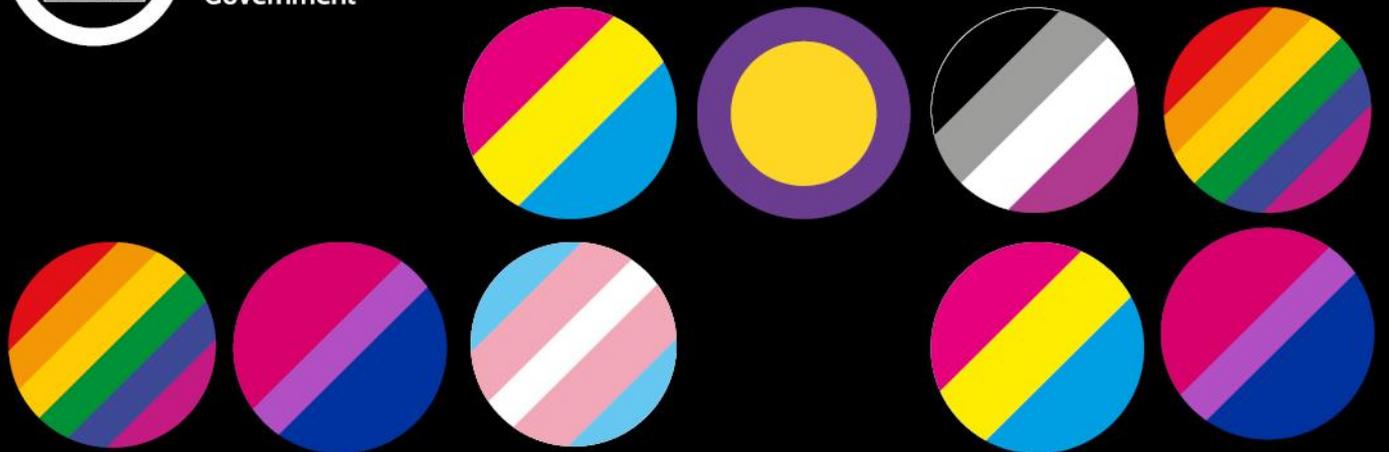




ACT
Government



Capital of Equality Grants Program Guidelines

Round one 2019

Applications open: Friday 29 March 2019
Applications close: Tuesday 30 April 2019

