

International Womens Day Small Grants Program 2027

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About the Program

The Tasmanian Government is committed to advancing gender equality and celebrating the invaluable contributions of Tasmanian women.

The International Women's Day Small Grants Program (the Program) is a key action of the [Equal means Equal: Tasmanian Women's Strategy 2022 - 2027](#) (Equal Means Equal Strategy).

The Equal Means Equal strategy's vision is:

'for a Tasmania where women and girls have access to equal choice, opportunity and resources to participate in our economic, social, political and community life.

Where gender equality is embedded in our culture, attitudes and practices, recognising the diversity of Tasmanian women and girls.'

The Strategy's goals of cultural change, empowerment, and visibility are advanced through actions that improve outcomes in the areas of:

- Economic Security
- Leadership and Participation
- Safety
- Health and Wellbeing

The funding will contribute to local projects which:

- Celebrate women and their achievements
- Support participation by women and girls who face barriers to engagement, connection or access.

You are encouraged to consider how your event, activity or project aligns with the Tasmania Government's commitments under the National Agreement on Closing the Gap. This could include making sure your event, activity or project is culturally respectful to, or captures data on the experiences of Aboriginal girls and/or women.

For information about this program, please contact women@dpac.tas.gov.au or 1300 13 55 13.

Personal Information Agreements

Our pledge to you

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. For more information, go to [Tasmanian Government Personal Information Protection \(www.tas.gov.au\)](http://www.tas.gov.au).

What you are agreeing to by submitting your Application:

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- You allow Department of Premier and Cabinet to share your information for the purposes of assessing your grant application,
- You acknowledge that some information in relation to this grant such as the recipient's name, funding purpose, amount, location and any other details the department may consider appropriate will be made public as part of a fair and transparent process when disbursing public funds,
- You acknowledge that your application and any supporting documents will be retained and managed under the [Archives Act 1983 \(Tas\)](#), and
- You acknowledge that some information may be accessible under the [Right to Information Act 2009](#) and that your organisation would be consulted as part of that process.

Application Checklist

Completing your Application

- Read the *Program Guidelines* to help you prepare your application
- Use the [Help Guide for Applicants](#) and [Applicant Frequently Asked Questions](#) (FAQ's)
- When you log into SmartyGrants, you are on a timed session. This timer is 20 minutes. **Please save regularly (at least every 10-15 minutes) to make sure you don't lose your progress.**
- Track how long it takes you to do the application - we'll ask you that at the end.
- **This program closes 2pm, 3 November 2026.** Late applications will not be accepted.
- If you have any difficulties with your application, contact us before the closing time.
- During the assessment process the department may ask for further information to support or clarify an application. This information must be provided within **3 working days**. If you can't, this may mean the application won't be assessed.
- We're here to help - contact women@dpac.tas.gov.au or call 1300 13 55 13.

CHECKLIST:

- Public Liability Insurance certificate (current)
- Authorised Person approval by the closing date

Declaring our Eligibility

* indicates a required field

Confirmation of Eligibility

I confirm, as an authorised representative of the organisation, that:

- **I have read and understand the program *Guidelines*,**
- **the organisation is either:**
 - A local government authority (council)
 - Aboriginal organisations

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- An incorporated not-for-profit organisation
- Parents and friends associations
- A not-for-profit company registered under company law.
- An auspiced unincorporated community organisation.

and is:

-
-
- Based in Tasmania
- Holds a currently active Australian Business Number (ABN) or provide evidence that they are currently in the process of applying for one.
- Has appropriate levels of Public Liability Insurance for the purpose of the proposal.
- No perceived or actual conflicts of interest that would impact the delivery of the project.
- **The project, event or activity that we will run will be:**
 - Alcohol and drug free;
 - Safe for [vulnerable people](#) safe; including [child and youth](#);
 - Inclusive and accessible for anyone attending – including Aboriginal people, culturally and linguistically diverse communities, and [people with disabilities](#);
 - Compliant with [Work Health and Safety legislation](#) and all other relevant legislation, regulations licenses, permits, approvals or your employing someone with skills requiring qualifications; and
 - Free/low-cost to attend, but can be ticketed to help with managing attendees and evaluation.

NOTES:

Eligible organisations who are successfully awarded a grant are required to hold and maintain appropriate public liability insurance. Applicants will be required to provide a copy of the organisation's public liability insurance as part of this application.

