



Women's Leadership and Development Program - Women in Public Office

Submission Reference: 7W3BG5S3

Application Information

For this grant opportunity, up to \$5 million GST exclusive is available over 5 years from 2022-23 to 2026-27, to fund organisations to equip and encourage more women across the political spectrum to run for public office at local, state and federal levels.

Projects must:

- Complement or expand, and not duplicate, existing available programs of this type, including state government funded programs or other non-government, local programs;
- Be nationally available;
- Be non-partisan; and
- Work with a diverse range of women, with appropriate cultural considerations.

Applications from consortia are strongly encouraged and will be prioritised to ensure the objectives of the grant opportunity can be met effectively and efficiently.

The desired outcomes of the grant opportunity are:

Increasing representation and diversity of women running for public office

Outcome: the number and diversity of women prepared to run for public office across Australia is increased at the local, state and federal level.

Increasing representation and diversity in public office

Outcome: the number and diversity of women appointed to public office is increased at the local, state and federal level.

Improving gender equality and diversity in parliaments

Outcome: the gender balance and diversity of Australia's parliaments is increased.

There is no minimum or maximum grant amount but grants cannot exceed the amount of available funds.

It is expected that no more than three (3) grants will be funded, up to a total of \$5 million (GST exclusive), depending on the scope of the grant activity and its complexity.

Only consortia applications will be considered for the full \$5 million allocation of available funding.

You can only submit one application form per organisation for this grant opportunity.

Community Grants Hub

This grant round is being administered by the Community Grants Hub, on behalf of the Department of the Prime Minister and Cabinet.

Closing Date/Time

Applications must be submitted by **5:00pm Australian Eastern Daylight Time (AEDT) Monday 19 December 2022**.

Making Sure Your Application is Saved

Upon exiting the form please ensure that you use the 'Save and Close' button. The 'Continue' button should only be used as you intend to progress through the form. For your Application to be saved when exiting, you will need to click on:

- 'Save and Close', and
- 'Confirm'.

You will know that your application is saved when you are taken from the current form process to the 'Form Saved' page.

Note that the 'Save and Close' button will ask that you 'Confirm' that you wish to save the Application, which you must do to complete the save process. If this is not done, your Application will not be saved.

You can return to your Application with the data saved using the link on the 'Form Saved' page that says 'Click here to return to your form' and confirming your submission reference ID details.

Grant Opportunity Documents

Read all information in the Grant Opportunity Documents before completing this Application Form. The Grant Opportunity Documents are available on the GrantConnect [\[link\]](#) and Community Grants Hub [\[link\]](#) websites. Applications will be assessed using the process outlined in the Guidelines.

Application Help

Information about the Application process is available on the GrantConnect [\[link\]](#) and Community Grants Hub [\[link\]](#) websites.

Applicants must submit any questions relating to the Program or this Application process in writing to support@communitygrants.gov.au [\[link\]](#). Applicants may submit these questions up until five business days prior to the Closing Time and Date. A response will be provided within five business days.

Applicants may direct any general enquiries, requests for technical help or support in using and/or submitting the Application Form by:

- Phone 1800020283
- Email to support@communitygrants.gov.au [\[link\]](#)

Attachment Limits

This Application Form allows users to attach files to support their application. You must provide an attachment where indicated. Use the 'Upload File' button to select your file from a local drive.

Accepted file types: .bmp, .doc, .docx, .gif, .jpeg, .jpg, .msg, .pdf, .png, .pps, .ppt, .pptx, .txt, .xls, .xlsb, .xlsx.

Note: There is a 2048.0KB limit per attachment. Multiple documents should be scanned into a single document. Compressed or zip files are not accepted. File names must be unique and not include foreign characters.

Sharing this Form

More than one person should not access this form at the same time. If this is done there is a risk that information entered in the form may be lost and not transferred upon submission. If you wish to share this form and access details, please ensure that only one user edits the form at any given time.

To avoid any issues with your submission, ensure each contributor has completed their updates, saved their changes and exited the form prior to another person accessing the same form.

Submission Reference ID

Each Application Form is allocated a unique Submission Reference ID. Each time this Application is accessed you will be required to use this Submission Reference ID.

Submitting Application Form

Once you have completed this Application Form, you must submit it electronically by using the submission section at the end of this form.

Please note: there may be short, scheduled outages to systems as part of regular information technology maintenance that may affect submission of this form. Notification of these outages will be on the website.

Following submission, a message with your Submission Reference ID will appear on your screen and you will be provided a PDF receipt of your submission via email you are also able to send a receipt to an additional email address of your choosing. Please save this email receipt for future reference and use it is all correspondence about this application.

Note: Applications will be assessed using the process outlined in the Grant Opportunity Documents. Applicants will be notified of the grant funding outcome on completion of the assessment process.

National Relay Service (NRS)

The Community Grants Hub uses the NRS to ensure our contact numbers are accessible to people who are deaf or have a hearing or speech impairment. Please phone 1800555677 to access the NRS.

Australian Tax Office Reporting

The Department will need to report details of payments made to the Australian Taxation Office (ATO) as part of the taxable reporting obligations for government entities. In general terms, the types of payments to be reported to the ATO are:

- Payments made for grants to entities with an Australian Business Number (ABN)
- Payments made for services.

If you receive a payment from the Department that meets the ATO criteria, it will be reported to the ATO as part of the Taxable payments annual report. Further information is available on the Australian Taxation Office [website](#).

Privacy

The Community Grants Hub uses an integrated Smartform service assisted by the Department of Industry, Science and Resources on [www.business.gov.au](#). If you are providing information to access a non-Department of Industry, Science and Resources program, that information will not be accessed by Department of Industry, Science and Resources employees. The only exception to this is where Senior Analysts within the Department of Industry, Science and Resources require access to your information for the sole purpose of troubleshooting technical errors. Where this occurs Senior Analysts will only access the data with permission and at the request of client agencies. The Community Grants Hub will be able to access the Application as part of the form support services. By submitting the Application you acknowledge that the information provided in the Application may be shared with other Commonwealth and law enforcement agencies for the prevention and detection of fraud. For more information about how the Department of Industry, Science and Resources protects your privacy and personal information, please see the Department of Industry, Science and Resources' Privacy Policy [link](#). The Community Grants Hub Privacy Policy [link](#) and WCaG Accessibility [link](#) Information and the Department of the Prime Minister and Cabinet Privacy Policy [link](#) should also be read and understood.

Use of Information

Your Submission Reference is:

7W3BG5S3

Please send yourself a link to this saved form by entering your email address below. This email will detail your Submission Reference, the date and time this application process will close, and a link to access your saved form. If you have any questions relating to this Application phone 1800020283 or email support@communitygrants.gov.au.

Your email address *

s 47F

Confirm your email address *

s 47F

Use of Information

The Community Grants Hub may use the information, other than personal information, provided in this Application Form to assist it to:

- Comply with the Australian Government requirement to publish the details of all grant recipients on the GrantConnect website
- Inform staff negotiating and establishing Grant Agreements of risks and issues that need to be addressed in the Grant Agreement for that program
- Inform future assessments for Applications.

All information including personal information provided in this Application may be shared with other Commonwealth and law enforcement agencies for the purpose of preventing and detecting fraud. This includes personal information of any third party provided in this Application. You can only apply if you agree to the use of the information you provide in this form for the purposes listed above.

Check this box if you agree to the use of the information you provide in this Application Form.

☒ I agree *

Existing Grant Recipient

Is the Applicant an existing Grant Recipient through the Community Grants Hub? *

If you require assistance, please call 1800020283.

☐ Yes ☒ No

Applicant Details

Are you applying as a Trustee on behalf of a Trust? *

Note: The Trustee will enter into a Grant Agreement with the Department (should the applicant be successful).

☐ Yes ☒ No

Does the Organisation have an Australian Business Number (ABN)? *

☒ Yes ☐ No

Enter the Organisation's ABN into the Australian Business Number (ABN) field and click the Validate ABN button to retrieve your registration details.

ABN *

51 302 840 203

Enter the ABN Branch Number relevant to the Organisation's ABN, if applicable. This is limited to 3 digits.

ABN Branch Number

Note: If the details displayed are out of date or incorrect, please update them now via the Australian Business Register website [\[link\]](#) then re-enter and validate the ABN.

