

# **Women in Industry** Grants Program

## **Women in Industry Grants Program** **2024 Round One** **Funding Guidelines**

## Contents

Purpose of the program.....	3
Background .....	3
Funding available .....	5
Additional considerations .....	5
Eligibility criteria .....	6
To be eligible for this grant, applicants must: .....	6
Not eligible to apply:.....	6
Use of funding.....	7
Items eligible for funding:.....	7
Items not eligible for funding: .....	7
Projects that will not be funded .....	7
Partnership arrangements .....	8
Additional funding for existing programs .....	8
Evaluation .....	8
Indicative timeframes .....	8
How grants will be assessed .....	9
Assessment criteria.....	9
Selection criteria one – Proposal and Benefit.....	9
Selection criteria two - Capacity and Partnerships.....	9
Selection criteria three - Industry need .....	10
Selection criteria four – Target Cohort .....	10
Selection criteria five- Sustainability and resilience .....	10
Selection criteria six - Represents value .....	10
Other considerations .....	10
Supporting documents.....	10
Submitting your application.....	11
Please note:.....	11
Notification of outcome.....	11
Conditions of funding.....	12
Reporting requirements.....	12
Privacy.....	13
Contact details .....	13
Definition of key terms .....	14



## Purpose of the program

The Women in Industry (WII) grants program aims to support women's participation and leadership in traditional and emerging industries dominated by males.

The Workplace Gender Equality Agency classifies a workforce as male-dominated if the female share of employment is 40 percent or less, and female-dominated if the share of female employees is 60 percent or greater.<sup>1</sup> Women often experience significant challenges when working within male-dominated industries because of unintended or deliberate discrimination due to gender bias.

The purpose of this WII grants program is to support women to enter, remain, succeed and lead in male-dominated industries by providing funds towards projects that:

- challenge entrenched gender bias, negative attitudes and behaviours towards women
- change recruitment, retention, and upskilling practices to be more inclusive of women
- improve practices and policy to increase respect, and ensure safety for women
- challenge structural barriers that inhibit women from staying or advancing in industry
- increase the overall industry participation of women (on tools and in leadership) and
- progress leadership development and increase the representation of women in senior leadership roles.

## Background

The unequal distribution of women and men working across different occupations and industries is a key driver of the gender pay gap and limits the contribution both women and men can make to the strength of our economy.

The Australian labour market is highly gender-segregated by industry and occupation, a pattern that has continued for decades and reflects strong and persistent gender norms.

Consistent with national trends, health care and construction are the most highly gender-segregated industries in Queensland, with women accounting for 75.9 per cent of all employed persons in the health care industry, but only 14.3 per cent of all employed persons in the construction industry. Queensland's mining and utilities sectors also remain highly male-dominated and continue to attract higher wages compared to Queensland's female-dominated sectors such as health care and education.

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<sup>1</sup> Workplace Gender Equality Agency. (WGEA; 2019). [Factsheet Series: Gender Segregation in Australia's Workforce](#).



Male-dominated industries<sup>2</sup> where there are high rates of gender segregation include:

- Construction
- Mining
- Transport, Postal and Warehousing
- Manufacturing
- Electricity, Gas, Water and Waste Services
- Information Media and Telecommunications
- Agriculture, Forestry and Fishing
- Wholesale Trade
- Professional, Scientific and Technical Services
- Other Services (eg automotive repair and maintenance)

Progressing women's participation in male-dominated industries is the responsibility of Government and industry. The WII grants program is guided by several Queensland Government strategies and review recommendations which include commitments and actions that Government and industry can take towards reducing gender segregation and improving gender equality:

- [Queensland Women's Strategy 2022-27](#): supporting women and girls' access to equal rights and opportunities, to freely participate and succeed in economic, social and cultural opportunities.
- [Good People. Good Jobs: Queensland Workforce Strategy 2022-2032](#): including workforce participation and workforce attraction and retention.
- [Women in Manufacturing Strategy 2023](#)
- [Review of support provided to Queensland Apprentices and Trainees, with a focus on female apprentices in male-dominated occupations 2022](#) and
- [Equal By 30](#) which aims for equal gender balance, equal pay, leadership and opportunity in the clean energy sector by 2030.

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<sup>2</sup> For definitions of industries please visit [Australian Bureau of Statistics | The detailed classification](#)



## Funding available

**A total of \$625,000 is available in 2024** for Women in Industry grants.

Grant rounds of equal or greater funding are expected to occur in 2025 and 2026.

