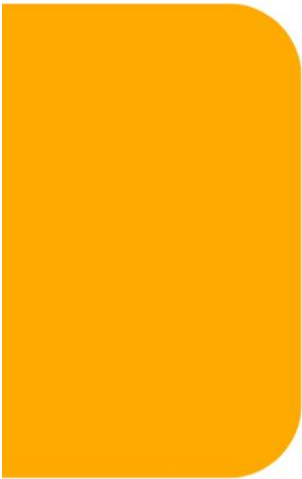


BALLARAT WOMEN'S FUND GRANT GUIDELINES



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1 INTRODUCTION

This document describes the process to apply for a Ballarat Women's Fund grant through the Ballarat Foundation as part of their annual community grants program.

The Ballarat Foundation uses the grant management platform Good Grants to administer the grants program.

2 BALLARAT WOMEN'S FUND GRANTS

The Ballarat Women's Fund grant program is funded by contributions from community members who are part of the Ballarat Women's Fund.

The grants are provided with the Ballarat Foundation's visions in mind to inspire positive community change, reduce disadvantage in the community, and improve social cohesion and connection.

2.1 Grant Focus Areas

The Ballarat Women's Fund grant program provides three grants annually to eligible entities to undertake initiatives that would create long-lasting benefit to the community in the focus areas of family violence and community equality.

2.1.1 Family violence

The Ballarat Foundation is committed to preventing family violence by addressing its underlying drivers, strengthening protective factors, and supporting community-led approaches that promote gender equality, safety, respect, and wellbeing.

Our approach prioritises primary prevention and early intervention, recognising that family violence is preventable and that long-term change requires shifts in social norms, power imbalances, and community capability. The community has identified family violence prevention as a critical priority.

2.1.1.1 What types of activities can be funded?

Types of activities that may be funded include:

- Primary prevention initiatives that promote gender equality, respectful relationships, and positive social norms in community settings such as:
 - Early childhood services and schools
 - Sporting and recreation settings
 - Workplaces and community organisations
- Early intervention and community-based support initiatives that strengthen protective factors and reduce risk for individuals, families, or groups experiencing early signs of family violence, where activities are preventative in nature
- Community education, awareness and engagement activities that:

- increase understanding of the drivers of family violence
- challenge harmful attitudes, stereotypes, and norms
- are designed with and for priority or under-served populations
- Culturally safe and inclusive initiatives that respond to the needs of priority populations, including:
 - Aboriginal and Torres Strait Islander women and communities
 - women from culturally and linguistically diverse backgrounds
 - women with disability
 - LGBTQI+ communities
 - women in rural or socially isolated settings
- Initiatives that address intersecting drivers and impacts of family violence where the activities are framed within a prevention, early intervention, or community capacity-building approach including:
 - housing instability and economic insecurity
 - mental health and wellbeing
 - gender inequality, racism, and discrimination
 - social isolation and community disconnection
- Programs that build safety, wellbeing and resilience for women within community settings such as:
 - neighbourhood houses
 - sporting clubs and recreation groups
 - women’s groups and community networks
 - workplaces and local service hubs

2.1.1.2 What types of activities will not be funded?

The types of activities that will not be funded include:

- Crisis response, case management, or statutory services
- Programs that require a Medicare rebate, general practitioner referral, or fee-for-service model
- Services that duplicate existing government-funded programs, unless the approach shows an innovation or demonstrated improvement
- One-off awareness campaigns without clear evidence of meaningful impact
- Individual financial assistance or medical treatment

2.1.2 Community Equality

The Ballarat Women’s Fund is committed to advancing community equality by addressing systemic barriers that limit access, participation, safety, and opportunity, particularly for women and socially excluded groups.

Our approach recognises that inequality is shaped by intersecting factors such as gender, economic security, health, education, caring responsibilities, culture, disability, and geography. We prioritise community-led, preventative and capacity-building

initiatives that improve equity, strengthen pathways to participation, and support women to thrive across all stages of life.

The community has identified community equality, women's participation, and access to opportunity as key priorities for long-term wellbeing and social cohesion in Ballarat.

2.1.2.1 What types of activities can be funded?

Types of activities that may be funded include:

- Initiatives that improve access to opportunities and participation for women, particularly where the program:
 - Removes structural or practical barriers to inclusion
 - Builds confidence, skills and agency
 - Supports long-term pathways rather than one-off outcomes
- Women's health initiatives that:
 - Improve health literacy, prevention and early support
 - Address gaps in access to information, services, or culturally safe care
 - Respond to life stages such as reproductive health, menopause, mental health wellbeing or recovery from trauma
 - Are community based and non-clinical in nature
- Education learning and skills-building programs that support women to:
 - Re-engage with education or training
 - Build foundational and transferrable skills
 - Access mentoring, peer learning, or leadership development
- Workforce participation, engagement and re-engagement programs, including:
 - Projects supporting women to return to work after caring responsibilities, illness, or family violence
 - Projects that address employment barriers, such as confidence, discrimination, and lack of local networks
 - Partnerships with employers, training providers or community organisations to create inclusive employment pathways
- Cross-sector and place-based collaborations that:
 - Improve coordination between community, education, health, employment and social support systems
 - Test innovation or locally tailored approaches to advancing women's equality