Australian Company Number (ACN) / Australian Registered Body Number (ARBN)

658098947

Legal/registered entity name *

WOMEN FOR ELECTION AUSTRALIA LTD

If you have Business Names registered, you can select the relevant Business Name. If you have not registered your Business Name, you can either select "Same as Legal Entity" or "Other" in the "registered business name" field. If "Other" is selected, you will be asked to provide the Organisation's registered business name in another field that will become available.

Business name of the Organisation *

Same as Legal Entity

Date of Registration

24 Apr 2014

Australian Business Register (ABR) provided Entity Type

Australian Public Company

State

NSW

Postcode

2000

☒ GST Registered - Checkbox is ticked if the Organisation is GST Registered.

☒ Registered as Charity - Checkbox is ticked if the Organisation is registered as a charity with the Australian Charities and Not-for-profit Commission (ACNC).

Does the Organisation have any of the following types of Incorporation Number: Australian Company Number (ACN), Australian Registered Business Number (ARBN), Registration Number, Indigenous Corporation Number (ICN), Incorporated Association Number (IAN)? *

Note:

An ACN (Australian Company Number) is a nine-digit number issued by the Australian Securities and Investments Commission (ASIC). It is a unique identifier purely for companies incorporated under the Corporations Act 2001 of the Commonwealth.

An ARBN (Australian Registered Body Number) is a nine-digit number issued by the Australian Securities and Investments Commission (ASIC). Some organisations can only conduct business in their 'home' state or territory. By becoming a registered Australian body, these organisations can trade throughout all states and territories within Australia.

A Registration Number is a form of Incorporation Number for a Cooperative that has been established and/or registered under the relevant legislation in the State or Territory in which they were formed.

An ICN (Indigenous Corporation Number) is a number issued by the Office of the Registrar of Indigenous Corporations under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 – CATSI Act.

An IAN (Incorporated Association Number) is a number given to an Incorporated Association that has been incorporated or registered under the relevant incorporated associations legislation in the State or Territory in which they were formed.

☐ Yes ☒ No

What is the registered business address and main contact details of the Applicant?

The business address must be completed in full and not be a PO Box. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: the address fields accept the characters of A to Z, 0 to 9, () , ' - / &, all other characters including carriage returns are not accepted.

Please note that if an Applicant selects 'Unable to validate' following an initial failed validation attempt, the Department will use this non-validated address for correspondence.


Floor / Building; Unit; Apartment

Street number, name and type *

Suite 4 3 Spring Street

Suburb/Town *State *Postcode *

SYDNEYNSW2000

Address Validated

☐ Unable to validate

Main Telephone *

s 47F

Main email address *

info@wfe.org.au

Web address

https://wfe.org.au/

What is the postal address of the Applicant?

The postal address must be completed in full. For example: Level 1 Main Building 220 Business Street Canberra City ACT 2601.

Note: the address fields accept the characters of A to Z, 0 to 9, () , ' - / &, all other characters including carriage returns are not accepted.

☐ Same as business address above

Floor / Building; Unit; Apartment

PO Box / Street number, name and type *

s 47F

Suburb/Town *State *Postcode *

s 47Fs 47Fs 47F

What is the Applicant’s financial email address for the receipt of Department of the Prime Minister and Cabinet payment advice should the Application be successful? *

You must respond to this question. 350 character limit.

The email address must be entered in a valid format without spaces (eg. example@business.com.au).

Payment advice includes Recipient Created tax invoices (RCTIs).

accounts@wfe.org.au

Does the Applicant operate as not-for-profit? *

For eligibility requirements, refer to the Guidelines.

For further details about not-for-profit organisations refer to the Australian Tax Office website [□](#).

You must respond to this question.

Select 'No' if the Applicant operates for profit.

Select 'Yes' if the Applicant operates as not-for-profit.

☒ Yes☐ No

What is the Applicant's entity type? *

For a list of eligible entity types, refer to the Guidelines.

If you are unsure about the Applicant's entity type, please seek professional advice (e.g. from your lawyer or accountant) or refer to the Australian Business Register website for further information.

You must respond to this question. Choose the entity type that is relevant to the Applicant from the list.

Company

Is the Applicant able to provide documentation to support the entity type? *

You must respond to this question.

If yes is selected you will be required to provide documentation to support the legal entity.

NOTE: There is a maximum of two attachments for this question if the response is Yes.

☒ Yes ☐ No

Please provide your supporting documentation. *

ABNCurrentDetails_51302840203.pdf

Funding Amount and Period *

Please confirm you are applying for an amount that does not exceed the total funding available (up to \$5 million GST exclusive) and to undertake an activity that does not extend past the grant period (commencing June 2022 and concluding 30 June 2027).

Only consortia applications will be considered for the full \$5 million GST exclusive allocation of available funding.

To be eligible for this Grant Opportunity you must respond to this question.

☒ I confirm

Organisational Eligibility *

To be eligible for funding, check the box to confirm you satisfy the following eligibility criteria:

- Your organisation (or program partner organisation/s) is currently delivering programs/initiatives/resources that encourage and equip women to run for public office. These may include State Government funded programs or other non-government, local programs.
- Your proposed project expands or complements, and does not duplicate, existing programs.
- Your proposed activity targets a diverse range of women, with appropriate cultural considerations.
- Your proposed activity is non-partisan.

To be eligible for this Grant Opportunity you must respond to this question.

☒ I confirm

Financial Eligibility *

To be eligible for funding, check the box to confirm you satisfy all of the following eligibility criteria:

- Your organisation has an Australian Business Number (ABN)
- Your organisation is registered for the purposes of GST
- You are a permanent resident of Australia
- You have an account with an Australian financial institution

You must respond to this question.

Please select the most appropriate option.

☒ Yes
☐ No
☐ Will be compliant prior to execution of Agreement

National Redress Scheme *

Please confirm you are NOT an organisation, and if applicable, your project partner/s is/are NOT an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'

To be eligible for this Grant Opportunity you must respond to this question.

☒ I confirm

Workplace Gender Equality *

Please confirm you are NOT an organisation, and if applicable, your project partner/s is/are NOT an organisation, included on the Workplace Gender Equality Agency website on the non-compliant list.

To be eligible for this Grant Opportunity you must respond to this question.



I confirm

Child Safety Statement *

Having made diligent inquiries, I have reasonable grounds to believe that the organisation itself, and staff working with children on behalf of my organisation in relation to the funding arrangements:

- Comply with relevant legislation relating to requirements for working with children in the jurisdiction in which the activities are delivered
- Have complied with relevant legislation in their jurisdictions relating to mandatory reporting of suspected child abuse and neglect as required or otherwise defined by state or territory legislation.

Additional information

A child safety clause may also be included in the grant agreement if the Commonwealth considers the grant activity involves children more broadly.

You must respond to this question.

Please select the most appropriate option.

☐

Yes

☐

No

☐

Will be compliant prior to execution of Agreement

☒

Our organisation does not engage with children

Qualifications, Skills and/or Checks *

Please confirm that, where relevant, all personnel working on the grant activity will have and maintain the following registration/checks when working with vulnerable people and/or children to deliver the grant activity:

- Working with Vulnerable People Registration
- Working with Children Check
- National Police Check.

You must respond to this question.

Please select the most appropriate option.

☐

Yes

☐

No

☒

Will be compliant prior to execution of Agreement

Governance

Relevant Persons *

Has any senior official or person to be involved in delivering the Activity been involved in any of the following events in the last 5 years?

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- ☐ Governance Investigation of relevant person(s).
- ☐ Any business failure of relevant person(s) including business failure of entities in which they hold, or held at the time of the event, a management or board position. Examples of a business failure include a Court Ordered or a Creditors Voluntary Administration Liquidation, External Administration, or Receivership.
- ☐ Bankruptcies of relevant person(s).
- ☐ Bankruptcy proceedings, including part IX Debt Agreements or Part X Insolvency Agreements, against relevant person(s).
- ☐ Litigation against relevant person(s) including judgement debts.
- or
- ☒ None of the above apply and there is no adverse information on any relevant person associate with this entity.

Reportable Events *

Select the appropriate box(es) that relate to any events to which your entity may have been subjected in the last 5 years.

You must tick at least one of the boxes below.

You may be contacted to provide more information and documentation in relation to these events.

