range of activities (formal education, career development programs, internships, work experience) and funding levels.

**15. Can scholarship funding be distributed directly to scholarship recipients?**

Scholarship funding must be distributed to educational and/or other institutions that provide formal education, career development programs, internship opportunities or other work experience opportunities.

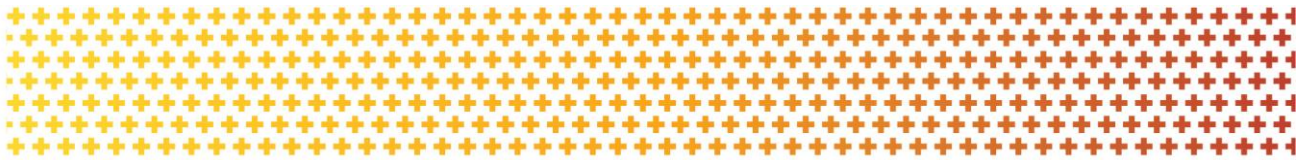
Scholarship funding can also be directly distributed to a scholarship recipient for costs directly associated with their chosen opportunity, in limited circumstances (for example, where a travel bursary is desired). A scholarship recipient is not eligible for reimbursement from their employer.

**16. Can scholarships be reallocated to another student if the existing student is no longer eligible?**

If a scholarship recipient discontinues their study or loses eligibility during the course of the scholarship period, no additional scholarship funding should be paid to, or in respect of, the recipient. In this case, any future year funding associated with that scholarship can be reallocated to a different applicant who meets the eligibility criteria.

**17. If a scholarship recipient cancels their study under any circumstances prior to finishing their course, would they be required to repay funding received, either in part or in full?**

If a scholarship recipient discontinues their study or loses eligibility during the course of the scholarship period, no additional scholarship funding should be paid to, or in respect of, the recipient. Any scholarship funds paid to them before they became ineligible is not recovered. Any future year funding associated with that scholarship can be reallocated to a different applicant who meets the eligibility criteria.



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**18. Are there qualification levels or criteria that students must meet to be eligible for a scholarship?**

Scholarships must be awarded to women who, for the duration of the scholarship, meet all of the following criteria:

- a new student – i.e. not currently studying economics or finance
- an Australian citizen
- able to demonstrate financial need
- intending to upskill or refresh their skills in finance and economics to help them enter, re-enter and achieve leadership roles in these industries
- intending to undertake one of the following activities:
  - formal education
  - career development programs
  - internship opportunities
  - other work experience programs.

An additional focus should be on applicants demonstrating intersecting sources of disadvantage, including, but not limited to, women who:

- are re-entering the workforce
- have low socio economic status
- are mature age or young
- are Aboriginal and Torres Strait Islander
- are new migrants
- are living in rural and remote areas.

**19. Is there a matrix for me to follow when awarding scholarships to students?**

No, the successful organisation(s) will run their own processes for allocating and awarding scholarships to women (noting the eligibility criteria outlined in section 5.1 of the Grant Opportunity Guidelines).

**20. When do I need to award all the scholarships by?**

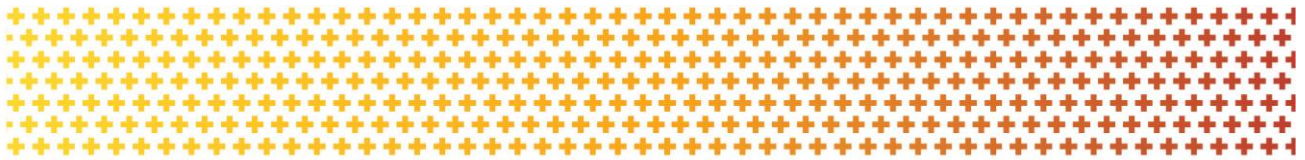
Scholarships can be awarded between April 2021 and 30 June 2022.

**21. What is the period to provide the administration service?**

The administration service is expected to run from April 2021 to 30 June 2023.

**22. If I award a scholarship on 30 June 2022 that runs past 30 June 2023 (i.e. to 31 December 2023), will I receive additional funding to provide administrative support for the extended 6 month period?**

No, there is no additional funding available.



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**23. Do I need to specify the number of scholarships I wish to allocate in my application?**

It is up to you if you would like to include this level of detail. Each criterion must be addressed in your application.

**24. Do I need to record the outcomes of the program?**

Yes, you will be expected to undertake an evaluation of the program in the last three months of the activity to see how well the outcomes and objectives have been achieved.

**25. Where should I go for further information?**

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