

Capital of Equality Grants 2023 Round

Chief Minister, Treasury and
Economic Development Directorate



ACT
Government

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1. About the Program

The Office of LGBTIQ+ Affairs

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

The Office of LGBTIQ+ Affairs oversees the implementation of the whole-of-ACT Government [Capital of Equality Strategy](#) and funds specialist services and supports for Canberra's LGBTIQ+ communities.

Please note: In these guidelines, LGBTIQ+ is a term respectfully used to refer to the diversity of individuals that are 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 the letters. The '+' (plus) intends to capture various expressions of sexual, gender, relationship and bodily diversity.

We acknowledge that there are more lived experiences in our communities and are attentive to the experience of all expressions of sexual, gender, relationship and bodily diversity. We encourage applications from all parts of our diverse communities.

Changes to the Capital of Equality Grants Program

The ACT Government's Capital of Equality Grants Program was launched in 2019 as part of a package of measures to support and strengthen Canberra's LGBTIQ+ communities. \$400,000 has been allocated through the program over four annual grant rounds. Since its inception, Capital of Equality grants have helped around 40 local projects to progress including events, publications, resources, peer-led programs, new artistic works and sporting activities designed to enhance the social inclusion of LGBTIQ+ Canberrans. A summary of projects supported in previous rounds is available at act.gov.au/LGBTIQ.

The 2022-23 ACT Budget has provided additional funding for the Capital of Equality Grants Program. The total amount of funding available across the 2023 and 2024 rounds is \$700,000. With an increased investment we have enhanced the program to match the needs in the community. The funding will be provided under three streams described further in these guidelines. Regardless of the stream, applications must address the identified primary objective and outcomes of the program.

Primary Objective of the Program

The primary objective of the Capital of Equality Grants Program is to remove any barriers to equality for LGBTIQ+ communities in the ACT and surrounding region.

Program Outcomes

The outcomes of Capital of Equality Grants Program are aligned with the outcomes of the Capital of Equality Strategy. Funded programs must contribute towards delivering at least one of the four identified outcomes:

Outcomes	Improved understanding of LGBTIQ+ experiences	Improved wellbeing of LGBTIQ+ people	Increased participation of LGBTIQ+ communities	Increased capacity and leadership
Objectives	To foster awareness and understanding of the experiences of LGBTIQ+ Canberrans.	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 capacity of organisations to expand and deliver inclusive services
	To create and collect new and improved data on LGBTIQ+ experiences in Canberra	To support projects that benefit LGBTIQ+ Canberrans with intersecting experiences (i.e. race, migration status, disability, etc)	To build a sense of belonging and support social connections within the LGBTIQ+ community.	To build leadership skills of LGBTIQ+ individuals
			To improve LGBTIQ+ people’s access to services and supports that meet their needs.	

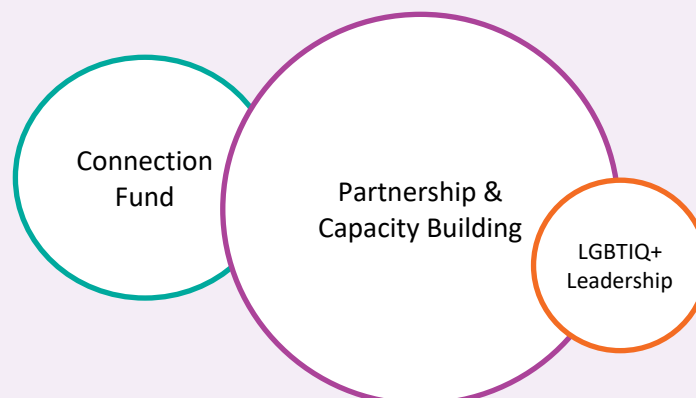
Understanding the difference between outcomes, objectives, outputs and activities:



Think of an image of a child making soap bubbles. An activity is mixing soap and water. Outputs are the released soap bubbles (and their quantity). An objective is to provide a fun activity for this child. The outcome is increased happiness of this child.