- ☐ Governance Investigation of your organisation or related entities.
- ☐ Litigation or liquidation proceedings.
- ☐ A contract with your entity terminated by the other party.
- ☐ Contingent liabilities of a material amount.
- ☐ Overdue tax liabilities.
- ☐ Factors which might impact on your entity. For example, pending significant litigation, business commitments, collections by debt collection agencies on behalf of creditors, or potential liquidation proceedings.
- ☐ Any significant change in your entity's financial position not reflected in the financial statements provided.
- ☐ Any other particulars which are likely to adversely affect your capacity to undertake this project.
- or
- ☒ None of the above events apply and there is no adverse information on my entity.

Does the Applicant have the following documents?

Note: You may be required to provide copies of the above documentation within 7 days upon request.

1. Documented organisational and financial policies and procedures. *

☒ Yes ☐ No

2. Business plan and/or strategic plan. *

☒ Yes ☐ No

3. Risk management plan. *

☒ Yes ☐ No

Project/Activity Details

Provide a short title of your Application for this Project/Activity. *

NOTE: This field accepts the characters of A to Z, 0 to 9, () . , - / \ @ , all other characters including carriage returns are not accepted.

Running for public office - Advancing gender parity & growing the non-partisan political pipeline for women at the local, state & federal govt level in Australia.

(Limit: approx 38 words, 250 characters)

162 characters of 250 used

Provide a brief description of your project or the services to be delivered and how it will contribute to the objectives outlined in the Grant Opportunity Guidelines. *

Question Instructions:

- The response should be easy to understand and written in plain English. Try not to use technical terms, acronyms, or lingo.
- Your response should be a stand-alone summary of your project, or explain how you will implement the services detailed in the Grant Opportunity Guidelines.
- The description may be used as part of our application review, and may be copied or published for reporting or grant agreement purposes.

The proposed project is a 3-pronged “incubator” training program that aims to build & support a pipeline of diverse women to prepare for, & enter, public office at all levels of govt. It will involve: 1) Place-based training events 2) Online training forums 3) A tech-based training platform containing candidate resources & support forums. The project goal is to lift the number & diversity of women running & getting elected. Importantly, women from politically under-represented communities will be able to see themselves as future elected leaders.

Supported by its strong Consortium, & building on its existing success, Women for Election (WFE) will convene a Design Council to advise & co-design contextualised workshops to ensure training is non-partisan, accessible & inclusive.

The combination of research & evaluation from s 22(1)(a) & an Australian-first technology resource built by s 22(1)(a) meansthis project works at the individual & systemic level to build a political pipeline of women.

(Limit: approx 150 words, 1,000 characters)

999 characters of 1,000 used

In which service area/s is the Applicant proposing to deliver the Project/Activity? *

Instructions:

- The Service Area Type field below indicates the service areas relevant to this grant opportunity.
- If applicable, choose the relevant state/territory to view the available service areas.
- Tick the applicable service area/s where you are proposing to deliver this project/activity.
- Untick the selected service area/s to remove selection.

IMPORTANT NOTE:

You may only select 40 service areas per form. If you wish to apply for more services areas, a separate form/s will need to be completed.

Selected service area/s *

- ☒ Australia

Financials

Provide a breakdown of the requested grant funding for each previously selected service area/s. *

Australia

2022-2023 (exc GST) *

\$	400,000.00
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2023-2024 (exc GST) *

\$	1,400,000.00
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2024-2025 (exc GST) *

\$	1,400,000.00
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2025-2026 (exc GST) *

\$	1,400,000.00
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2026-2027 (exc GST) *

\$	400,000.00
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Total funding

\$	5,000,000.00
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Approx. % of Total

100

Summary

2022-2023 Total

\$	400,000.00
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2023-2024 Total

\$	1,400,000.00
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2024-2025 Total

\$	1,400,000.00
----	--------------

2025-2026 Total

\$	1,400,000.00
----	--------------

2026-2027 Total

\$	400,000.00
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Total funding

\$	5,000,000.00
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Provide bank account details for receipt of grant payments should the Application be successful.

You must respond to this question.

Bank account details for the receipt of payments:

- BSB Number: Enter the BSB number for the Applicant's nominated bank account. Must be 6 digits only. Do not enter spaces or other characters.
- Account Number: Enter the account number for the Applicant's nominated bank account. Must be 2 to 9 digits only. Do not enter spaces or other characters.
- Account Name: Enter the account name for the Applicant's nominated bank account. The account name should be as it appears on the bank statement. 60 character limit. The character count includes letters, numbers, spaces, paragraph marks, bullet points etc. NOTE: This field accepts the characters of A to Z, 0 to 9, () . , ' & -/ \ @, all other characters including carriage returns are not accepted.

BSB number *

s 47G(1)(a)

Account number *

s 47G(1)(a)

Account Name *

s 47G(1)(a)

Financial Ratio Analysis

Is the Applicant able to provide the following financial information?

Note: You may be required to provide your two most recent sets of year-end statements to the Department of the Prime Minister and Cabinet in order to verify the information provided in this application is accurate.

These questions are Mandatory.

If 'No' is selected for any of these questions, you will be asked to provide a brief explanation in the field provided (2000 character limit, approximately 300 words).

NOTE: the fields accept upper and lower case letters, numbers and the following special characters () . , ' & -/ \ @. No other special characters are accepted.

1. Can the Applicant provide the two most recent sets of year-end statements? *

☒ Yes - two recent

☐ Yes - one recent

☐ No

If 'Yes' is selected then you are required to complete the template below. You will not be able to progress with this application unless this information is provided.

2. Are all of these financial statements audited? *

☒ Yes

☐ No

3. Are all of the Applicants financial statements fully compliant with the Australian Accounting Standards? *

☒ Yes

☐ No

Ensure you populate the income/expenses in the correct year.

**Profit/Loss Statement Information -
most recent year available**

Financial Year *

2021 - 2022

Total Income 2021 - 2022 *

\$

s 47(1)(b)

Total Expenses 2021 - 2022 *

\$

Net Profit 2021 - 2022

\$

Balance Sheet Information Year 1

Cash and Cash equivalents 2021 - 2022 *

\$

Investments 2021 - 2022 *

\$

Receivables 2021 - 2022 *

\$

Other Current Assets 2021 - 2022 *

\$

Total Current Assets 2021 - 2022

\$

Non-current Assets 2021 - 2022 *

\$

Total Assets 2021 - 2022

\$

Current Liabilities 2021 - 2022 *

\$

Non-current Liabilities 2021 - 2022 *

\$

Total Liabilities 2021 - 2022

\$

Net Assets 2021 - 2022

\$

**Profit/Loss Statement Information -
previous year**

Financial Year *

2020 - 2021

Total Income 2020 - 2021 *

\$

s 47(1)(b)

Total Expenses 2020 - 2021 *

\$

Net Profit 2020 - 2021

\$

Balance Sheet Information Year 2

Cash and Cash equivalents 2020 - 2021 *

\$

Investments 2020 - 2021 *

\$

Receivables 2020 - 2021 *

\$

Other Current Assets 2020 - 2021 *

\$

Total Current Assets 2020 - 2021

\$

Non-current Assets 2020 - 2021 *

\$

Total Assets 2020 - 2021

\$

Current Liabilities 2020 - 2021 *

\$

Non-current Liabilities 2020 - 2021 *

\$

Total Liabilities 2020 - 2021

\$

Net Assets 2020 - 2021

\$

Have you provided your most current end of year financial statements to the Australian Charities and Not-for-profit Commission (ACNC)? *

☒ Yes

☐ No

Assessment Criteria

Criterion 1: Demonstrated experience (30% weighting) *

Describe your current experience, and that of your consortia partners, if applicable, in delivering programs or initiatives designed to assist women to prepare for public office. How do you/they address current barriers affecting women's attraction and appointment to public office?