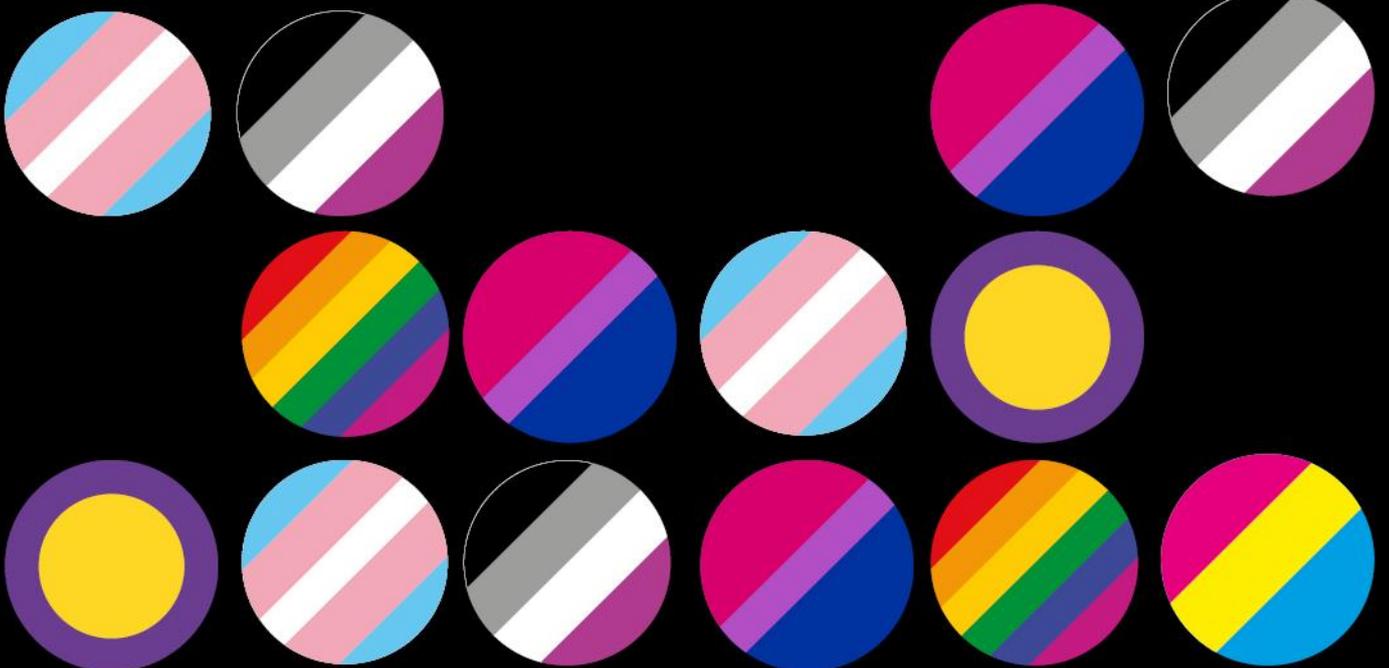


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1 About the program

1.1 The Office for LGBTIQ Affairs

The ACT Government Office for LGBTIQ Affairs was established in 2017 to work with the community, across government and all stakeholders to ensure Canberra continues to be the most welcoming and inclusive city in Australia for people who identify as Lesbian, Gay, Bisexual, Trans and Gender Diverse, Intersex and/or Queer (LGBTIQ).

The Office for LGBTIQ Affairs supports the Territory's [LGBTIQ Ministerial Advisory Council](#), co-ordinates whole-of-government policy to advance LGBTIQ equality, and funds initiatives to deliver specialist services and support for LGBTIQ communities, individuals, their families and allies.

PLEASE NOTE: *LGBTIQ is respectfully being used as an umbrella term to refer collectively to a wider range of people than those who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer. The use of the acronym is not intended to exclude people that may not be specifically represented by this term.*

1.2 Introduction

The ACT Government's Capital of Equality Grants Program was announced in the 2018 ACT Budget as part of a package of measures to support LGBTIQ communities and individuals in Canberra. \$400,000 has been allocated over four years, to be made available through a series of grants rounds. Round One is now underway, with applications open from Friday 29 March until Tuesday 30 April 2019.

Projects funded through Round One will contribute to the ACT Government's expectations of the Office for LGBTIQ Affairs, specifically to support community-based agencies with innovative approaches to inclusion and promote visibility of Canberra's LGBTIQ communities. Concurrently, acting on the ACT Government's election commitments, Capital of Equality Grants will support local LGBTIQ artists, performers and sportspeople and support LGBTIQ young people and seniors.

The Capital of Equality Grants Program provides funds to individuals, groups and organisations in Canberra to support organisational development, capacity building, pilot a project, kick-start a community-driven idea, or address a need in the community.

2019 also marks the 50th anniversary of LGBTIQ activism and reform in Australia, with the formation of the Homosexual Law Reform Society (HLRS) in Canberra in 1969 serving as a lightning rod for the LGBTIQ movement nationally. It is our intention to mark this anniversary in the ACT in 2019 given the significance of the HLRS as a founding moment in the history of one of Australia's most successful social movements; one in which is still shaping Australian politics, society and culture. The Capital of Equality Grants Program is an opportunity to recognise the contributions and achievements of LGBTIQ Canberrans and their families and allies through funded projects which commemorate the anniversary.

1.3 Primary Objective

The primary objective of the Capital of Equality Grants Program is to develop and support the vitality of Canberra's LGBTIQ people, their families and allies through community-driven initiatives that improve LGBTIQ social and emotional wellbeing, and facilitate LGBTIQ inclusion and participation in the community.

1.4 Outcomes

The outcomes of Capital of Equality Grants Program are:

- To foster awareness and understanding of the unique and intersecting needs of LGBTIQ people.
- To improve LGBTIQ people's access to services and supports that meet their unique and intersecting needs.
- To improve the social and emotional wellbeing of LGBTIQ people, their communities and families.
- To increase the participation of LGBTIQ people, their communities and their families in all areas of public life.
- To build a sense of belonging and support social connections within the LGBTIQ community.
- To recognise the adversities, challenges and achievements of LGBTIQ people during 2019 to mark the 50th anniversary of LGBTIQ activism and reform in the ACT.