In other words, your activity are your actions to deliver the project. This could be an event, a meeting, a purchase of items etc. Your output are your first results, i.e. number of events, number of events, etc. Your objective is why you are running your activities. And your outcomes are the end goal of your project i.e. what behaviour or an issue change you trying to achieve on a larger scape.

2. Capital of Equality Grants Program Streams



Stream one: Connection Fund

About the stream

The Connection Fund aims to support projects that create a sense of community, belonging and “togetherness” for LGBTIQ+ people. This stream fits with the Capital of Equality Strategy objective of raising awareness to remove all barriers to equality.

All projects under this stream must be completed within one year and be aligned with one of the four program outcomes outlined above. In 2023 projects that bring visitors to Canberra during the Sydney World Pride (February to March 2023) are encouraged.

Funding target is approximately \$85,000-87,000.¹

Eligibility and funding amounts

- **Individuals** can apply for a grant up to \$5,000
- **Entities** (including unregistered groups that are auspiced, non-for-profit and for-profit organisations) can apply for a grant up to \$15,000

While each applicant can apply for more than one grant, only one project per applicant will be funded, if selected by the panel. Auspicing a grant does not count as an application.

Applications led by Aboriginal and Torres Strait Islander communities, multicultural communities including migrants and refugees, disabled communities, trans communities, intersex communities, different age groups and other sexually and gender diverse communities not captured by the LGBTIQ+ acronym **are strongly encouraged**.

Types of projects that can be funded

- Projects that improve access to and use of community resources, services and facilities for LGBTIQ+ individuals, communities, their families and allies.

¹ The funding target is approximate and represents the proportion of the total 2022-2023 Capital of Equality Grants Program funding directed towards the Connection Fund. The final total funded for this stream may be more or less than the stated amount.

- Projects that build community participation inclusive of families, young and older people, and isolated individuals.
- Events and exhibitions (carried out in accordance with the current COVID-19 restrictions in effect for the ACT, though adjustments to projects may be permitted as restrictions are revised).
- Projects that support active participation of LGBTIQ+ people in the arts.
- 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.
- Venue hire (carried out in accordance with the current COVID-19 restrictions in effect for the ACT, though adjustments to projects may be permitted as restrictions are revised).
- Entrepreneurial or start-up projects that support LGBTIQ+ people and communities.
- Other awareness raising activities (including data and research projects led by community organisations and not supported by educational institutions).

Both in person and online events and safe spaces can be supported.

How to apply

Applications are open once per year and must be submitted online through Smarty Grants.

Stream two: Partnership and Capacity Building

About the stream

The Partnership and Capacity Building Stream is designed to help build capacity and sustainability of community organisations in the ACT region to meet the needs of the LGBTIQ+ community. This stream will be in effect until 2024 in recognition of an increasing number of LGBTIQ+ -led work in the ACT and a lack of funding for the core capacity building work. The outcomes of this funding are aligned with the commitments to supporting community services expressed in the Second Action Plan of the Capital of Equality Strategy.

Successful projects under this stream will enter into a partnership agreement with the Office of LGBTIQ+ Affairs and be provided with required support to deliver their projects (e.g. regular meetings with the Office, facilitation of connections etc).

Funding target for is approximately \$250,000.²

Eligibility and funding amounts

Only **non-for-profit organisations** can apply for this stream.

- **LGBTIQ+ peer-led organisations**, including:

² The funding target is approximate and represents the proportion of the total 2022-2023 Capital of Equality Grants Program funding directed towards the Partnership and Capacity Building Stream. The final total funded for this stream may be more or less than the stated amount.

- Incorporated³ and established LGBTIQ+ peer-led organisations can apply for a grant up to \$50,000 per year.
 - Existing unregistered groups that are auspiced and have a demonstrated capacity to deliver a project can apply for a grant up to \$50,000 per year.
 - New and emerging LGBTIQ+ peer-led groups and organisations with no previous similar funding or demonstrated capacity to deliver a project can apply for a grant up to \$25,000 per year.
- **Mainstream non-for-profit organisations** seeking to build their capacity to work with LGBTIQ+ communities can apply for a grant up to \$40,000 per year.