In your response to this criterion, you must:

- Demonstrate your (and your consortia partners, if applicable) experience and expertise delivering programs and/or initiatives designed to increase women's participation in public office.
 - Describe the programs and initiatives you (and your consortia partners, if applicable) currently administer, including the geographic coverage, funding arrangements, and key achievements to date. Include performance data where available, to demonstrate the impact/effectiveness of those programs and initiatives.
 - Outline the expertise and experience of your organisation (and your consortia partners, if applicable) in delivering these programs/initiatives. Describe the operating environment for your program/s and outline key links/partnerships that support current delivery efforts.
- Outline the rationale for your current programs, including the social/cultural issues they address, the outcomes they are designed to achieve and the specific needs or characteristics of your target group.
 - Clearly define the barriers and challenges your current programs or initiatives are designed to address.
 - Describe the target group/s of the programs you run. Include any intersecting forms of cultural experience that may impact or limit the opportunity of the target audience to run for public office, and how your program overcomes them.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @, other characters and formatting are not accepted.

WFE was formed in 2014 & professionalised its operating model & impact with the employment of a CEO in 2019. WFE is the leader at development & delivery of successful non-partisan & accessible candidate training that's resulted in more women running & getting elected than other organisations.

Our 'incubator model' approach means our focus is developing a sustainable pipeline of women with diverse lived experience who are interested in engaging with Australian politics at the local, state & federal level. This engagement takes multiple forms; from wanting to learn about Australia's political systems to running for office. These incremental stages of engagement are vital to maintaining a healthy & sustainable pipeline of future female candidates & tracking individual journeys is key to this project.

Experience & expertise

- Track record of delivering and acquitting grants for State governments
- Identified "The 5 C's" - the key barriers to women's representation in Australian politics:
 1. Cash: women have less access to campaign resources than men
 2. Candidate selection process: the processes by which political parties select candidates can pose a significant obstacle to women's participation
 3. Culture: a gendered culture is prevalent across parliaments & political parties
 4. Caring responsibilities: women are more likely to be the carers of children/parents
 5. Confidence: women are less likely to put themselves forward for selection
- We develop & deliver contextualised training programs that address each barrier & understand the increased challenges faced by intersectional women
- We work closely with specialist organisations such as Politics in Colour (PiC) & diverse advisory groups to ensure women from politically under-represented communities: 1) receive additional support; 2) have access to forums that provide psychological & cultural safety; 3) learn from a diverse facilitator with specialist knowledge
- We have a long-standing partnership with national campaign training expert, s 22(1)(a)(ii) via contracts & funding agreements
- We work with women from all backgrounds, abilities, classes, educational attainment, cultures & capacity via a grassroots approach
- We support First Nations women, women with disabilities, trans women & non-binary folk from the LGBTQI+ community & women from remote Australia to run & get elected
- Our trainers have critical lived experience as either candidates, elected representatives or on campaigning teams
- We understand how different tiers of Government operate & what it takes to mount a successful political campaign within major parties, minor parties & as independent candidates
- We recognise the need to retain women in office once elected so have partnered with s 22(1)(a)(ii) to deploy their award-winning mentoring program to pipeline candidates
- We are agile & adaptable, unencumbered by tertiary bureaucracy
- We measure our impact

s 47(1)(b)

Our current programs

1. EQUIP candidate training: highly practical, non-partisan program that teach women how to plan & deliver a campaign at all levels of govt (5 hr online over 2 nights, or 1 day in person)
2. Monthly Masterclasses: in-depth content on running for office
3. Monthly 'In Conversation' interviews with current/retired female politicians

Our programs have been co-designed with PiC, s 22(1)(a)(ii) & multiple non-partisan content experts relating to campaign strategy & fundraising, understanding preferences, values-based leadership, media & presentation skills, volunteer management, governance, self-advocacy, personal branding, conflict resolution, how party pre-selection works, time management & more.

Our training workshops have been delivered face-to-face down the Eastern seaboard, including in regional NSW & Vic & online to women across all of Australia's 6 States & 2 Territories. We don't make assumptions about women's political knowledge. WFE programs cover the basics & aren't intimidating which is critical in cultivating political pipelines. Our programs have been funded via philanthropy, State govt grants & ticketed events.

Criterion 2: Project Details (40% weighting) *

Demonstrate how your proposed project will complement or build on your existing programs/initiatives to maximise outcomes for women in public office and respond to social and cultural barriers, at all levels of government, nationally.

In your response to this criterion, you must:

- Describe your proposed project and demonstrate how it will respond to individual, social and cultural barriers affecting women entering public office.
 - Provide an overview of the proposed project and outline the key activities/deliverables, including how these will be delivered.
 - Demonstrate how your existing programs/initiatives will be improved/expanded/leveraged to achieve the project outcomes, and identify how existing program infrastructure and networks will be utilised to deliver the project.
 - If you are applying as a consortia, describe how these arrangements maximise the strengths of current programs/initiatives to achieve the objectives of the proposed project.
- Outline the target cohort for the proposed project.
 - Describe who will benefit from the project. Will the project target specific cultural or high priority groups?
 - Identify the intended number of direct and indirect participants and/or beneficiaries. What is the total number of women your project anticipates will graduate from the program and progress to running for public office?
 - What is the delivery method and proposed locations for the program? How will these ensure accessibility for intended target group/s? How will delivery consider cultural appropriateness? Does the project plan ensure national delivery, or the ability to scale up to nationally delivery?
 - How will your project deliver sustainable change for women in public office? Include your methodology for measuring success and evaluating the outcomes of the project.
- Outline any risks associated with the implementation of your project
 - Demonstrate how risk of political bias (real or perceived) will be managed to ensure implementation of the project remains non-partisan and accessible to women across the political spectrum.
 - Describe how delivery will be maintained safely under pandemic circumstances or natural disasters, and any other project dependencies

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @, other characters and formatting are not accepted.

This project will build on WFEs existing programs & success by expanding & contextualising our content to encourage & equip women to run for public office at all levels of Govt in Australia. Our target cohort is supporting women from politically under-represented communities & backgrounds to run thus equalising the representation & diversity of women in Australian politics.

Over 4 years this national project will train 2,300 women across Aust & the political spectrum via place-based & online events, plus an additional 2,000 women via an innovative "Campaign in Your Pocket" (CIYP) technology resource.

The project content, delivery & outreach will be strengthened by the strong non-partisan Consortium collaborating on this project which complement WFEs existing work. PiC, s 22(1)(a)(ii) already deliver successful national programs to encourage, equip & retain women to run for office, including First Nations women, women from CaLD backgrounds, the LGBTQI+ community & from regional Australia. s 22(1)(a)(ii) will conduct Australian-first research on this project & s 22(1)(a) expertise allows WFE to innovate & create Australia's first ever CIYP resource. This ensures a broad reach of 'get elected' resources to women across the country regardless of their geography, class, cultural background or ability.

Design Council
Finding & supporting women & diverse candidates from politically under-represented communities requires intentionality. Hence, WFE has assembled a Design Council (DC) to represent these communities & provide critical advice to the Consortium, including ensuring our content is accessible & supportive & that our forums provide cultural & psychological safety. Our project will be informed by people with lived experience, for future candidates with lived experience. This ensures individual, social & cultural barriers affecting women entering public office are addressed. The DC members are:
s 22(1)(a)(ii)

Politics in Colour

Critically, 4 of these orgs run their own national leadership programs & can assist considerably with outreach to potential future candidates. WFEs existing programs will be leveraged via both the Consortium & DC having extensive databases & networks.

Incubator vs Accelerator
WFE is a political 'Incubator' & this project has been designed to enhance our impact & replicate the success of international Incubator models. A Political Incubator, as distinct from a Political Accelerator (University programs) cultivates, builds & maintains a pipeline of diverse women interested in engaging in politics. Incubators collect large numbers of potential candidates, to eventually feed into the more elite Accelerators.

