

1.0 PURPOSE

The Ballarat Women's Fund is an annual grants program delivered by Ballarat Foundation United Way Inc. (the Ballarat Foundation). It is funded by contributions from community members, primarily members of the Ballarat Women's Fund.

The program distributes one major grant of up to \$30,000 and two grants of \$2,500 each to registered charities delivering a program or project which aims to address one or more of the following areas:

- Prevention of violence against women
- Medium-term or long-term support for female victims of family violence
- Family violence education
- Women's health
- Women's education
- Workforce engagement or re-engagement programs for women
- Promotion and/or enhancement of gender equity or equality in a community setting

2.0 HOW TO APPLY

Applications for the Ballarat Women's Fund will only be accepted online via www.ballaratfoundation.org.au

Applicants will be required to submit a written application.

Following the assessment of the application, applicants progressing to the next stage may need to attend an interview with Ballarat Foundation staff and/or directors.

Shortlisted applicants will be required to make their final presentation to members of the Ballarat Women's Fund at a public event in March 2025. Ballarat Women's Fund members will vote for their preferred project at this event.

3.0 ELIGIBILITY CRITERIA

To be eligible to apply for funding from the Ballarat Women's Fund you must:

- a) Be based in, or servicing, the region within a 50km radius of the Ballarat CBD, and be registered non-government entity and hold current registration on the Australian Charities and Not for Profits Commission (ACNC) register.
- b) Have a charitable mission in line with the purpose of the Ballarat Women's Fund.
- c) Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply.

4.0 ELIGIBLE ACTIVITIES

To be eligible the project must:

- a) Be a new program or project
- b) Be a scale-up or extension of an existing program/project as long as the proposed changes are innovative, and scalability and outreach potential can be demonstrated
- c) Reduce and/or mitigate systemic barriers to inclusion for women or causes of gender inequity in Ballarat and surrounds

5.0 SELECTION CRITERIA

To be selected your application must demonstrate the following:

- a) **Benefit to women in Ballarat and surrounds in addressing inequality in the selected area(s) (40 points)**
 - 1) A clear need against the selected focal area(s) (see Section 1) and a clear description of the problem, gap or opportunity the project will address

- 2) How the proposed program will address the identified problem, gap or opportunity and how it will positively impact women and the broader community in Ballarat and the surrounding local government areas
- 3) A methodology and/or plan to address the identified need

b) Capacity and capability to deliver the project (20 points)

- 1) Your track record and/or current experience in managing successful projects of a similar nature that address the same focal area you are seeking funding for (this can include a link to your website)
- 2) Your access to personnel, networks and resources with relevant expertise to deliver the project

c) Impact of the grant funding (40 points)

- 1) Have identifiable program outputs (including how many women will directly benefit) and outcomes that will lead to the expected impact
- 2) The expected impact of the grant, including how you will determine those impacts
- 3) How program outcomes will be sustained following the funding period.

6.0 WHO CAN NOT APPLY?

- a) cannot be an individual
- b) cannot be: a government institution; registered training organisation; school; university; sole trader or a private company (unless its constitution requires the company to pursue charitable purposes only); political party; or religious organisations when funds would be used in whole or in part to further the organisation's religious purposes.
- c) Applicants who have failed to acquit any grants from previous Ballarat Foundation distributions will be ineligible to apply. This relates to any projects or programs operated by the applicant's organisation.

7.0 WHAT WILL WE FUND?

- a) Projects that respond to the fund's areas of focus.
- b) Projects that promote collaboration within the community.
- c) Projects that seek to remove duplication and maximise resources within the community.
- d) Projects or programs that can demonstrate sustainability past the first year of funding.
- e) Equipment, pilot projects or research, goods and/or services delivery.
- f) Training fees, room hire for training purposes, data collection and project reporting costs.
- g) Projects or programs will be funded through the Ballarat Women's Fund program for one year only. If successful, applicants may apply to other Ballarat Foundation programs in subsequent grant rounds.

8.0 WHAT WE WILL NOT FUND

- a) Operating or recurring costs (eg wages for permanent staff, insurances, utilities, rent, telephone, internet, cleaning).
- b) Marketing costs.
- c) Projects in which the funds will be removed from the Ballarat or surrounding local government areas or where the project activity is carried out outside these areas.
- d) Retrospective funding (including funding requests where the project commences between the grant round closing date and the allocation date).
- e) Prizes or gifts.
- f) Interstate or international travel and accommodation costs.
- g) Projects which duplicate existing services

9.0 FUNDING AMOUNTS

One grant of up to \$30,000 and two grants of up to \$2,500 are available. All grants are non-recurrent and are to be used within the 12-month period.

10.0 TIMELINES

Grant timelines will be published each year on the Ballarat Foundation www.ballaratfoundation.org.au

11.0 SELECTION PANEL

The selection panel will assess expressions of interest and determine a shortlist of applicants. The panel may be made up representatives from:

- Ballarat Foundation Board
- Members of the Ballarat Women's Fund
- Topical experts

The selection panel will review and appraise all applications and provide a recommended shortlist to the Board of Ballarat Foundation United Way Inc.