Two-year projects will be considered through not compulsory.

While each applicant can apply for more than one grant, only one project per applicant will be funded, if selected by the panel.

Applications led by Aboriginal and Torres Strait Islander communities, multicultural communities including migrants and refugees, disabled communities, trans communities, intersex communities, different age groups and other sexually and gender diverse communities not captured by the LGBTIQ+ acronym **are prioritised**.

Types of activities that can be funded

- Incorporation and registration of entity (fees, legal advice, accounting)
- Purchase of necessary software (accounting software, other licenses etc)
- Training and professional development of staff, board and volunteers
- Activities to expand service offering (must demonstrate that it is an expansion and not a continuation)
- Activities to create a new service
- Activities to boost capacity for advocacy
- Activities to build or strengthen partnerships
- Activities to build or improve engagement of people with lived experience
- Creation of strategic, business, fundraising, media or similar plans
- Investment into diversification of revenue streams to increase business growth
- Undertaking of research and evidence gathering with an aim to strengthen the organisational capacity
- Salaries for staff and consultants

How to apply

Applications are open once per year and must be submitted online through Smarty Grants.

³ under the Corporations Act 2001 (Cth) or the Associations Incorporation Act 1991 (ACT)

Stream three: LGBTIQ+ Leadership

About the stream

This stream is designed to support LGBTIQ+ (new, emerging and established) leaders to access leadership and professional development opportunities. This funding will be available to LGBTIQ+ leaders who **do not have** organisational support or financial capacity to access those opportunities.

The funding is provided as a small grant and is intended to cover expenses such as travel, accommodation and registration fees. In some cases, the funding is only a contribution towards the total cost of an opportunity.

The costing for travel aligns with the ACT Government Travel policy requiring to select the best travel fare (for example, a bus trip to Sydney, a flight to Melbourne). Private vehicle travel is also allowed on the condition that there is a comprehensive car insurance in place. Accommodation to be costed in accordance with the ATO Travel determinations. This support is only for domestic travel.

Applicants will be required to show how gained skills will be transferrable and used for the benefit of the LGBTIQ+ communities in the ACT.

Funding target is approximately \$13,000 – 15,000.⁴

Eligibility and funding amounts

- **Individuals** residing in the ACT and the surrounding region with no organisational support can apply for a grant with an amount of:
 - \$650 for opportunities in the ACT;
 - \$1000 for NSW; and
 - \$1500 for other jurisdictions.

Types of projects that can be funded

- Participation in conferences,
- Participation in training,
- Mentorship
- Other professional development opportunities

How to apply

Applications are accepted online via Smarty Grants.

The funding will be accepted on the rolling basis with the panel meeting to assess applications four times a year. It is essential that applicants apply in advance of the professional development opportunity. Retrospective funding will not be provided. Only one application per year can be successful.

⁴ The funding target is approximate and represents the proportion of the total 2022-2023 Capital of Equality Grants Program funding directed towards the LGBTIQ+ Leadership Stream. The final total funded for this stream may be more or less than the stated amount.

Please note that you will be required to submit a two-page resume, justification of financial need and one recommendation letter from a community member.

General notes across funding streams

- Projects should aim to benefit the LGBTIQ+ community in general or one or more groups within the LGBTIQ+ population.
- All applications must demonstrate that they contribute towards meeting the primary objective and achieving one or more of the program outcomes to be considered.
- All project proposals must demonstrate the benefits to LGBTIQ+ individuals, communities, their families and/or allies within the ACT, in accordance with these guidelines.
- All applicants must not have received funding from another source to deliver or provide the same or similar project/program.
- Events may be funded if they are carried out in accordance with the current COVID-19 restrictions in effect for the ACT. Up to date information on COVID Safe Events is available at: <https://www.covid19.act.gov.au/restrictions/covid-safe-events>