1.5 Types of Projects Supported

Capital of Equality Grants Program supports a range of different projects. All applications that demonstrate that they support the primary objective and one or more of the program outcomes will be considered. As a guide, funded projects could include, but are not limited to:

- Projects that improve access to and use of community resources, services and facilities for LGBTIQ individuals, communities, their families and allies.
- Projects that build community participation inclusive of families, young and older people, and isolated individuals.
- Events, exhibitions and activations that promote LGBTIQ visibility and inclusion.
- Arts activities, events or projects that support active participation of LGBTIQ people in the arts.
- Sporting activities, events or projects that support active participation LGBTIQ people in sports and recreational activities and promote the Everyone Can Play best practice guidelines.
- Purchase of relevant materials, resources or equipment.
- Training costs.
- Venue hire.
- Entrepreneurial or start-up projects that support LGBTIQ people and communities.

Projects should aim to benefit the LGBTIQ community in general or one or more groups within the LGBTIQ population.

Priority will be given to projects that reflect the specific needs or aspirations of LGBTIQ Canberrans who are also Aboriginal and Torres Strait Islander peoples, from culturally diverse and linguistically diverse backgrounds, people of faith, those with lived experience of disability, youth and seniors.

1.6 Eligible location

Projects funded through the program must occur in the ACT. Applicants must reside or conduct their business in the ACT to be eligible for funding.

We are particularly keen to support projects delivered in Tuggeranong, Woden, Weston Creek, Belconnen and Gungahlin, though all parts of the ACT are eligible locations.

1.7 Eligible Project Period

Funded projects must be completed in the period from June to November 2019. This is the inaugural, pilot funding round. The second round of funding is expected to open in August 2019 for projects running from November 2019 to May 2020.

2 Funding available

2.1 Funding Tiers

To support projects of various sizes and scales, the Capital of Equality Grants Program consists of a two-tier funding model:

- **Tier 1** – Funding up to \$3,000
- **Tier 2** – Funding between \$3,001 and \$25,000

Tier 1

Tier 1 grants provide up to \$3,000 to support a project. The application process for Tier 1 grants is streamlined with fewer eligibility requirements for applicants and a shorter application form.

Tier 2

Tier 2 grants provide between \$3,001 and \$25,000 to support projects that will have a more significant impact on Canberra's LGBTIQ community. The application process for Tier 2 grants requires strong evidence and planning.

2.2 Eligible Uses of Funding

Funding may contribute to any costs, excluding those listed at 2.3, that support the project. Eligible costs include costs associated with running the activity including salaries, fees, administrative and/or management costs.

2.3 Ineligible Uses of Funding

The Capital of Equality Grants Program does NOT support the following:

- projects that do not contribute to the aim of the program;
- projects that are a duplication of an existing grant for a service, program, project or event;
- the purchase of alcohol associated with staging an event;
- activities organised or supported by political parties;
- requests for retrospective funding;
- costs associated with the purchase or lease of land; and
- competitions, commercial ventures or fundraising activities.

3 Applying for funding

3.1 Eligibility Criteria

Capital of Equality Grants Program funding is open to applications from individuals, groups and organisations in the ACT. Eligible applicants can apply for either Tier 1 or Tier 2 funding. To be eligible for a grant, an applicant must:

- Be an incorporated not-for-profit organisation; **OR**
- Be a group that is LGBTIQ run and led, and/or whose services or activities primarily benefit LGBTIQ people in the ACT; **OR**
- Be an individual who resides in the ACT; **AND**
- Put forward a project proposal for the benefit of LGBTIQ individuals, communities, their families and/or allies within the ACT, in accordance with the Grants Program guidelines; **AND**
- Have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding).

Applicants cannot be profit making groups, government entities, or registered political parties.

PLEASE NOTE: Groups, unincorporated associations, and other entities with no legal status must nominate either an individual member of their entity, or have an auspice with legal status to take legal and financial responsibility for any funding. Our definition of legal status accords with the different types of not-for-profit legal structures on the [Australian Tax Office](#) website.

Applicants or their chosen auspicing entity (refer to 3.3 Auspiced funding) must:

Tier 1	Tier 2
For individuals applying: Be Australian Citizens, have permanent resident status in Australia, or, if not a permanent resident, be on a temporary Australian VISA which expires no less than two years from the date of application.	For individuals applying: Be Australian Citizens, have permanent resident status in Australia, or, if not a permanent resident, be on a temporary Australian VISA which expires no less than two years from the date of application.
Have an Australian Business Number (ABN), or complete the Australian Tax Office's Statement by a supplier form.	Have an Australian Business Number (ABN).
Have current Public Liability Insurance coverage to a minimum level of \$10,000,000 (if applicable – refer to 5.6 Insurance).	Have current Public Liability Insurance coverage to a minimum level of \$10,000,000.
Have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding).	Have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding).
	Be registered for Goods and Services Tax (GST) if applicable.