12.0 GRANT PRESELECTION PROCESS

All eligible applications will be assessed against the eligibility criteria. Total scoring will be based on 100 for the technical parts of the application. Only eligible applications will proceed to the assessment phase.

All applications will be considered on merit based on:

- How well it meets the selection criteria
- How it compares to other applications

13.0 MEMBER VOTING

- a) Financial members of the Ballarat Women's Fund will vote for their preferred shortlisted applicant following presentations at a public event to be held in March 2025.
- b) Members will be eligible to vote once only and all members will have equal voting rights.
- c) Ballarat Foundation United Way Inc directors and employees are ineligible to participate in the member vote.
- d) The outcome of the member vote will be presented to the board of the Ballarat Foundation prior to any distribution of funds.
- e) The Ballarat Foundation board retains the right to distribute funds from the Ballarat Women's Fund to any eligible organisation in accordance with its rules, policies and legislative requirements following the member vote.
- f) Results of the member vote will not be published or provided to Ballarat Women's Fund applicants unless otherwise deemed necessary by the Ballarat Foundation United Way Inc Chief Executive Officer.

14.0 Ballarat Women's Fund Grant Funding Terms and Conditions

Please note that the following terms and conditions will apply to all successful grant recipients:

- a) The closing date for applications (found on the application form) is not negotiable or flexible.
- b) The submission of the application form, including presentations, will be deemed acceptance of these terms and conditions.
- c) Submissions will only be received in electronic format.
- d) Each application must be complete and include the following documents:
 - 1) Project Budget
 - 2) Current annual report including a financial statement tabled at the last Annual General Meeting, or last available audit for the organisation
 - 3) ABN, ACNC Registration and Tax exemption and / or Deductible Gift Recipient (DGR) status from the Australian Taxation Office if applicable.
- e) The total amount of funding available at any one time or for any round of distribution grants is as determined by the Board of Ballarat Foundation United Way Inc.
- f) You must ensure that your application, including expressions of interest and/or presentations and any supporting documentation does not infringe any other person or entity's confidential information or intellectual property or moral rights.
- g) Projects must not involve applications, tools and technologies or content that is inconsistent with the values of Ballarat Foundation United Way Inc., standards of decency or Australian Law.
- h) You must keep confidential any information that the Ballarat Foundation United Way Inc. provides you with and only use it for the purposes of submitting your application and providing us with information about your project.
- i) Third party interest, finance or commitment to your project must be disclosed with all relevant details provided.
- j) Do not submit any original documents as your application, including expressions of interest and/or presentations and any supporting documentation will not be returned to you.
- k) Ballarat Foundation United Way Inc. will not be liable for any costs incurred by you in preparing your application, including expressions of interest and/or presentations.
- l) Co-funding of projects with other funding bodies, corporate entities or individuals is encouraged, but any co-funding must be detailed in the application form.
- m) You also acknowledge the following key conditions that apply to any grants:
 - 1) Grants cannot be transferred.
 - 2) Grants will not be provided retrospectively for completed projects, or for work done on incomplete projects prior to the date of notification of approval of grant.
 - 3) Your rights to all project material (including, but not limited to, all intellectual property) must be sufficient to enable you to meet all of your obligations; and
 - 4) Projects that are funded cannot be deferred and must progress according to the timelines detailed in the application form unless agreed in writing by the Ballarat Foundation United Way Inc.
- n) You acknowledge and agree that Ballarat Foundation United Way Inc. may make any press or other announcement or release relating to the granting of funds to you without your prior written consent. You also agree that you will participate in any media events or promotions to be conducted if you are granted any funding.
- o) Successful applicants who receive grants agree to comply with and abide by the terms of reporting on projects and completing the acquittal process within the required time frame(s).
- p) You acknowledge and agree that any personal information submitted as part of the application process will be used for the purposes of assessing this application and may be used and disclosed for the purpose of making any press or other announcement or release relating to the granting of funds to you.
- q) The Ballarat Women's Fund program selection panel will appraise the applications and give recommendations to Board of Ballarat Foundation United Way Inc. for final approval.
- r) The Board of Ballarat Foundation United Way Inc. is not obliged to make a particular number of grants or to extend any or all of the available fund resources.
- s) The decisions made by the Board of Ballarat Foundation United Way Inc. are final and there is no appeal process.
- t) The Board of Ballarat Foundation United Way Inc. is not required to give reasons for the approval or rejection of an application.
- u) In situations not covered by these terms and conditions, or where there is ambiguity, Ballarat Foundation United Way Inc. reserves the right to exercise their discretion and the decision of the Board of Ballarat Foundation United Way Inc. will be final.
- v) Ballarat Foundation United Way Inc. also reserves the right to amend these terms and conditions at any time. However, if these terms and conditions are amended once you have submitted your application, Ballarat Foundation United Way Inc. will give you the opportunity to resubmit your application form, if, in the opinion of Ballarat Foundation United Way Inc., your application is adversely affected in a material way.