Who can apply for a grant: a summary

Individuals	Entities	
	Non-for-profit organisations	For-profit entities
<p><u>Eligible for Streams 1 and 3.</u></p> <ul style="list-style-type: none"> • Be Australian Citizens, have permanent resident status, or be on a temporary Australian visa which expires no less than two years from the date of application. • Have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding), if applicable. 	<p><u>Eligible for Streams 1 and 2</u></p> <ul style="list-style-type: none"> • A community, not-for-profit or peak community body based and operating in the ACT that is an incorporated legal entity under the Corporations Act 2001 (Cth) or the Associations Incorporation Act 1991 (ACT), or a similar type of organisation.⁵ • Have an Australian Business Number (ABN), complete the Australian Tax Office's Statement by a supplier form (those incorporated with no ABN) or an auspice with a current ABN • An unregistered group that is LGBTIQ+ run and led, and/or 	<p><u>Eligible for Stream 1</u></p> <ul style="list-style-type: none"> • Be a social enterprise with a primary benefit for LGBTIQ+ communities OR • Demonstrate benefit of business activities for LGBTIQ+ communities in Canberra. (Examples may include a business where their primary customers are LGBTIQ+ people or a business that offers specific services to LGBTIQ+ people). • Demonstrate a strong financial need to receive this funding.

⁵ This includes charities, community and sports clubs, schools etc

<ul style="list-style-type: none"> Reside in the ACT or a surrounding region <p><i>Note, that grants for individuals are gifts that are not taxable. If you are quoting your ABN then a grant may result in tax implications. Seek financial advice if you have questions.</i></p>	<p>whose services or activities primarily benefit LGBTIQ+ people in the ACT, AND that is auspiced by an eligible organisation</p> <ul style="list-style-type: none"> Have current Public Liability Insurance coverage, if applicable Have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding), if applicable. Be registered for Goods and Services Tax (GST), if applicable. 	<ul style="list-style-type: none"> Have an Australian Business Number (ABN) Have current Public Liability Insurance coverage, if applicable Have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding), if applicable. Be registered for Goods and Services Tax (GST) if applicable. Conduct business within ACT and surrounding region
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Auspiced Funding

If you cannot satisfy the applicant [Eligibility Criteria](#) you may choose to be auspiced by an entity that can satisfy the criteria.

An auspiced grant is one where a third party takes responsibility for financial management of the grant. You can elect to have your grant auspiced if you wish. This does not affect how your application will be assessed.

If one is required, you need to choose an auspicing entity before applying, as the details of the auspicing entity must be included on the application form.

For more details on how and when an auspicing entity is necessary please contact the Office of LGBTIQ+ Affairs by emailing EqualityGrants@act.gov.au or phoning **(02) 6205 1346**.

Auspicing entities are responsible for:

- Counter-signing the Deed of Grant sent by the ACT Government to the grant recipient.
- 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 to complete the itemised financial statement at the end of the project.

- Completing the acquittal process as per item 8. 'Acquittal of Funding'.

How can I use the funding?

Funding may contribute to any costs, [excluding those listed below](#), that support implementation of the project. Eligible costs include salaries, fees, administrative and/or management costs.

Funding exclusions across all streams

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

- projects that do not contribute to the outcomes and objectives of the program;
- projects that are a duplication of or a continuation of an existing grant for a service, program, project or event that does not offer expansion or any new features;
- the purchase of alcohol;
- activities organised or supported by political parties;
- requests for retrospective funding;
- costs associated with the purchase or lease of land, property or vehicles;
- competitions, commercial ventures or fundraising activities;
- overseas conferences, training or study tours;
- all vocational and tertiary degrees and courses;⁶
- advertising or marketing campaigns relating to activities, initiatives or events not funded through these grants;
- personal living expenses; and
- expenses not related to the activity outlined in application.

Budgeting guidance

There are two components to the budget: Income and Expenditure. Both tables in Smarty Grants must include funding sought from the Capital of Equality Grants Program as well as any other contributions towards the project. While it is okay not to have additional funding, there are always so in-kind contributions such as value of your time (when fees are not budgeted), costs of equipment, utility bills etc.

Below is an example of how to fill out budget tables in the Smarty Grants application. A proposed example project is a community film screening with a panel discussion afterwards.