3.2 Not-for-profit Organisations

A not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect.

A NFP organisation is not an organisation that has not made a profit, a NFP organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private individuals.

For more information please visit the websites of the Australian Charities and not-for-profit Commission and the Australian Taxation Office, and/or read the *Charities ACT 2013 (Cth)*.

3.3 Auspiced funding

If the applicant is unable to satisfy the applicant Eligibility Criteria (see 3.1) they will need to be auspiced by an entity that does satisfy the criteria.

If the application is successful, the auspicing entity will be responsible for:

- Co-signing the Deed of Grant.
- Receiving and administering the funding.
- Providing the funds to the grant recipient.
- Ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided.
- Providing the grant recipient with an itemised financial statement at the end of the project which clearly identifies how the grant was expended.

The grant recipient will be responsible for:

- Confirming the necessary arrangements with the administering entity.
- Co-signing the Deed of Grant.
- Overall management and delivery of the project.
- Providing all necessary information to the administering entity to allow them complete the itemised financial statement at the end of the project.
- Completing the acquittal process as per item '5.5 Acquittal of Funding'.

3.4 Application Process

Separate application processes apply for Tier 1 and Tier 2 grants.

Applications for both Tier 1 and Tier 2 grants, including all support material, must be made through the online grants portal at <https://CMTEDD.smartygrants.com.au/2019R1-LGBTIQ>

Applications must be received by the due time and date, as outlined on the online portal. Late applications will not be accepted.

If you do not comply with the above eligibility requirements, your application will not be assessed for funding.

4 Assessment

4.1 Project Eligibility and General Feasibility

All applicants that meet the applicant eligibility requirements will have their application reviewed for project eligibility and general feasibility, including:

Project Dates	The project must occur within the eligible project period (refer to 1.7 Eligible Project Period).
Project Location and Beneficiaries	Provide a project in the ACT, for the benefit of ACT LGBTIQ residents, their families and/or allies.
Project Budget (GST exclusive)	The application must include a sufficiently detailed budget.
Application Quality	The application must provide sufficient information to make an informed assessment.

4.2 Assessment Criteria

Applications that meet all the eligibility and general feasibility requirements will be assessed against the following criteria in meeting the primary objective and outcomes of Capital of Equality Grants Program.

Demonstrated Benefits	<p>The expected benefits of the project have been clearly demonstrated.</p> <p>The proposed project contributes to the primary objective and one or more outcomes of the Capital of Equality Grants Program (refer to 1.3 Primary Objective and 1.4 Outcomes respectively).</p>
Value for Money	<p>The level of funding requested is proportionate to the project outcomes and benefits.</p> <p>In the context of the entire project, the timing of the project, the amount of funding requested and the planned expenditure demonstrates a sound investment.</p>
Project Feasibility	<p>How the project will be delivered has been clearly demonstrated.</p> <p>The project is ready to commence by June 2019 and will be completed by November 2019.</p> <p>The project budget is realistic.</p> <p>The applicant has demonstrated their capability to deliver the project.</p> <p>The applicant has demonstrated an understanding of and ability to obtain any permissions or approvals required to deliver the project (where appropriate).</p>

4.3 Assessment Process

All applications will be assessed by the Office for LGBTIQ Affairs for applicant eligibility, project eligibility, and general feasibility.

The assessment process of applications is as follows:

1. All applications will be processed by the Office for LGBTIQ Affairs for eligibility (refer to 3.1 Applicant Eligibility), project eligibility and general feasibility.
2. Applications will be assessed by a panel consisting of representatives from relevant Government agencies and external stakeholders.

The panel meeting will be facilitated by the Office for LGBTIQ Affairs.
3. The Office for LGBTIQ Affairs will seek delegate approval of applications recommended for funding by the panel.

4. The Office for LGBTIQ Affairs will contact applicants to advise whether their application was successful or unsuccessful.

It is not possible to approve all grants received through this program, therefore grant funding should not be deemed automatic or anticipated.

4.4 Tiered Funding Allocation

The amount of funding allocated to fund Tier 1 and Tier 2 grants is determined by the Office for LGBTIQ Affairs based on the type and quality of applications received.