There is broad diversity and differing levels of capability and capacity in existing women-led industry networks, professional membership bodies, and industry-funded organisations that connect, support and empower women to participate in male-dominated industries. The WII grants program aims to address this diversity by offering two funding categories:

**Category 1 - Up to \$150,000** to deliver longer-term organisational and/or industry change projects designed to reduce barriers and increase inclusion, workplace safety, respect, and advancement for women. These types of projects may be delivered in partnership with other organisations.

**Category 2 - Up to \$20,000** for smaller scale projects and or events to support networking, mentoring programs and leadership development, awareness campaigns, industry career promotion and attraction.

Projects that build on existing efforts, and evidence-based industry-led approaches involving partnerships and/or that include operational support and advocacy commitment from industry leaders are strongly encouraged to apply.

Applicants can only apply for one category.

### Additional considerations

- Projects are to be **delivered within 18-months** of receipt of grant funding.
- Successful applicants may be offered **full or partial grant funding** which may be paid in a lump sum or on a milestone basis at the discretion of the Department.
- Applications from business bodies or **for-profit-organisations** are required to **match any grant funding** contribution offered under the WII grants program.
- Projects delivered by not-for-profit organisations may include in-kind contributions from partners and/or your organisation.



## Eligibility criteria

Applications **must satisfy the following eligibility criteria.**

Organisations must currently be working towards or delivering projects – i.e. programs, events, resources – that seek to support women entering, participating in, or to become leaders in male-dominated industries. This may include but is not limited to:

- Peak advisory bodies (organisations will need to demonstrate their peak body status).
- Women-led networks in male-dominated industries.
- Industry driven projects that support and encourage the progression, participation and leadership of women in male-dominated industries.

**To be eligible for this grant, applicants must:**

- have established operations and/or network in Queensland
- have an ABN and be registered for GST
- have an account with an Australian financial institution
- be in good standing with the Queensland Government and have all necessary financial reporting obligations up to date (with the Office of Fair Trading).  
**N.B.** Applicants may be required to provide audited financial statements to ensure financial viability
- hold or plan to hold appropriate insurances which will cover the period of delivery
- have a web/online presence (business or organisation website and/or social media pages).

Applications from organisations wishing to partner are encouraged, noting the lead organisation is the entity that will submit the application and form the legal relationship with the Department. The lead organisation will need to meet all eligibility criteria.

Only an authorised representative of the lead organisation may submit a grant application in the SmartyGrants system. All correspondence from the department will be with the authorised representative of the eligible organisation.

Organisations with over 100 employees **must** provide evidence of compliance from the [Workplace Gender Equality Agency](#).

**Not eligible to apply:**

- State, Territory and Australian Government Agencies such as statutory bodies or government owned corporations
- Local Government
- Sole Trader
- Person.



## Use of funding

WII funding expenditure must be related to the development and delivery of the project and fall within the following eligible items.

### Items eligible for funding:

- project costs and development
- development of resources
- travel within Queensland
- evaluation of project/project
- staffing and administration costs
- equipment and venue hire related to project
- publicity and marketing
- reasonable food and non-alcoholic beverages for engagement and activities/events.

### Items not eligible for funding:

- purchase of infrastructure, assets and/or capital equipment
- business-as-usual operating costs of the organisation, or costs not directly related to the project
- salaries or organisational costs for staff not directly working on the project
- prizes and/or gifts (e.g. cash giveaways, lucky door prizes, raffle prizes, thank you gifts)
- interstate and/or overseas travel
- retrospective costs (i.e. any money spent before the grant is approved)
- fundraising activities, unless the funds raised are also spent on delivering the project or event
- acquittal, auditing or reporting costs
- fees associated with a partnering agreement
- existing debt or loan repayments.

### Projects that will not be funded

Grant funding will not be provided for projects:

- that do not align with the purpose of the grant program
- where more than 20 per cent of grant funds are allocated to administrative costs
- where more than 10 per cent of grant funds are allocated to the purchase of assets
- that duplicate an existing government program or service
- that could reasonably be delivered with existing funding received by the organisation
- that would be considered business as usual for the organisation
- that are political in nature or are held for political purposes.



## Partnership arrangements

Partnerships are encouraged and should be reflected in your application accompanied by a letter confirming the partner's contribution and its value, for example a Peak body working in partnership with a women's lead network. Applications are to be submitted by the lead organisation, with a letter or other document outlining each organisation's contribution and involvement.

## Additional funding for existing programs

WII will not fund projects that have previously been delivered but funding will be considered for the expansion of a project with demonstrated success, that seeks to build on previously learnt findings. Projects must differ from business as usual.

## Evaluation

Organisations who seek to engage a research body/and or a university to complete a program evaluation and/or gathering evidence-base for the project are strongly encouraged.