Key components of this project
1. Set up: Project office, legal agreements, research framework
2. 39 Place-based training events across Aust following the election cycle of local, state & federal tiers of Govt, including dedicated PiC events & regional events (975 women)
3. 53 Online training events following the place-based events, including dedicated PiC events (1325 women)
4. Launch of CIYP app & desktop resource to extend the training impact of this project. Includes ability to track attendee journey through political pipeline (2000 women)
5. Mentoring program, online & face-to-face, the latter particularly for women from politically under-represented communities needing extra support
6. Research: monitoring & evaluation throughout, using the info gathered through the project to contribute new knowledge on effective approaches to support women seeking office

s 47(1)(b)

Project timeline & activities summary
Year 1 (13 months): Recruitment of Project team; Design Council forum; Train the trainers; Outreach to major/minor parties (ongoing); event promotion (always with specific outreach to diverse communities); place-based training events in QLD, NT, WA & NSW with follow up online training events; launch CIYP platform with database & monitoring functionality; Research 1: Methodology, examine utility of place-based vs online training
Year 2: Launch place-based mentoring; Design Council forum; monitor database & track candidate progress; event promotion; place-based training events in WA, ACT, TAS with follow up online training events; PR campaign to promote CIYP; Research 2: assess intersectional needs of women from under-represented communities
Year 3: Mentoring continues for candidates & elected women; continue party outreach; event promotion; place-based training events in SA, VIC, ACT, NT & QLD with follow up online training events; Research 3: how best to work with political parties to connect them with pipeline
Year 4: Mentoring program; Place-based events in NSW; Continue to track women's progress in candidate pipeline; external evaluation & acquit; Research focus 4: ID critical elements for effectiveness within project

Risks identified & accounted for
- cost of an economic inflationary period
- project capacity to service an intensive election cycle in 2024
- need for consistent & constructive outreach to all major & minor parties to ensure political bias is diminished. s 47(1)(b)
- need to move all training programs online to maintain public health & safety if required. We did this in 2020 & thrived.

Support letters & research docs: <https://wfe.org.au/wipo/>

Criterion 3: Organisational Capability and Capacity (30% weighting) *

Criterion 3: Demonstrate your organisation's capability and capacity, and that of your consortia partners, if applicable, to successfully deliver this project.

In your response to this criterion, you must:

- Provide an overview of your organisation and consortia arrangements, if applicable.
 - Outline the proposed governance structure for administering the project. Include project responsibility and funding arrangements (including in-kind and financial co-contributions of consortia partners), geographical locations of your organisation (and consortia partners, if applicable), and how your experience of governing projects of similar value or under similar arrangements supports this project.
 - Describe risk management and financial capabilities, financial viability of the organisation/s and outline any perceived risks and mitigation identified in managing consortia arrangements, including how any political affiliation or bias (real or perceived) will be managed.
- Describe the relevant qualifications and experience of staff within your organisation to deliver this project, or your ability to engage relevant expertise.
 - Provide details about the experience of staff within the organisation (and consortia partners, if applicable). Include information pertaining to the role of staff related to the project, whether staff are volunteer or paid, and whether recruitment is required to secure appropriate expertise.
- If you are applying as a consortia please outline any existing relationships between consortia partners, including evidence of previous joint projects or current working relationships.

You must respond to this question.

This field accepts the characters of A to Z, 0 to 9, () , . ' & - / \ @ , other characters and formatting are not accepted.

WFE Capability & Capacity

WFE is a non-partisan, NFP with charitable status & the leading organisation in Australia for inspiring & equipping women & non-binary folk to run for public office & get elected, via highly cost-effective programs. Our head office is based in Sydney & trainers work across all states & territories in Aust.

WFE has an established infrastructure (management, governance, training team, training resources, legal, accounting, etc) with robust governance structures. We have an active Board with experienced Directors & diverse lived experience. They're qualified strategic thinkers with astute financial skills who work collaboratively with the CEO & stakeholders. The WFE Treasurer is the former Head of Risk Management at Nikko Principal Investments & is supported by an external audit firm. Amongst other NFP roles, our Treasurer is Chair of the Audit & Finance committee of Sydney World Pride, a \$41m project receiving govt funding.

s 47(1)(b)

Whilst WFE has not received federal funding to date, members of our Board, as well as members of our Consortium & Design Council, have managed multiple federal grants & acquittals. WFE is a safe pair of hands that has the governance framework, financial resources & subject matter expertise to successfully deliver this project.

Relevant past projects include a successful partnership with the NSW Govt in 20/21 to increase the number of women, particularly regional & remote women, to run in local govt elections & get elected. That project was showcased to the Vic Govt & WFE won the subsequent tender, in partnership with the Institute of Community Directors.

WFE will employ a dedicated Project Team (Project Co-ordinator, Project Manager, Finance Officer & Data Manager) who will be responsible for project management & evaluation & will manage the Consortium & Design Council with relation to content production, delivery, evaluation & reporting to the Govt. This team will be overseen by the WFE CEO & Board, who were responsible for managing & acquitting the NSW Govt project.

In all instances, WFE training staff have been candidates, previously elected or worked on campaign teams. Their lived experience brings integrity & practicality to attendees which is often absent in Accelerator programs. WFEs training team includes women of colour & regional women dedicated to non-partisan delivery of content. For this project, WFE will increase its training team & has already sourced new trainers with relevant experience from our Design Council members.

WFE has been conceiving, designing & delivering evidence-based programs since 2017 which increased in number & scope in 2019 with the advent of a paid CEO. Non-partisan candidate training programs increased again between 2020-2022, many of which were run in partnership with Politics in Colour & s 22(1)(a)(ii) via contract/paid arrangements.

WFE will have legal agreements with each Consortium member to provide concise requirements regarding delivery, milestone responsibilities & the requirement for non-partisan conduct at all times. We will implement a conscious contract with each of our DC members with similar requirements.

In kind contribution

This project provides considerable value for money. We've secured significant in-kind support from our Consortium members & external stakeholders to amplify the outreach & impact of this project.

Consortia Capability & Capacity

s 22(1)(a)(ii)

PiC was born out of WFE in 2020 & was established to specifically address the challenges & barriers women of colour face when they run for office & provide the additional support needed to run. Training is delivered by Torres Strait Islander woman, Kat Henaway & her culturally diverse team of women who were previously elected or candidates.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

(Limit: approx 900 words, 6,000 characters)

5,969 characters of 6,000 used

Additional Information

Budget Table

Complete the below table for budget information per Project/Activity.

Eligible expenditure items include:

- Project costs
- The development of resources
- Research
- Staff salaries directly related to the implementation of the project
- Operating and administration expenses directly related to the implementation of the project such as rent and outgoings; utilities; accounting and auditing; and computer/IT/website/software
- Project evaluation and/or contributing to an evaluation of the WLDP program led by the department
- Services outlined in the agreed grant agreement
- Independently audited financial acquittal reports where appropriate.

See Grant Opportunity Guidelines section 5.4 for information on what the grant money cannot be used for.

You must respond to this question.

Budget Table Item 1

Budget Item *	Amount *	s 47(1)(b)
Central Costs (Office/Acquittal/Audit)	\$	
Budget Table Item 2		
Budget Item *	Amount *	
Content creation	\$	
Budget Table Item 3		
Budget Item *	Amount *	
Training Costs (place-based/online/mentoring)	\$	
Budget Table Item 4		
Budget Item *	Amount *	
Research & evaluation	\$	
Budget Table Item 5		
Budget Item *	Amount *	
Project salaries	\$	
Budget Table Item 6		
Budget Item *	Amount *	
Design Council (advice & outreach)	\$	
Budget Table Item 7		
Budget Item *	Amount *	
'Campaign in Your Pocket' tech resource (set up & maintain)	\$	
Budget Table Item 8		
Budget Item *	Amount *	
Project Admin	\$	
Budget Table Item 9		
Budget Item *	Amount *	
Contingency	\$	
Budget Table Item 10		
Budget Item *	Amount *	
Inflation allowance	\$	
Total Budget Amount:	\$	

If you have more than ten budget items, please provide an attachment for any additional information.

Summary page for submission.xlsx

In Kind Support *

Will any in-kind support be used for this Project/Activity?

In-kind co-contributions are where a funding applicant devotes non-cash resources to a project that are necessary to its completion, such as materials or labour.

We consider your co-contribution when assessing applications at the merit assessment and value for money stage. We encourage any additional level of contribution (cash or in-kind).

See Grant Opportunity Guidelines section 4.4. for further information on co-contributions

You must respond to this question.

Please select the most appropriate option.

☒ Yes

☐ No

Please provide details of these contributions. Please note that you may be requested to provide evidence before your Application is considered further in the assessment process.