5 Accepting a Grant

5.1 Grant requirements and Payment Process

Successful applicants will be required to enter into a Deed of Grant with the ACT Government setting out the terms and conditions for which funding will be provided, including acquittal requirements within the agreed timeframe. A copy of the Deed of Grant template is available on the Grant's Program website at

<https://www.cmtedd.act.gov.au/policystrategic/the-office-for-lgbtiq-affairs>

Successful applicants will receive a Letter of Offer from the Office for LGBTIQ Affairs with a Deed of Grant attached and instructions for the payment process.

Payments can take up to 30 days to process following the execution of the Deed of Grant and upon receipt of an invoice.

Grants will be paid in one instalment following the execution of the Deed of Grant (unless otherwise stipulated in the Deed of Grant).

5.2 Goods and Services Tax (GST)

GST is payable to applicants that receive funding through this program if they are GST registered with the Australian Tax Office (ATO) and can provide an Australian Business Number (ABN). For successful applicants that are registered for GST the Office for LGBTIQ Affairs will increase the funding amount by 10% after receipt of a tax invoice. Successful applicants that are not registered for GST will not have their funding increased by 10%.

5.3 Publication

All successful applicants, their proposed activity and the funded amount will be published on the Office for LGBTIQ Affairs website.

5.4 Conditions of Funding

The declaration on the application form certifies all information provided in the application is true and correct. Action may be taken for repayment of any funding made where information contained in the application is subsequently found to be false or the funding is not used for its approved purpose.

All successful applicants must:

1. be accountable for funds received from the Office for LGBTIQ Affairs and adhere to all conditions and guidelines of the Capital of Equality Grants Program;
2. return any unspent funds to the Chief Minister, Treasury and Economic Development Directorate;
3. seek written approval from the Office for LGBTIQ Affairs to make any variation to the project, as detailed in the application form. Requests to amend the scope of the project need to be addressed to the Manager, Office for LGBTIQ Affairs and clearly outline why the change of purpose is required. Applicants should not assume that a change of purpose request will be approved;
4. comply with the ACT Government's Equal Employment Opportunity (EEO) policy;
5. be able to demonstrate that every effort is being made to ensure that the principles of access and equality are guiding the development of the organisation and any programs that it conducts;
6. inform the Office for LGBTIQ Affairs in writing if they have applied for any other grant program for the same activity or engaged any external sponsors. A copy of this agreement will be required upon signing the Deed of Grant by the recipient;
7. provide suitable acknowledgment of the financial support provided by the ACT Government under this program including:
 - a. an acknowledgement in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising, and provide all of these to the Office for LGBTIQ Affairs for approval prior to publishing anything bearing the ACT Government Capital of Equality logo;
 - b. acknowledge the funding provided through the program in any public event, media release or media coverage; and
 - c. on reasonable notice, invite the Office for LGBTIQ Affairs to participate in any public event, media release or media coverage related to the funded activity.

5.5 Acquittal of Funding

All successful applicants/organisations must expend the funds within the timeframes nominated in the Deed of Grant. For the 2019 Round One Capital of Equality Grant Program, the successful recipients must submit the completed acquittal and expenditure by 31 December 2019 or within 30 days of the completion of the grant activity.

When you have expended the funds, please log on to SmartyGrants <https://www.smartygrants.com.au> and complete the Acquittal Report forms. Use the same username and password to log in that you used to register with SmartyGrants when you applied for the grant.

We require you to keep ALL receipts for all related expenditure. Copies are required for your Acquittal Report.

PLEASE NOTE: Applicants must meet all acquittal and reporting requirements to be eligible in applying for funding in future grants rounds

5.6 Insurance

Applicants applying for Tier 2 funding must have a current public liability insurance policy with a cover of a minimum of \$10 million. The cost of insurance can be factored into the budget for a proposed project.

Depending on the nature of the proposal, applicants for Tier 1 funding may require current public liability insurance policy with a cover of a minimum of \$10 million. For example, if your proposal includes the staging of an event you must have current public liability insurance. If your proposal is to cover purchase of resources you do not require current public liability insurance. The requirement to have insurance and the level required is determined by the applicant's assessment of the risks and liabilities of the proposal. Usually low risk proposals are not required to have additional insurance.

Successful applicants will be notified in their Letter of Offer if additional insurance is required.

6 Important Information for Applicants

6.1 Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format – such as large print or audio – please telephone Access Canberra Contact Centre – **13 22 81**.