Program evaluation will be undertaken by the Department for the WII grant program to support continuous improvement to ensure intended outcomes are being achieved and to inform any amendments or improvements to the program following each round. This evaluation is separate to any evaluation the successful organisations may wish to undertake to establish research and/or gather outcomes.

## Indicative timeframes

Stages of grant process	Estimated timeframe
Applications open	Wednesday 10 July
Applications close	Friday 9 August
Administration (i.e. eligibility, assessment, moderation, approval)	August to September 2024
Applicants notified of outcome	By 30 September 2024
Project plans submitted online (for longer term projects)	By 30 December 2024
Delivery timeframe of project*	Category 1 projects: by 30 June 2026 Category 2 projects: by 30 June 2025
Interim reports (Category 1 projects only)	30 June 2025 31 December 2025
Final report and acquittal	Category 1 projects: 30 July 2026 Category 2 projects: 30 July 2025

\*Category 1 projects must be delivered within an 18-month timeframe, and Category 2 projects within the 2024/25 financial year.





## How grants will be assessed

<b>Eligibility Assessment</b>	Applications will be checked against the eligibility criteria to determine if the application will proceed to assessment. If they application does not meet eligibility criteria it will not be assessed by the panel.
<b>Selection Criteria Assessment</b>	Eligible applications will be assessed against the selection criteria by a panel of assessors from industry and experienced grant officers on alignment to grant objectives.
<b>Panel Moderation</b>	Applications are reviewed by a panel during moderation and together the panel proposes a recommended list of applicants for funding for approval by a senior Departmental Officer with appropriate delegation.
<b>Approval</b>	The Minister for Women will be advised of successful applicants and announce the outcomes.
<b>Application Outcome</b>	Applicants will be notified of the outcomes via email and a list published on the grant website.

The department may contact applicants during the assessment process to request:

- a copy of applicant's most recent Audited Financial Statement
- clarification of the information provided
- further details to enable due diligence and probity assessment.

## Assessment criteria

Eligible applicants will be assessed against the following selection criteria.

<b>Selection criteria one – Proposal and Benefit</b>	
Detail proposed project and outline how it will benefit women working in male-dominated industries.	<ul style="list-style-type: none"> <li>• Detail delivery of the project and outline structure, aims, objectives and key milestones.</li> <li>• Outline intended outputs, impact, and/or outcomes.</li> </ul>

<b>Selection criteria two - Capacity and Partnerships</b>	
Organisational capacity to deliver including organisational partnerships and industry connections	<ul style="list-style-type: none"> <li>• Demonstrate the applicant's capability and capacity, to successfully deliver this project/program.</li> <li>• Detail if project/program builds on existing programs currently offered.</li> <li>• Provide examples of similar programs delivered including outcomes and benefits.</li> <li>• Detail organisational inputs</li> <li>• Evidence of partnerships and networks, existing relationships.</li> <li>• Ability to meet timeframes and submit a project plan and progress reports</li> </ul>



### Selection criteria three - Industry need

Addressing and responding to industry need

- Provide clear articulation of how the project will support women in the male-dominated industry.
- Clearly outline how the project will address existing gaps in industry.
- Demonstrated understanding of responses required to address systemic issues.

### Selection criteria four – Target cohort

A plan outlining how the organisation will engage and recruit the target cohort to engage with the project.

- Detail the target cohort and how you will you engage this cohort.
- Detail your understanding of the target cohort needs.
- Detail the expected number of direct participants or beneficiaries.

### Selection criteria five- Sustainability and resilience

Demonstrate if this project is sustainable and if it has a life beyond the program.

- Demonstrate how the project will establish ongoing opportunities and improvements for target cohort, beyond the life of the project.
- Demonstrate that the project can be delivered within the set timeframes with dedicated resources.

### Selection criteria six - Represents value

Provide a detailed budget.

- Detailed budget itemising proposed costs for eligible items.
- Clearly outline proposed co-contributions.

### Other considerations

The Department will also consider:

- geographical spread of applications
- use of Queensland suppliers and gender equitable supply chains
- confirmed partnerships with stakeholders named within the application
- environmentally sustainable practice.

### Supporting documents

The following supporting documentation must be attached to your application.

- **For Category 1 projects:** a summary of the proposed project (template provided – no more than 3 pages) with a full project plan to be developed and provided by end December 2024.
- **For Category 2 projects:** a Project Plan (template provided – no more than 3 pages).
- Evidence of partnerships where indicated.
- Evidence of matched funding where required.