Applicants with outstanding reporting or acquittal obligations for other Department of Premier and Cabinet grants may still apply and be successful in being awarded a grant, but will not receive funding under this Program until the current obligations are met.

Please select below: *

☐ Yes

☐ No

You must confirm that all statements above are true and correct.

Our Primary and Alternate Contacts Details

* indicates a required field

About SmartyFile

[SmartyFile](#) is a secure online system that allows organisations to store key information, contacts and documents in one place. If you have a SmartyFile account, you may be able to use information stored there to pre-fill parts of this application, helping to reduce duplication and save time.

SmartyFile and SmartyGrants are both provided by Our Community to support applicants. Using SmartyFile is optional and is not required to apply for this grant.

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Organisation Primary Contact Details

Primary Contact Person *

First Name

Last Name

This is the first person we will contact during the lifecycle of the grant.

Position Held in Organisation *

e.g. Manager, Board Member, Fundraising Coordinator

Primary Phone Number *

Must be an Australian phone number.

Primary Email Address *

Must be an email address.

This is the address we will use to correspond with you about this grant.

Alternative Contact *

First Name

Last Name

In addition to the applicant or primary contact.

Position *

Phone Number - Alternative Contact *

Must be an Australian phone number.

In addition to the applicant or primary contact.

Email - Additional Contact *

Must be an email address.

generic organisation email preferred, ie info@organisation.org

About our Organisation

* indicates a required field

Does your organisation have an ABN? *

☐ Yes

☐ No

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Our Organisation DOES an Australian Business Number (ABN)

* indicates a required field

Enter your organisations ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

My Organisation's Details

* indicates a required field

Organisation Name *

Organisation Name

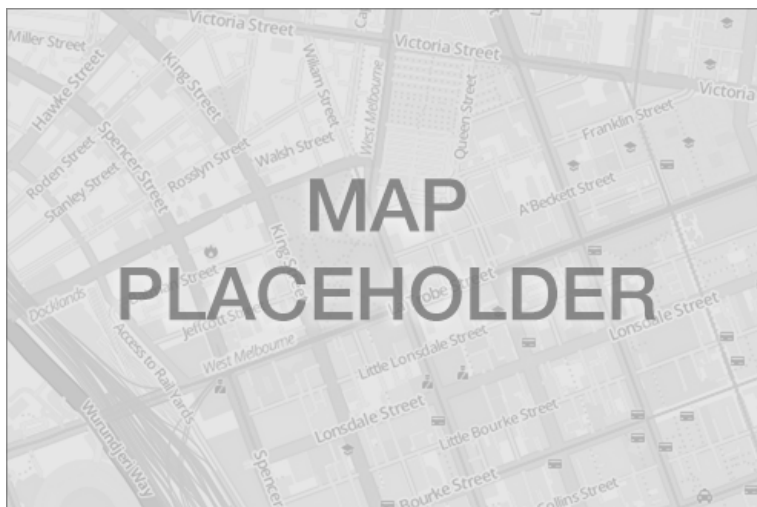
Please use your organisation's full legal name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Organisation Primary Address *

Address

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Select "can't find your address" to manually enter your Primary Address

Are you a recipient of a current DPAC grant? *

☐ Yes ☐ No

Will you have an Auspice Arrangement as part of your application? *

☐ Yes
☐ No

We will have an Auspice Arrangement

* indicates a required field

Auspice Arrangement

Auspice agreements are often used to help unincorporated community organisations access funding for their activities. An auspice agreement is a legally binding contract. The 'auspicee' will be carrying out the project 'under the auspices of' the incorporated organisation – the 'auspicator'. The auspicator enters into the Grant Deed or Grant Agreement and receives the project funding for the auspicee.

Please provide a **letter of agreement from the Auspicator** and a **copy of their Public Liability Insurance** to confirm the arrangement between both parties to carry out this project.

Auspice Organisation Name *

use their legal business name, not a trading name (unless they are the same).

Auspicator Organisation
Organisation Name

Auspice Position

Auspice Primary Address
Address

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Auspice Primary Phone Number

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ABN

Must be an Australian phone number.

Entity Name

ABN Status

Auspice Primary Email

Entity Type

Goods & Services Tax (GST)

Must be an email address.

DGR Endorsed

ATO Charity Type

Letter of Agreement *

ACNC Registration

Attach a file:

Tax Concessions

Main Business Location

25 MB limit

Must be an ABN.