If English is not your first language and you require the **translating and interpreting services** please telephone **131 450**.

If you are deaf or hearing impaired and require the **National Relay Service** please telephone **131 677** then ask for **133 427**.

6.2 When to submit your application

- Applications open **9am on Friday 29 March 2019**.
- Applications close **5pm on Tuesday 30 April 2019**.

Late applications will not be accepted.

6.3 How to submit your application

All applications must be submitted via the online Capital of Equality Grants Program Application Form at <https://CMTEDD.smartygrants.com.au/2019R1-LGBTIQ>

Hardcopy or email applications will not be accepted.

You will need to create a log in to begin your application and you may begin anywhere in the Application Form. Please ensure you save as you go.

SmartyGrants provides an online help guide for applicants. This guide will explain the essential steps you need to take to complete and submit your Application Form. The help guide is accessible at:

<http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants>

If you have any questions about the Program Guidelines and/or eligibility requirements please contact the Grants Program Officer in the Office for LGBTIQ Affairs on (02) 6207 0612 or email LGBTIQOffice@act.gov.au.

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Grants, Procurement and Systems Team for assistance on (02) 6207 1080 during business hours, or email EDDGRANTSANDPROCUREMENT@act.gov.au.

Navigating (moving through) the grants application form

On the right hand side of every screen, there is a box which links directly to every page of the application. Click on any page to jump directly to that page. You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

Saving your draft application and returning

You can press 'save' at any point and log out. When you log back in, your draft application will be saved and you can start where you left off.

Submitting your application

The submit button is on the final page. You will not be able to submit your application until all the questions are completed.

Attachments and support documents

You may wish to upload/submit attachments to support your application. For some Categories you will have to include attachments. This is very simple, but requires you to have the documents saved on your computer, on a zip drive, or similar. If you are not able to upload a document, please contact the Program Officer for support.

Completing an application in a group/team

A number of people can work on an application using the same log in details provided that only one person is working on the application at any given time. Ensure you save as you go.

Once you have completed your Application Form it will be submitted to the Program Officer.

PLEASE NOTE: The Grants Program Officer is unable to view your application until it is submitted. All supporting documentation must be submitted with the grant application.

You can upload supporting documentation to your Application Form on the page after the declaration and privacy statement.

If you submit your application and then realise you forgot to add an attachment, and it is before the deadline, we can re-open the form for you. If you have any technical difficulties you need to contact the Grants, Procurement and Systems Team for assistance on (02) 6207 1080 during business hours or email EDDGRANTSANDPROCUREMENT@act.gov.au before the deadline for applications.

6.4 Addendum

Any additional information provided by the Chief Minister, Treasury and Economic Development Directorate as part of this grant program will be posted online at <https://www.cmtedd.act.gov.au/policystrategic/the-office-for-lgbtiq-affairs>.

In addition, all applicants that have started or submitted an online application form will be notified by email to the address that is registered with SmartyGrants.

6.5 Confidentiality

All material submitted to the Chief Minister, Treasury and Economic Development Directorate is provided in confidence. However, the ACT Government may promote successful applicants for the mutual benefit of the Grants Program and the applicant. Details of applications will not be made available to third parties without permission. However, applicants should be aware that the provisions of the *Freedom of Information Act 2016* apply to documents in the Office's possession.

6.6 Complaints

What you can expect

A complaint is defined as an expression of dissatisfaction in relation to the **application process** and/or an **unsuccessful application** for a grant.

You or your representatives have the right to raise your concerns. This information supports us to improve services and supports your right to ask questions about the grant application process as well as decisions made in relation to an unsuccessful application.

You can expect to:

1. be treated respectfully, fairly and in confidence;
2. have your concerns dealt with as soon as possible;
3. be informed of progress; and
4. be told of the outcome.

7 Further information

For more information on the Program Guidelines, eligibility requirements or to lodge a complaint, please contact the Grants Program Officer in the Office for LGBTIQ Affairs on:

Phone: (02) 6207 0612 or

email: LGBTIQOffice@act.gov.au

You can also review the frequently asked questions page and check for updates at:

<https://www.cmtedd.act.gov.au/policystrategic/the-office-for-lgbtq-affairs>

If you are having difficulty in accessing the online application form or if an error occurs, please contact the Grants, Procurement and Systems Team for assistance:

Phone: (02) 6207 1080

Email: EDDGRANTSANDPROCUREMENT@act.gov.au.