## Submitting your application

1. Carefully read the Guidelines (this document).
2. Submit an electronic application through the [SmartyGrants website](#) ensuring:
  - all sections are completed
  - supporting documentation is attached (including evidence of partnerships, letters of support and/or matched funding)
  - the application is approved by an officer that is legally authorised to enter into contracts on behalf of the applicant organisation, according to the organisation's constitution or as bound by law.

If your application has been successfully submitted, you will receive an automated email notification from SmartyGrants, acknowledging the receipt of your application. Please retain this receipt for your records.

If you require assistance during the submission of your application, contact the Department via Women's InfoLink on 1800 177 577 or via email at [women@health.qld.gov.au](mailto:women@health.qld.gov.au) to discuss any enquiries.

### Please note:

- Organisations may submit only one (1) application under each grant round.
- Late or incomplete submissions will not be accepted.
- Email applications will not be accepted.
- Applications under partnership arrangement must be submitted by the **authorised person** representing the lead organisation.
- Applications that are incomplete after the closing date will not progress to the assessment stage. Applications must contain all required information at the time of submission.

### Notification of outcome

Both successful and unsuccessful applicants will be notified of the outcome via email.



## Conditions of funding

Successful applicants will be required to enter into a service agreement with the Department of Health. Ensure you have read the [Terms and Conditions \(Short Form\)](#) prior to applying as these terms are not negotiable at the time a funding offer is made.

Successful applicants will be required to provide a current Certificate of Currency (COC), prior to grant funds being released. At a minimum, applicants must hold public liability insurance to the value of \$10 million. COC are to be lodged via SmartyGrants.

### Reporting requirements

During the delivery of the funded project, the organisation will be required to collect data and provide interim reporting related to the development and delivery of the project. Interim reports will detail progress of the project and detail any possible delays.

Following the completion of the project the organisation will be required to complete a one-off activity report outlining the activities delivered and outcomes achieved.

The organisation must ensure that grant funding is acknowledged in the annual report (if one is produced) and in any promotional materials relating to the Funded Purpose. An acknowledgement logo will be provided to you for this purpose.



## Privacy

The Department of Health (the department) is collecting information, including personal information, such as your name, address, contact details of yourself and your business including asset and financial information and other information relevant to your application or provided by you. This information is collected for the purpose of assessing and evaluating your application for funded projects, milestone reports, and the department's function of supporting businesses and industry through innovation programs and grants.

Your personal information will be managed in accordance with the Information Privacy Principles outlined at [Queensland Health Privacy Policy](#).

The department may provide information on your organisation to other relevant Queensland Government departments, Ministers or Members for Parliament such as contact details of organisations approved for funding, or organisational information for the purpose of assessing and reviewing financial details.

The email address you provide will be used to communicate with you. You may be contacted via email about participating in surveys, interviews or focus groups for the purpose of evaluating the program. De-identified aggregated data may also be used for the purpose of managing and evaluating the project and informing government about designing and improving future policies and programs.

Your personal information will not be otherwise used or disclosed unless authorised or required by law and will be managed in accordance with the Information Privacy Act 2009.

Further information on Queensland Government privacy policy can be found at- <https://www.qld.gov.au/legal/privacy>

## Contact details

All enquiries regarding the grant program should be directed to Women's Infolink on 1800 177 577 between 9am to 5pm Monday to Friday (excluding public holidays) or by email at: [women@qld.gov.au](mailto:women@qld.gov.au).

Contact officers can provide clarification regarding the funding guidelines, however, they cannot provide advice on the merits of individual proposals.



## Definition of key terms

**Administrative costs:** Relates to the administration of your business/organisation. Examples of administration costs would be someone employed to answer the phones, completing business as usual requests such as reporting or data collection. Within your grant application you are only allowed to allocate 20% of your budget towards administrative costs.

**Asset purchases:** Assets include physical or non-physical items with a useful life of more than 12 months, and where the value can reasonably be expected to decline over time. Assets may include computers, cameras, audio visual equipment, electric tools, furniture and motor vehicles. This grant round focuses on community engagement therefore applicants can only allocate 10% of the budget towards the purchase of assets.

**Public liability insurance:** Public liability insurance protects your organisation or community group financially if someone attending your grant activity or event is injured.

**Male-dominated industry:** When we refer to a male-dominated industry, we mean male-dominated industries that have historically aimed at recruiting men and where women account for less than 40% of employees respectively.

**Women:** When we refer to women, we mean all people who identify as women (including those who are transgender, intersex, gender diverse, non-binary or gender fluid). We also acknowledge the experience of people who identify as non-binary and the impacts of patriarchy and toxic masculinity may have similar impacts on non-binary people as on women.