2.1.2.2 What types of activities will not be funded?

The types of activities that will not be funded include:

- Crisis response, case management, or statutory services
- Programs that require a Medicare rebate, general practitioner referral, or fee-for-service model

- Services that duplicate existing government-funded programs, unless the approach shows an innovation or demonstrated improvement
- One-off awareness campaigns without clear evidence of meaningful impact
- Individual financial assistance or medical treatment

2.2 Eligible expenditure

You can only spend the grant to pay for costs directly attributed to the provision of the project as outlined in the grant agreement.

2.3 What grant money cannot be used for

Applicants cannot use grant money for the following:

- Capital works or major equipment purchases, unless these can be adequately justified
- Political or partisan activities
- Overheads or recurring organisational costs, such as rent utilities, telecommunications costs etc
- Retrospective funding prior to the contract signing date, including costs related to proposal preparation
- International travel
- Activities funded from another funding source for the same activities
- Activities delivered beyond a 50km radius of the Ballarat CBD.

3 ELIGIBILITY CRITERIA

To be eligible for a Ballarat Women’s Fund grant with the Ballarat Foundation, you must be able to demonstrate you fulfil the eligibility criteria outlined in Table 1.

Table 1: Eligibility Criteria

Eligibility criteria	Means of verification
Must have charitable status. If your organisation does not meet this requirement, you must state, with examples, how the project is charitable as defined in the Charities Act (2013)	Evidence of registration on the Australian Charities and Not for Profits Commission (ACNC) register.
The applicant must not be: <ul style="list-style-type: none"> • An individual / sole trader • A political party • A government entity • Religious organisations where funds would be used in whole or in 	ACNC, ASIC or other relevant regulatory registration

part to further the organisation's religious purposes.	
Applicants who have failed to acquit any grants from previous completed Ballarat Foundation grant programs will be ineligible to apply. This relates to any projects or programs operated by the applicant.	Ballarat Foundation acquittal receipt records
Must not already be receiving funding for the same activity	Declaration statement in the application signed
Must not have received funding for the same type of proposal for more than three consecutive years	Ballarat Foundation grant records

3.1 Applications from a consortium/ partnership

Applications from consortia are acceptable, as long as you have a lead applicant who is solely accountable to the Ballarat Foundation for the delivery of grant activities and is an eligible entity as per the list above. Non-lead members of the consortium do not need to be eligible entities.

The lead organisation completes and submits the application on behalf of the consortium members. The lead organisation must identify all other members of the proposed consortium in the application. Only the lead organisation will enter into a grant agreement with the Ballarat Foundation.

3.2 Current grant holders

The lead organisation cannot apply for a Ballarat Women's Fund grant if they have an outstanding grant acquittal report with the Ballarat Foundation for any grant type. Existing grant holders can apply for a Ballarat Women's Fund grant while having a current grant agreement in place if the grant period is still active.

4 GRANT LIMITS

The Ballarat Women's Fund offers 3 grants, with the winning application being awarded \$30,000 and the two runner-up applications being awarded \$2,500 each excluding GST.

5 HOW TO APPLY

Your application must be submitted online through the platform "Good Grants", where the form will guide you through the information required.

If you do not have an existing account with Good Grants, you will need to log in and establish an account. You can do this by visiting the Ballarat Foundation [website](#). Once you have reached the Good Grants site, click “register” on the top right of the screen and enter the necessary details.

Once you have verified your email, your account will be activated, and you will choose the grant you want to apply for.

In the application, you will first need to demonstrate your eligibility to apply. The application will then ask you to outline your program rationale, aims and objectives, expected outputs and outcomes, target participants (including numbers and types), and monitoring and evaluation plan.

You can find the link to the applications on the Ballarat Foundation [website](#).

5.1 Number of applications

Applicants can submit more than one Application for a Ballarat Women’s Fund grant, either on their own or in a consortium.

5.2 Assistance with applications

The Application form includes help information.

If you need more help with the Application (for example you find a mistake) after submission, but prior to the closing date, you can contact the Ballarat Foundation on info@ballaratfoundation.org.au

5.3 Timing of the grant process

You must submit your Application between the published opening and closing dates.

Below are the anticipated timeframes for the Ballarat Women’s Fund grant.

Activity	Timeframes
Application period	Open: 11 March 2026 Close: 24 April 2026
Assessment of applications	Anticipated up to June 25 th
Notification to applicants	Anticipated July 3 rd
Presentation event	Anticipated August 6 th
Award of grant agreements	Anticipated July 3 rd
Activity commencement	Anticipated August 2026 – June 2027
End date	30 June 2027

5.4 Late applications

We will not accept late applications.