My Organisation's Bank Details

* indicates a required field

Bank Details

Please provide a bank account for the organisation that you wish to receive the funds if your organisation is successful in the assessment process.

Please note that providing the organisation bank details does not automatically mean that your organisation will be successful in receiving the grant.

Applicant Primary Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Providing Our Public Liability Insurance

* indicates a required field

Your organisation must have current and appropriate Public Liability Insurance to cover the event planned. Please provide a copy of this certificate of currency below.

If you are being Auspiced, you can attach a copy of their insurance certificate.

Upload files *

Attach a file:

Reminder to Save Progress

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When you log into SmartyGrants, you are on a timed session. This timer is 20 minutes.

While filling out a form, you can reset the timer with any of the following actions:

1. Selecting the **Save Progress** button (save and continue working on the form),
2. Selecting the **Save and Close** button (save and then close the form),
3. Selecting on either the **Previous Page** or **Next Page** button (navigate through the form, automatically saves your progress).

Please save regularly (at least every 10-15 minutes) to make sure you don't lose your progress.

About Our Project

* indicates a required field

Project Title *

Provide a name for your project, event, activity or program, your title should be short but descriptive

Please provide a brief overview of your project, event or activity *

Word count:

Must be no more than 100 words.

In your response, please address these 3 sections: 1. Our project is to: [briefly describe what you will do] 2. The grant will contribute to: [purchase of goods/services, works, activity, program or function] 3. This will contribute to: [the intended benefit(s)/outcome(s) or change(s) that align with the Program's outcomes, benefits or changes]. EXAMPLE: Our project is to upgrade the community hall kitchen. The grant will contribute to the purchase of new kitchen equipment and associated installation works. This will contribute to a safer, more accessible and functional facility for community groups and local residents.

Select all which apply to your project:

Dates

Anticipated Start Date (select 'Validation' to change the date fields) *

Must be a date and between 1/1/2026 and 30/6/2027.

Project End Date (select 'Validation' to change the date fields) *

Must be a date and no later than 30/6/2026.

Description

Which outcome areas will your project aim to contribute towards?

(select the matching number(s) below)

- 1) Economic Security
- 2) Leadership and Participation
- 3) Safety
- 4) Health and Wellbeing

Select all that apply to your project: *

☐ 1 ☐ 2 ☐ 3 ☐ 4

see question above before using this.

Does your project, event or activity include Aboriginal people? *

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- ☐ Yes
- ☐ No
- ☐ Unsure

(optional) Closing the Gap: Identifying how many Aboriginal people your activity reaches

How many Aboriginal people would your activity include? *

- ☐ 0-20
- ☐ 21-50
- ☐ 50+
- ☐ Not sure

Project Reach

Project Location

- | | | | |
|--|---|--|--|
| ☐ Statewide | ☐ Derwent Valley | ☐ Huon Valley | ☐ Northern Midlands |
| ☐ Break O'Day | ☐ Devonport City | ☐ Kentish | ☐ Sorell |
| ☐ Brighton | ☐ Dorset | ☐ King Island | ☐ Southern Midlands |
| ☐ Burnie City | ☐ Flinders | ☐ Kingborough | ☐ Tasman |
| ☐ Central Coast | ☐ George Town | ☐ Latrobe | ☐ Waratah-Wynyard |
| ☐ Central Highlands | ☐ Glamorgan-Spring Bay | ☐ Launceston City | ☐ West Coast |
| ☐ Circular Head | ☐ Glenorchy City | ☐ Meander Valley | ☐ West Tamar |
| ☐ Clarence City | ☐ Hobart City | | |

Assessment Criteria and Criterion 1 Response

* indicates a required field

Assessment Criteria

Please note that meeting all eligibility criteria does not automatically mean that a grant will be approved.

Each criterion is weighted , and assessment will be based on the level of detail and evidence provided by the applicant against the following criteria.

You can upload supporting documentation or evidence to support your answers.

Criterion 1: Alignment with the Equal Means Equal Strategy and Program Objectives (45%)

In your response, please:

- Explain how your organisation's purpose, goals and activities align with the Equal Means Equal: Tasmanian Women's Strategy 2022-2027
- Demonstrate an understanding of the needs and priorities of the women and girls the project is intended to support, including women and girls who face barriers to participation, inclusion or access.

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- Explain how organisation has established relationships, experience or connections in community that position it well to engage the intended audience and undertake the project.