Project Budget / Income

The application form has a two-column table. The third column here is for additional information.

⁶ Some exceptions may apply for applications in the Stream Two where there is a connection between an employee taking a course and future organisational sustainability. Note, that tax implications may arise so seek independent financial advice.

Income description	Amount	Notes
Cinema venue contribution	\$2000	Where something is donated or let be used at no cost, it still needs to be costed for the budget purposes.
CEGP Grant	\$3000	'CEGP' means that you are budgeting this expense in this grant application.
In-kind contribution	\$700	In-kind means all of yours or others non-monetary contributions. They need to be costed.
Ticket sales	\$3000	If you expect a revenue from your event, you need to also include it.
Total	\$8700	

Expenses

Expenses need match the income. If you plan to retain profits, they need to be reflected too.

Expenses description	Amount	Notes
Venue Hire	\$2000	No source of income means that this expense is paid by someone else. It is a good practice to identify the source.
Speakers' fees (CEGP)	\$1500	'CEGP' means that you are budgeting this expense in this grant application.
Marketing and Promotion (CEGP)	\$150	
Catering (CEGP)	\$1350	
Graphic design (in-kind)	\$500	In-kind means that you can make a poster and social media post yourself but ordinarily this would have been an expense. You need to cost how much this would have costed an apply for it.
Event organiser fee (in-kind)	\$200	
Transporting expense (ticket sales)	\$500	Source of income is identified
Profit retention for organisational sustainability (ticket sales)	\$2500	
Total	\$8700	

Totals from both tables must match.

3. Application Process

We have improved the application process to make the Capital of Equality Grants Program even more accessible.

Interested applicants are invited to have a meeting and conversation with a member of the team from the Office of LGBTIQ+ Affairs about their application before submission. The meeting will give space for prospective applicants to ask quick or more developed questions they may have about the process. Meetings are limited to 30 minutes only. This provides a space for applicants to connect meaningfully with the Office of LGBTIQ+ Affairs and gives opportunities for support. **The team member who meets with prospective applicants will not sit on the assessment panel for grants and will have no direct bearing on the outcome of the application.** They are there to support organisations and individuals with the application process. The meeting is optional and has no bearing on the success or otherwise of your application. We have also streamlined the application form to make it easier to complete.

If you are interested in arranging a meeting, please contact us at EqualityGrants@act.gov.au to book a meeting time.

See below a step-by-step guide to applying for a grant.

Step 1	Read the guidelines to check if you or your organisation are eligible to apply.
Step 2 (optional)	<p>Attend an in-person or online meeting with the grants officer from the Office of LGBTIQ+ Affairs to discuss your application idea.</p> <p>Meetings can be booked at any point within the period the grant round is open. We recommend booking your meeting as soon as possible to ensure there is adequate time to prepare your application.</p> <p>To arrange a meeting please contact the Office of LGBTIQ+ Affairs at emailing EqualityGrants@act.gov.au</p>
Step 3	Submit your project application online via SmartyGrants by specified deadline

If you do not comply with the above eligibility requirements, your application will not be assessed for funding. It is not possible to approve all grant requests received through this program. Grant funding should not be deemed automatic or anticipated.

To ensure a fair and equitable process, late applications will not be accepted.

4. Assessment Criteria

Project Eligibility and General Feasibility

When the Office of LGBTIQ+ Affairs receives your application, it will be checked to ensure eligibility for funding. All eligible applications are then provided to an assessment officer and a panel to be rated.

Each application will be assessed against the guidelines and the below selection criteria. In addition, the assessment panel will consider the application as a whole and make an assessment as to the merit of the application in meeting the aims and objectives of the [Capital of Equality Strategy](#) and its overall ability to address priorities for Canberra's LGBTIQ+ communities.