In Kind Support Item 1

Type of In Kind Support *

WFE Labour - 25% of WFE L'ship team (currently 3 ppl)
WFE IP - generated through multiple years of training
WFEs fundraising capacity to augment project

(Limit: approx 38 words, 250 characters)153 characters of 250 used

Can this proposal proceed without this contribution? *

Yes

Has support been secured? *

Confirmed

In Kind Support Item 2

Type of In Kind Support *

s 22(1)(a)(ii)

(Limit: approx 38 words, 250 characters)146 characters of 250 used

Can this proposal proceed without this contribution? *

Yes

Has support been secured? *

Confirmed

In Kind Support Item 3

Type of In Kind Support *

s 22(1)(a)(ii)

(Limit: approx 38 words, 250 characters)38 characters of 250 used

Can this proposal proceed without this contribution? *

Yes

Has support been secured? *

Confirmed

In Kind Support Item 4

Type of In Kind Support *

s 22(1)(a)(ii)

(Limit: approx 38 words, 250 characters)86 characters of 250 used

Can this proposal proceed without this contribution? *

Yes

Has support been secured? *

Confirmed

In Kind Support Item 5

Type of In Kind Support *

s 22(1)(a)(ii)

(Limit: approx 38 words, 250 characters)72 characters of 250 used

Can this proposal proceed without this contribution? *

Yes

Has support been secured? *

Confirmed

Other Funding *

Will any other funding support be used for this Project/Activity?

We cannot provide a grant if you receive funding from another government source for the same purpose. To be eligible, you must demonstrate how the proposed project will complement or expand existing initiatives, and not duplicate existing programs (see section 5.4).

We consider your co-contribution when assessing applications at the merit assessment and value for money stage. We encourage any additional level of contribution (cash or in-kind).

See Grant Opportunity Guidelines section 4.4. for further information on co-contributions.

You must respond to this question.

Please select the most appropriate option.

☐ Yes

☒ No

Consortium Arrangements *

Does the Applicant plan to deliver the Project/Activity as part of the lead agency of a consortium?

You must respond to this question.

Please select the most appropriate option.

☒ Yes

☐ No

Details 1

If Yes, provide the Consortium details.

Consortium Member Legal Name *

s 22(1)(a)(ii)

Consortium Member ABN

s 22(1)(a)(ii)

Details 2

If Yes, provide the Consortium details.

Consortium Member Legal Name *

s 22(1)(a)(ii)

Consortium Member ABN

s 22(1)(a)(ii)

Details 3

If Yes, provide the Consortium details.

Consortium Member Legal Name *

s 22(1)(a)(ii)

Consortium Member ABN

s 22(1)(a)(ii)

Details 4

If Yes, provide the Consortium details.

Consortium Member Legal Name *

s 22(1)(a)(ii)

Consortium Member ABN

s 22(1)(a)(ii)

Details 5

If Yes, provide the Consortium details.

Consortium Member Legal Name *

Women's Business Australia P/L t/a Politics in Colour Global

Consortium Member ABN

63 636 363 669

If the Application is successful, the Applicant will be offered a Grant Agreement as the lead agency and held liable for all obligations contained in the Grant Agreement's Terms and Conditions. This includes monitoring, management, financial performance, service outcomes and insurance coverage.

The panel of consortium members does not enter into a Grant Agreement. The Applicant should obtain agreement prior to submitting this Application.

Further evidence of the consortium arrangements may be sought from successful Applicants prior to the signing of the Grant Agreement.

Applicant Contacts

Who is the Applicant's preferred authorised contact person for this Application?

The person must have authority to act on behalf of the Applicant in relation to this Application.

Title *

Ms

First Name *

Licia

Last Name *

Heath

Position *

Chief Executive Officer

Telephone *

s 47F

Mobile

Email address *

s 47F

Provide an alternate authorised contact for this Application.

This person must also have authority to act on behalf of the Applicant in relation to this Application.

Title *

s 47F

First Name *

s 47F

Last Name *

s 47F

Position *

s 47F

Telephone *

s 47F

Mobile

Email address *

s 47F

Declaration

Do you have any conflicts of interest that may occur related to or from submitting this application? *

☐ Yes ☒ No

Please read and complete the following declaration.

This Declaration must be signed by an authorised representative of the Applicant (or, if this Application is a joint/consortium Application, an authorised representative of the lead organisation). The authorised representative should be a person who is legally empowered to enter into contracts and commitments on behalf of the Applicant.

I declare that:

- The information contained in this form is true and correct.
- I have read, understood and agree to abide by the Guidelines.
- I have read, understood and agree to the Grant Terms and Conditions, should this Application be successful.
- I agree to receiving a Recipient Created Tax Invoice (RCTI) for this funding, if applicable, should this Application is successful.
- I have read, understood and agree to information provided in this Application as detailed in the Use of Information.
- If and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this Application and for their personal information to be shared as detailed in the Use of Information.
- I give consent to the Community Grants Hub to make public the details of the Applicant and the funding received, should this Application be successful.
- I consent to receive correspondence, legal notices, grant agreements and any subsequent letters of variations to the agreement electronically. I understand and agree that my electronic correspondences constitute a valid and legally binding method for interacting under the grant agreement and the Electronic Transactions Act 1999 (Cth).

☒ I understand and agree to the declaration above. *

☒ I acknowledge that giving false or misleading information to the Community Grants Hub is a serious offence under Section 137.1 of the Criminal Code Act 1995 (Cth). *

Full name of Authorised Officer *

Licia Heath

Position of Authorised Officer *

Chief Executive Officer

Date

25/11/2022

Please provide an estimate of the time taken to complete this Application Form, including:

- Actual time spent reading the guidelines, instructions and questions
- Time spent by all employees in collecting and providing the information
- Time spent completing all questions in the Application Form.

Hours

85

Minutes

0

A copy of receipt will be sent to: info@wfe.org.au

		2022/23	2023/24	2024/25	2025/26	2026/27	Totals	% of budget
Central Costs	Office cost				s 47(1)(b)			
	Aquittal/ Audit							
Content creation	Learning content Incl. video							
Training Costs	Training on line							
	Training in person							
	Mentoring program							
Pipeline platform	Platform pipelineset up and running							
Research	Research set up and running							
Project salaries	Project salaries							
Design Council	Design Inclusion Council							
Project Admin	Project Admin							
Contingency	Contingency							
Inflation	Inflation allowance							
	Total Check							



Current details for ABN 51 302 840 203

ABN details

Entity name:	WOMEN FOR ELECTION AUSTRALIA LTD
ABN status:	Active from 24 Apr 2014
Entity type:	Australian Public Company
Goods & Services Tax (GST):	Registered from 01 Apr 2022
Main business location:	NSW 2000

Australian Charities and Not-for-profits Commission (ACNC)

WOMEN FOR ELECTION AUSTRALIA LTD is registered with the [Australian Charities and Not-for-profits Commission \(ACNC\)](#) as follows:

ACNC registration	From
Registered as a charity view ACNC registration	29 May 2015

ASIC registration - ACN or ARBN or ARSN or ARFN

658 098 947 [View record on the ASIC website](#)

Charity tax concession status

WOMEN FOR ELECTION AUSTRALIA LTD is a [Charity](#) endorsed to access the following tax concession:

Tax concession	From
GST Concession	29 May 2015
Income Tax Exemption	29 May 2015
FBT Rebate	29 May 2015

Deductible gift recipient status

Not entitled to receive tax deductible gifts

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#)



Australian Government

**Commonwealth
Standard Grant Agreement**

between
the Commonwealth represented by
Department of the Prime Minister and
Cabinet
and
Women for Election Australia Ltd

Grant Agreement

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth of Australia (the Commonwealth) and the Grantee.

Parties to this Agreement

The Grantee

Full legal name of Grantee	Women for Election Australia Ltd
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	Company
Trading or business name	Women for Election Australia Ltd
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	51 302 840 203
Registered for Goods and Services Tax (GST)	Y
Date from which GST registration was effective	
Registered office (physical/postal)	Christie Spaces, Level 3, Suite 4,, 3 Spring St, SYDNEY NSW 2000
Relevant business place (if different)	
Telephone	s 47F
Fax	
Email	info@wfe.org.au

The Commonwealth

The Commonwealth of Australia represented by Department of the Prime Minister and Cabinet
1 National Circuit BARTON ACT 2600
ABN 18 108 001 191

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

The Grantee agrees to use each Grant and undertake each Activity in accordance with this Agreement and the relevant Grant Details.