Criterion 1: *

check if word/character limit applies.

Optional - Supporting Document for Criterion 1

Attach a file:

25 MB per file upload limit

Criterion 2 (page 1 of 2) - Your project is well planned and able to be resourced (45%)

* indicates a required field

In your response, please provide:

- Examples of successfully delivering similar projects.
- How the project is planned and able to be resourced, including:
 - how it will be promoted and delivered
 - How you will measure what is intended to be achieved
- How the project will be accessible and welcoming for women and girls from diverse backgrounds, including those experiencing social, economic, geographic, cultural or disability-related barriers.

Criterion 2: *

Word count:

Must be no more than 1000 words.

check if word/character limit required.

Optional - Supporting Document for Criterion 2

Attach a file:

Criterion 2 (page 2 of 2) - Your project is well planned and able to be resourced (45%)

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* indicates a required field

Please outline your project budget in the table below, you can add as many lines as you need by clicking the '**Add More**' button.

Please refer to the **Program Guidelines** for ineligible items.

If you believe you have a special case for costs that aren't usually covered, please upload additional information to explain why you are including these costs as part of your application.

Goods and Service Tax (GST)

- To help with understanding GST for your application, visit the Community Grants [GST Fact Sheet](#)
- If you **ARE** registered for GST
 - Please put the GST-exclusive amount on each line.
- If you **ARE NOT** registered for GST
 - You can add a separate line at the end that accounts for all GST costs, so it's clear what the full GST amount is, and whether that GST will be fully or partially requested from the grant.
 - Check if receiving the grant would make your organisation reach or exceed the GST threshold (see ATO contact below)

Applicants should contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

If you have quotes that match the amount requested, please upload them.

Quotes from Tasmanian suppliers are encouraged.

Expenditure Line Item Description	Full cost of line item (GST exclusive)	Amount requested from grant (excluding GST)	Quotes / Line Item cost evidence
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What you're spending the money on	The total cost of that item excluding the GST amount. You can round up to the next dollar. Must be a whole dollar amount (no cents).	How much of that cost you want the grant to go to. You can round up to the next dollar. Must be a whole dollar amount (no cents).	

Budget Totals

Total Expenditure Amount *

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

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Must be a whole dollar amount (no cents).

(check if validation required) What is the total financial support you are requesting in this application?

Supporting Documentation

Attach a file:

25 MB per file upload limit

Could your project, activity or event go ahead with partial funding? *

☐ Yes

☐ No

☐ Not Applicable

Partial Funding Details

Minimum Amount Required *

Must be a dollar amount and no more than 2499.

How would being provided the partially funded amount affect the project, activity or event? *

Supporting Documentation

Other Supporting Documentation - General

Please provide any other supporting documentation you feel might support your application

Attach a file:

25MB limit

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

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I agree *

☐ Yes

☐ No

Name of Authorised Person *

Must be a senior staff member, board member or appropriately authorised volunteer.

Position *

Position held in applicant organisation (e.g. CEO, Treasurer).

Contact Phone Number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date.

Applicant Feedback

This is the last step before submitting your application.

Before you review, save and click the **SUBMIT** button please take a few moments to provide some feedback..

Please indicate how you found the online application process: *

☐ Very Easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very Difficult

How many minutes in total did it take you to complete this application? *

Must be a number.

Estimate in minutes i.e. 1 hour = 60

How could we make the application process/form better?

Ineligible Application

Your application is ineligible

Your response to the 'Confirmation of Eligibility' question indicates that you are not eligible to apply for this grant.

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Should you wish to discuss the eligibility for this program please **contact Community Grants on 1800 204 224.**

Please note that you may SUBMIT this application form however, unless you are able to confirm your eligibility on page 1 of this application form, your application will be deemed ineligible and will not be considered for funding.

Thank you for taking the time to review and consider this program.

Application Ineligible - Confirmation is Required

Your application is ineligible

Your response of 'No' to the 'Certification' of your application question indicates that you are not eligible to apply for this grant and you are declaring that the information provided in the application is not true and correct, and/or you are not accepting the terms and conditions of the grant program.

Please note that you may SUBMIT this application form however, unless you select 'Yes' to the application 'Confirmation' question, your application will be deemed ineligible and will not be considered for funding.

Should you wish to discuss your application please **contact Community Grants on 1800 204 224.**

Thank you for taking the time to review and consider this program.