6 SELECTION PROCESS

6.1 Short-listing process

Applications will be assessed and short listed by an assessment panel made up of members of the Ballarat Foundation Board, members of the Ballarat Women’s Fund, and sector experts. The selection criteria are outlined in Table 2. One of the keys to a successful application will be providing the necessary information and evidence to meet the assessment criteria.

Short listed Applications are approved by the Ballarat Foundation Board and short-listed applicants will then be invited to present to the Ballarat Women’s Fund.

Short listed Applications are made available to Ballarat Women Fund members.

Table 2: Selection criteria

Criteria	Weighting
Need and suitability	40%
<ul style="list-style-type: none">The application clearly addresses how the initiative will address the focus area in a way that will lead to meaningful long-term changeThe application adequately describes the need or issue that the application will address and why the initiative is important and necessary	
Approach and methodology	30%
<ul style="list-style-type: none">The design and program methodology is clearly articulated and adequately demonstrates how the proposed activities will lead the expected change and can describe that change adequatelyThe activity is feasible and likely to succeed beyond the grant period	
Organisational capacity and capability	15%
<ul style="list-style-type: none">The application demonstrates the organisation (and its networks) has the necessary skills, experience, and resources to deliver the initiative	

- The application adequately describes how the project will be managed

Ability to determine and measure success

15%

- The expected outputs and outcomes are outlined and align with the focus area
- The applicant adequately outlines the number of people who will benefit from the project.
- The applicant can demonstrate the thinking on how the proposed activities will lead to the expected outcomes
- The application has a plan on how to measure the proposed impact (commensurate with the size of the grant)

6.2 Ballarat Women’s Fund presentation

The short-listed applicants will be required to prepare a 10-minute in-person presentation to the Ballarat Women’s Fund members at a public event. The presentation must respond to the key selection criteria.

The presentation will be followed by a facilitated question and answer session based on the Application.

Members of the Ballarat Women’s Fund will vote on their preferred Application, and the announcement of the winner will be made on the night of the presentation.

7 POST ASSESSMENT

7.1 Grant Contracts for successful applicants

Successful applicants must enter into a grant contract with the Ballarat Foundation, which will set out the respective obligations of each party. Prior to doing this applicants must be aware that:

- b. Applications that require revision based on assessor feedback will need to do this prior to finalising the grant agreement.
- d. Third party interest, finance or commitment to your project must be disclosed with all relevant details provided.
- e. Co-funding with other funding bodies, corporate entities or individuals is encouraged, but any co-funding must be detailed in the application form.

- f. 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.
- g. You acknowledge and agree that Ballarat Foundation may make any press or other announcement or release relating to the granting of funds to you without your prior written consent and prior to the grant contract being signed. You also agree that you will participate in any media events or promotions to be conducted if you are granted any funding.
- h. You acknowledge and agree that any personal information submitted as part of the application process may be used and disclosed for the purpose of making any press or other announcement or release relating to the grant of funds to you.
- i. In situations not covered by these conditions, or where there is ambiguity, the Ballarat Foundation reserves the right to exercise their discretion, and the decision of the Board of the Ballarat Foundation will be final.

7.2 Grant payments

The grant contract will state the maximum grant amount to be paid. We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet these yourself.

The grant will be paid via electronic Fund Transfer (EFT) into the bank account nominated by the applicant in the Application Form. No other payment options are available.

The payment will be made following the execution of the grant contract.

7.2.1 Grant payments and GST

Payments will be made as set out in the grant agreement.

If the successful applicant indicates that it is registered for GST, a GST payment of 10% of the value of the grant will be added to the grant amount requested in the application.

Organisations that are not registered for GST at the time of signing the grant agreement will not be paid a GST component.

7.3 Activity Period

The granting period will be around 12 months, with all grants to be acquitted by the 30th of June of the subsequent year following the signing of the grant agreement.

7.4 Grant reporting

The main grantee will be required to submit an end of grant report, which will include reporting on:

- Outputs and outcomes achieved

- What worked and what didn't
- Any significant learning
- A financial acquittal

The report will use a template provided by the Ballarat Foundation. The main grantee will be encouraged to discuss their monitoring and evaluation plan with the Ballarat Foundation at the beginning of the project, if additional support is needed in this area.

The runner-up awardees will need to acquit their grant by providing a short narrative on how the grant funds were used.

7.5 Grant monitoring and evaluation

For the main grant awardee, there will be a requirement for you to do regular monitoring of your program and to collect the data outlined in your application. There will be an expectation to evaluate the impact of your program against the outcomes you identify in your application.

In addition, the Ballarat Foundation may undertake a visit to your program or request you to complete surveys or questionnaires in relation to your grant outcomes.

7.6 Keeping us informed

You should let us know if anything is likely to affect your grant project, services or organisation.

We need to know of any changes to your organisation or its business activities, particularly if they affect your ability to complete your grant, carry on business and pay debts due because of these changes.

You must also inform us of any changes to your:

- a) name
- b) addresses
- c) nominated contact details
- d) bank account details.

If you become aware of a breach of the terms and conditions under the grant contract, you must contact us immediately.