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

Organisation ID:	4-H29D3Z4
Agreement ID:	4-IFOO5AT
Program Schedule ID:	4-IFOO5AW

A. Purpose of the Grant

The purpose of the Grant is to:

Improve the representation of women in public office, across the political spectrum. Non-partisan projects that achieve tangible outcomes for women are being funded to prepare women across the political spectrum to run for public office at local, state and federal levels.

The Australian Government funds the Women's Leadership and Development Program to deliver a range of projects specifically for women in Australia. It contributes to the achievement of the Department of Prime Minister and Cabinet's Outcome 1: *Provide high quality policy advice and support to the Prime Minister, the Cabinet, Portfolio Ministers and Assistant Ministers including through coordination of government activities, policy development and program delivery.*

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Women's Leadership and Development program.

B. Activity

In undertaking this Activity, the Grantee must respond to individual, social and cultural barriers affecting women's attraction and appointment to public office, at all levels of government, by complementing or building on existing programs/initiatives to:

- Increase the number and diversity of women prepared to run for public office across Australia, at the local, state and federal level.
- Increase the number and diversity of women appointed to public office at the local, state and federal level.
- Improve the gender balance and diversity of Australia's parliaments.

The Grantee must work with a diverse range of women, with appropriate cultural considerations, to support women in and across Australia to prepare for and enter public office, at all levels of government.

The Grantee will undertake this Activity in adherence with the requirements outlined in the Office for Women, Women's Leadership and Development Program, Women in Public Office Grant Opportunity Guidelines and the relevant grant application.

Activity Work Plan

The detailed deliverables and activities the Grantee will undertake to fulfil this Activity must be provided as part of the Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement. The Grantee is required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

Consortium

The Grantee is delivering the Activity as the lead member of a consortium which comprises of the following consortium members:

Consortium

The Grantee is delivering the Activity as the lead member of a consortium which comprises of the following consortium members:

s 22(1)(a)(ii)

- Women's Business Australia P/L t/a Politics in Colour Global – ABN 63 636 363 669

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan.	The Department and the Grantee agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard.

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1	Direct Funded	Women for Election Australia Ltd	Christie Spaces Level 3 Suite 4 3 Spring St SYDNEY NSW 2000

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1	Australia (2016)	Australia

C. Duration of the Grant

The Activity starts on 1 June 2023 and ends on 30 June 2027, which is the **Activity Completion Date**.

The Agreement ends on 31 October 2027 or when the Commonwealth accepts all of the reports provided by the Grantee and the Grantee has repaid any Grant amount as required under this Agreement, which is the **Agreement End Date**.

D. Payment of the Grant

The total amount of the Grant is \$5,000,000.00 excluding GST (if applicable).

A break down by Financial Year is below:

Financial Year	Amount (excl. GST if applicable)
2022-2023	\$400,000.00
2023-2024	\$1,400,000.00
2024-2025	\$1,400,000.00
2025-2026	\$1,400,000.00
2026-2027	\$400,000.00

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

BSB Number	s 47G(1)(a)	
Financial Institution		
Account Number		

Account Name	s 47G(1)(a)	
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The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Full payment of 2022-23 funds	1 June 2023	\$400,000.00	\$40,000.00	\$440,000.00
Half yearly payment of 2023-24 funds on submission and acceptance of Activity Work Plan due 13 July 2023	10 August 2023	\$900,000.00	\$90,000.00	\$990,000.00
Half yearly payment of 2023-24 funds on submission and acceptance of Activity Work Plan Report due 31 January 2024	28 February 2024	\$500,000.00	\$50,000.00	\$550,000.00
Half yearly payment of 2024-25 funds on submission and acceptance of Activity Work Plan Report due 31 July 2024	28 August 2024	\$700,000.00	\$70,000.00	\$770,000.00
Half yearly payment of 2024-25 funds on submission and acceptance of Activity Work Plan Report due 31 January 2025	28 February 2025	\$700,000.00	\$70,000.00	\$770,000.00
Half yearly payment of 2025-26 funds on submission and acceptance of Activity Work Plan Report due 31 July 2025	28 August 2025	\$700,000.00	\$70,000.00	\$770,000.00
Half yearly payment of 2025-26 funds on submission and acceptance of Activity Work Plan Report due 30 January 2026	27 February 2026	\$700,000.00	\$70,000.00	\$770,000.00
Half yearly payment of 2026-27 funds on submission and acceptance of Activity Work Plan Report due 31 July 2026	28 August 2026	\$200,000.00	\$20,000.00	\$220,000.00

Half yearly payment of 2026-27 funds on submission and acceptance of the 2025-26 Financial Acquittal Report	28 October 2026	\$200,000.00	\$20,000.00	\$220,000.00
Total Amount		\$5,000,000.00	\$500,000.00	\$5,500,000.00

Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due Date
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	13 July 2023
Activity Work Plan Report	A report with progress (covering the period from the Activity Start Date to 31 December 2023) against Activity Work Plan, compliance or other reporting as per Item E.4	31 January 2024
Activity Work Plan	Annual output-level detail update for the funded Activity negotiated with the Department and captured in an Activity Work Plan (covering the remaining period of the Activity) as per Item E.2	3 June 2024
Activity Work Plan Report	A report with progress (covering the period 1 January 2024 to 30 June 2024) against Activity Work Plan, compliance or other reporting as per Item E.4	31 July 2024
Financial Acquittal Report	Financial Acquittal from Activity Start Date to 30 June 2024 as per Item E.3	30 September 2024
Activity Work Plan Report	A report with progress (covering the period 1 July 2024 to 31 December 2024) against Activity Work Plan, compliance or other reporting as per Item E.4	31 January 2025
Activity Work Plan	Annual output-level detail update for the funded Activity negotiated with the Department and captured in an Activity Work Plan (covering the remaining period of the Activity) as per Item E.2	2 June 2025
Activity Work Plan Report	A report with progress (covering the period 1 January 2025 to 30 June 2025) against Activity Work Plan, compliance or other reporting as per Item E.4	31 July 2025
Financial Acquittal Report	Financial Acquittal from 1 July 2024 to 30 June 2025 as per Item E.3	30 September 2025
Activity Work Plan Report	A report with progress (covering the period 1 July 2025 to 31 December 2025) against Activity Work Plan, compliance or other reporting as per Item E.4	30 January 2026
Activity Work Plan	Annual output-level detail update for the funded Activity negotiated with the Department and captured in an Activity Work Plan (covering the remaining period of the Activity) as per Item E.2	1 June 2026

Activity Work Plan Report	A report with progress (covering the period 1 January 2026 to 30 June 2026) against Activity Work Plan, compliance or other reporting as per Item E.4	31 July 2026
Financial Acquittal Report	Financial Acquittal from 1 July 2025 to 30 June 2026 as per Item E.3	30 September 2026
Activity Work Plan Report	A report with progress (covering the period 1 July 2026 to 31 December 2026) against Activity Work Plan, compliance or other reporting as per Item E.4	29 January 2027
Activity Work Plan Report	A report with progress (covering the period 1 January 2027 to 30 June 2027) against Activity Work Plan, compliance or other reporting as per Item E.4	31 July 2027
Financial Acquittal Report	Financial Acquittal from 1 July 2026 to 30 June 2027 as per Item E.3	30 September 2027
Final Report	A report of outcomes (covering the entire Activity period) for the funded Activity based on monitoring and data collection methods agreed between the Parties as per Item E.4	30 September 2027

E.1 Performance Reports

None Specified

E.2 Activity Work Plan

The Activity Work Plan will be negotiated between the Grantee and us annually during the life of the Agreement. Using our Activity Work Plan template it will specify the Activity Details, deliverables, timeframes for delivery and measures of achievement. It may include a budget or other administrative controls intended to help manage Activity risks. Once the Activity Work Plan has been agreed by both parties it will form part of the Agreement.

E.3 Financial Acquittal Reports

Audited Financial Acquittal Report

The Grantee is required to provide an Annual Independently Audited Financial Acquittal Report for each financial year funded under this Grant Agreement covering the Activity/ies in this Schedule in accordance with Clause 10 of the Commonwealth Standard Grant Conditions

E.4 Other Reports

Activity Work Plan Report

For the purposes of this Agreement, Activity Work Plan Report means a document to be completed by the Grantee, on a template or system provided by us. The preferable way to submit the Report would be through the Grant Recipients Services Portal when it becomes available.