Applications that meet eligibility requirements will be assessed against the following criteria:

Project Dates	The project must occur within the 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. Projects delivered in Tuggeranong, Woden, Weston Creek, Belconnen and Gungahlin are encouraged to apply, though all parts of the ACT are eligible locations
Project Budget (GST exclusive)	The level of funding requested must be proportionate to the project outcomes and benefits. In the context of the entire project, the timing of the project, the amount of requested funding and the planned expenditure demonstrates a sound investment. The application must include a budget (using the format provided) including an estimate of any income/revenue expected to be derived because of the funded activity. Details on how to disclose this information will be shared in the information session.
Application Quality	The application must provide sufficient information for the assessment panel to make an informed assessment about the potential benefits and risks of the project.
Demonstrated need	The need for the project in the targeted community is demonstrated. Consultation with the targeted community may be considered.
Demonstrated benefits	The expected benefits of the project have been clearly demonstrated. The proposed project contributes to the priority areas for funding and/or the Primary Objective and one or more Outcomes .

5. Accepting a Grant

Grant requirements and payment process

Successful applicants will be required to enter 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 act.gov.au/LGBTIQ.

Payments can take up to 30 days to process following the Deed of Grant (unless otherwise stipulated in the Deed of Grant).

Grants will be paid in one instalment following the execution of the Deed of Grant unless it is a two-year grant that was awarded under Stream Two: Partnerships & Capacity Building. Grants under Stream Two will be paid in two annual instalments.

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 of 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 of 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 Office of LGBTIQ+ Affairs, clearly outlining 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 of 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 of 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
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c. on reasonable notice, invite the Office of LGBTIQ+ Affairs to participate in any public event, media release or media coverage related to the funded activity.

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 of 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%.

Insurance

Depending on the nature of the proposal, applicants 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.

The cost of insurance can be factored into the budget for a proposed project. Successful applicants will be notified in their Letter of Offer if additional insurance is required.

Publication

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

6. Acquittal of Funding

All successful applicants/organisations must expend the funds within the timeframes nominated in the Deed of Grant. For this round of the Capital of Equality Grants Program, the successful recipients must submit the completed acquittal and expenditure 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.

At project conclusion, recipients must provide the Office of LGBTIQ+ Affairs with their completed Acquittal Report with the following information:

1. a copy of the relevant financial statement or invoices, receipts, bank statements or other financial documentation that **clearly** identifies the income and expenditure of the grant; or
 2. documentation that **clearly** identifies the income and expenditure of the grant signed by a representative of the organisation; and
 3. a media report including imagery of the completed project and beneficiaries.
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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 across the ACT Government. Grant recipients will be notified of the outcome of consideration of the final report and acquittal.

7. Important Information for Applicants

Key dates for 2023

Funding Stream	Stage/Step	Date
Stream One: Connection Fund	Application Period	October 29 -December 2, 2022
	Assessment Period and Funding Outcomes	Successful applicants notified, January, 2023.
Stream Two: Partnerships & Capacity Building	Application Period	October 29 –February 8, 2023
	Assessment Period and Funding Outcomes	Successful applicants notified late February 2023
Stream Three: LGBTIQ+ Leadership	Application Period	2022 round October 29 – November 18, 2022 Next round will run January to 13 th of March 2023.
	Assessment Period and Funding Outcomes	Successful applicants notified by December 2 and funds sent in December 2022.

How to submit your application

You will need to create a login to **Smartygrants** 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, or if you are having difficulty in accessing the online application form or if an error occurs, please contact the Grants Program Officer in the Office of LGBTIQ+ Affairs on **(02) 6205 1346** or email EqualityGrants@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 at any time **before the deadline** you submit your application and then realise you forgot to add an attachment, we can re-open the form for you. If you have any technical difficulties you need to contact the Office of LGBTIQ+ via EqualityGrants@act.gov.au or by phoning **(02) 6205 1346**.

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 act.gov.au/LGBTIQ.

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.

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.

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.

8. Contact details

For more information on the Program Guidelines, eligibility requirements or to lodge a complaint, or if you are having difficulty in accessing the online application form or if an error occurs, please contact the Grants Program Officer in the Office of LGBTIQ+ Affairs on:

Phone: (02) 6205 1346 or

Email: EqualityGrants@act.gov.au

The Grants Officer will respond within business hours.

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

<https://www.act.gov.au/lgbtiq>