The Activity Work Plan Report template asks for progress on requirements in the Activity Work Plan for the reporting period including any compliance requirements.

Final Report

For the purposes of this Agreement, Final Report means a document to be completed by the Grantee, on a template provided by us, reflecting the learnings from the entire Activity period.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	Ms Licia Heath
Position	Chief Executive Officer

Business hours telephone	s 47F	
E-mail		

Commonwealth representative and email address

Business hours telephone	not applicable	
E-mail	s 47E(d)	

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

Disclaimer and explanatory notes

Disclaimer

By executing this agreement you agree that you have read and accept this disclaimer, including the explanatory notes on how to duly execute this agreement. You warrant that your identity has been verified, you have legal capacity and authority to enter into this agreement, and you are signing in accordance with all legal instruments that apply to you and/or the legal entity which you represent.

Explanatory notes

- If you are an **individual**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **partnership**, the signatory must be all partners, or one partner with the authority to sign on behalf of all partners receiving the grant. You should be prepared to provide evidence of this authorisation upon request.
- If you are a **proprietary company**, the signatory must be the sole director and company secretary, as required under section 127 of the *Corporations Act 2011* (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary acting as a witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company**, the signatories must be two directors, or one director and one company secretary, as required under section 127 of the *Corporations Act 2011* (Cth). If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary, acting as witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are an **individual trustee of a trust**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date). You must sign in your capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are a **corporate trustee of a trust**, the signatory must be the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, as required under section 127 of the *Corporations Act 2011* (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary in the proprietary company, or two directors in the company, or one director and one company secretary in the company, acting as witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink. The company must sign in its capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).

Organisation ID:	4-H29D3Z4
Agreement ID:	4-IFOO5AT
Program Schedule ID:	4-IFOO5AW

Signatures

Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of the Prime Minister and Cabinet, 18 108 001 191 in the presence of:

<div>s 47F</div>	<div>s 22(1)(a)(ii)</div>
_____ (Name of Departmental Representative)	_____ (Signature of Departmental Representative)
<div>s 47F</div>	<div>24/04/2023</div>
_____ (Position of Departmental Representative)	
<div>s 47F</div>	<div>s 22(1)(a)(ii)</div>
_____ (Name of Witness in full)	_____ (Signature of Witness)
	<div>24/04/2023</div>

Signed for and on behalf of Women for Election Australia Ltd, 51 302 840 203 in accordance with its rules, and who warrants they are authorised to sign this Agreement:

<div>s 47F</div>	<div>s 22(1)(a)(ii)</div>
_____ (Name and position held by Signatory)	_____ (Signature)
<div>s 47F</div>	<div>s 22(1)(a)(ii)</div>
_____ (Name and position held by second Signatory/Name of Witness)	_____ (Signature of second Signatory/Witness)
	<div>20/04/23</div>
	<div>20/04/23</div>



Department of Prime Minister and Cabinet

Organisation ID:	4-H29D3Z4
Agreement ID:	4-IFOO5AT
Program Schedule ID:	4-IFOO5AW

Deed of Variation in relation to Women's Leadership and Development program

1. Date

This Deed is made on ~~25/03/24~~ 26 March 2024

2. Parties

This Deed is made between:

1. The Commonwealth of Australia, as represented by the Department of Prime Minister and Cabinet, ABN 18 108 001 191 (the 'Commonwealth'); and
2. Women for Election Australia Ltd, ABN 51 302 840 203 (the 'Grantee').

3. Context

- A. The Parties have a current agreement under which the Commonwealth gave a Grant to the Grantee for the Women's Leadership and Development Program (the 'Agreement').
- B. The Parties have agreed to amend the Agreement on the Terms and Conditions contained in this Deed.

4. Amendments

With effect from the date of execution of this Deed, the Agreement is amended:

For Activity ID: 4-IFTVZ2S

Activity Title: Women in Public Office

1. **Replace** the text at **Item B – Activity** with the following:

In undertaking this Activity, the Grantee must respond to individual, social and cultural barriers affecting women's attraction and appointment to public office, at all levels of government, by complementing or building on existing programs/initiatives to:

- Increase the number and diversity of women prepared to run for public office across Australia, at the local, state and federal level.
- Increase the number and diversity of women appointed to public office at the local, state and federal level.
- Improve the gender balance and diversity of Australia's parliaments.

The Grantee must work with a diverse range of women, with appropriate cultural considerations, to support women in and across Australia to prepare for and enter public office, at all levels of government.

The Grantee will undertake this Activity in adherence with the requirements outlined in the Office for Women, Women's Leadership and Development Program, Women in Public Office Grant Opportunity Guidelines and the relevant grant application.

Activity Work Plan

The detailed deliverables and activities the Grantee will undertake to fulfil this Activity must be provided as part of the Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement. The Grantee is required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

Consortium

The Grantee will deliver the Activity as the lead member of a consortium, as outlined and agreed in the Activity Work Plan.

5. Entire agreement and interpretation

- 5.1 The parties confirm all the other provisions of the Agreement and, subject only to the amendments contained in this Deed, the Agreement remains in full force and effect.
- 5.2 This Deed and the Agreement, when read together, contain the entire agreement of the parties with respect to the parties' rights and obligations under the Agreement.
- 5.3 Unless otherwise specified or the context otherwise requires, terms that are defined in the Agreement have the same meaning in this Deed.

Disclaimer and explanatory notes

Disclaimer

By executing this agreement you agree that you have read and accept this disclaimer, including the explanatory notes on how to duly execute this agreement. You warrant that your identity has been verified, you have legal capacity and authority to enter into this agreement, and you are signing in accordance with all legal instruments that apply to you and/or the legal entity which you represent.

Explanatory notes

- If you are an **individual**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **partnership**, the signatory must be all partners, or one partner with the authority to sign on behalf of all partners receiving the grant. You should be prepared to provide evidence of this authorisation upon request.
- If you are a **proprietary company incorporated under the Corporations Act 2001 (Cth)**, the signatory must be the sole director and company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of the sole director and company secretary acting as a witness (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations Act 2001 (Cth)**, the signatories must be two directors, or one director and one company secretary, as required under section 127 of the Corporations Act 2001 (Cth). If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary acting as a witness, or if your company has only one director – that director and a suitable witness, (the witness date must be the same as the date the company seal is affixed). For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are a **company incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) (CATSI Act)**, the signatories must be two directors, one director and one company secretary, or if your company has only one director – that director, as required under section 99-5 of the CATSI Act. If required by your Constitution, please affix your **company seal** in the presence of two directors, or one director and one company secretary, or if your company has only one director – that director. For execution by company seal, you must download, print and sign the agreement in wet-ink.
- If you are an **individual trustee of a trust**, you must download, print and sign the agreement in wet-ink in the presence of a witness (the witness date must be the same as the signatory date). You must sign in your capacity as a trustee and not the trust. The trustee is the legal entity entering into the agreement. The words 'as trustee for [name of trust]' should be included in the signature block.
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- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).

Organisation ID:	4-H29D3Z4
Agreement ID:	4-IFOO5AT
Program Schedule ID:	4-IFOO5AW

Signatures

Executed as a Deed

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through the Department of the Prime Minister and Cabinet, ABN 18 108 001 191 in the presence of:

<div>s 47F</div> <div>(Name of Departmental Representative)</div>	<div>s 22(1)(a)(ii)</div> <div>(Signature of Departmental Representative)</div> <div>26.03.2024</div>
<div>s 47F</div> <div>(Position of Departmental Representative)</div>	
<div>s 47F</div> <div>(Name of Witness in full)</div>	<div>s 22(1)(a)(ii)</div> <div>(Signature of Witness)</div> <div>26.03.2024</div>

Signed for and on behalf of Women for Election Australia Ltd, ABN 51 302 840 203 in accordance with its rules, and who warrants they are authorised to sign this Agreement:

<div>s 47F</div> <div>(Name and position held by Signatory)</div>	<div>s 22(1)(a)(ii)</div> <div>(Signature)</div> <div>25.03.24</div>
<div>s 47F</div> <div>(Name and position held by second Signatory/Name of Witness)</div>	<div>s 22(1)(a)(ii)</div> <div>(Signature of second Signatory/Witness)</div> <div>25.03.24</div>