



Australian Government

**Department of Families, Housing,
Community Services and Indigenous Affairs**

Part C: Indigenous Women's Grants

Preface

These guidelines provide the framework for the implementation and administration of the Indigenous Capability and Development Program.

The Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA or the Department) has a suite of documents (the **Program Guideline Suite**) which provide information relating to the Program. They provide the key starting point for parties considering whether to participate in the Program and form the basis for the business relationship between FaHCSIA and the funding recipient.

They are:

- **Part A: Program Guidelines** provides an overview of the Program; Component; and the Activities relating to the Program;
- **Part B: Information for Applicants** provides information on the Application, Assessment, Eligibility, Selection and Complaints processes; Financial and Funding Agreement arrangements.
- **Part C: Application Information** provides specific information on the Activity, Selection Criteria, Performance Management and Reporting. This part should be read in conjunction with the Draft Funding Agreement for the Activity and the [Standard Terms and Conditions](#).
- The **Application Form** which is completed by applicants applying for funding during a selection process if there is one. Information on application processes will be available on the FaHCSIA Website at: www.fahcsia.gov.au/grantsfunding/currentfunding/Pages/default.aspx.

FaHCSIA reserves the right to amend these documents from time to time by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

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Program Overview

The Australian Government together with the States and Territories, through the Council of Australian Governments (COAG), has set specific targets to end Indigenous disadvantage. Investments are being made across Australia in early childhood, schooling, health, housing, jobs, safety and governance and leadership.

As lead agency in Indigenous Affairs, FaHCSIA is responsible for whole of government leadership, coordination and policy advice in relation to closing the gap in Indigenous disadvantage. Under *Outcome 7: Indigenous* the aim is to assist in closing the gap on Indigenous disadvantage with improved wellbeing, capacity to participate economically and socially and to manage life transitions for Indigenous Australians through Indigenous engagement, coordinated whole of government policy advice and targeted support services.

FaHCSIA also assists organisations that have similar aspirations to improve the outcomes for Indigenous Australians, including: building mutual understanding and respect between Indigenous and non-Indigenous Australians as the basis for long-term change; and also provides support for some research activities.

FaHCSIA works collaboratively in whole of government arrangements. The Department's national Network (comprising State and Territory Offices, Regional Operations Centres, Indigenous Coordination Centres and locally-based staff) facilitates delivery of services and engagement with Indigenous communities, service providers, other levels of government and the non-government and corporate sectors.

Program 7.4, Indigenous Capability and Development supports a range of activities and services that aim to improve outcomes for Indigenous Australians.

The Program Components include: Aboriginal and Torres Strait Islander Land Account, Aboriginals Benefit Account (Special Appropriation), Constitutional Recognition, Flexible Funding, Indigenous Capability and Development (ICAD), Ranger Agreement and the Registrar of Indigenous Corporations.

Program 7.4, Indigenous Capability and Development is consistent with the Service Delivery Principles for Programs and Services for Indigenous Australians (Schedule D) under the National Indigenous Reform Agreement.

Funding of approximately \$3 billion over five years from 2010-11 to 2014-15 has been approved for a range of activities and services under Program 7.4, Indigenous Capability and Development.

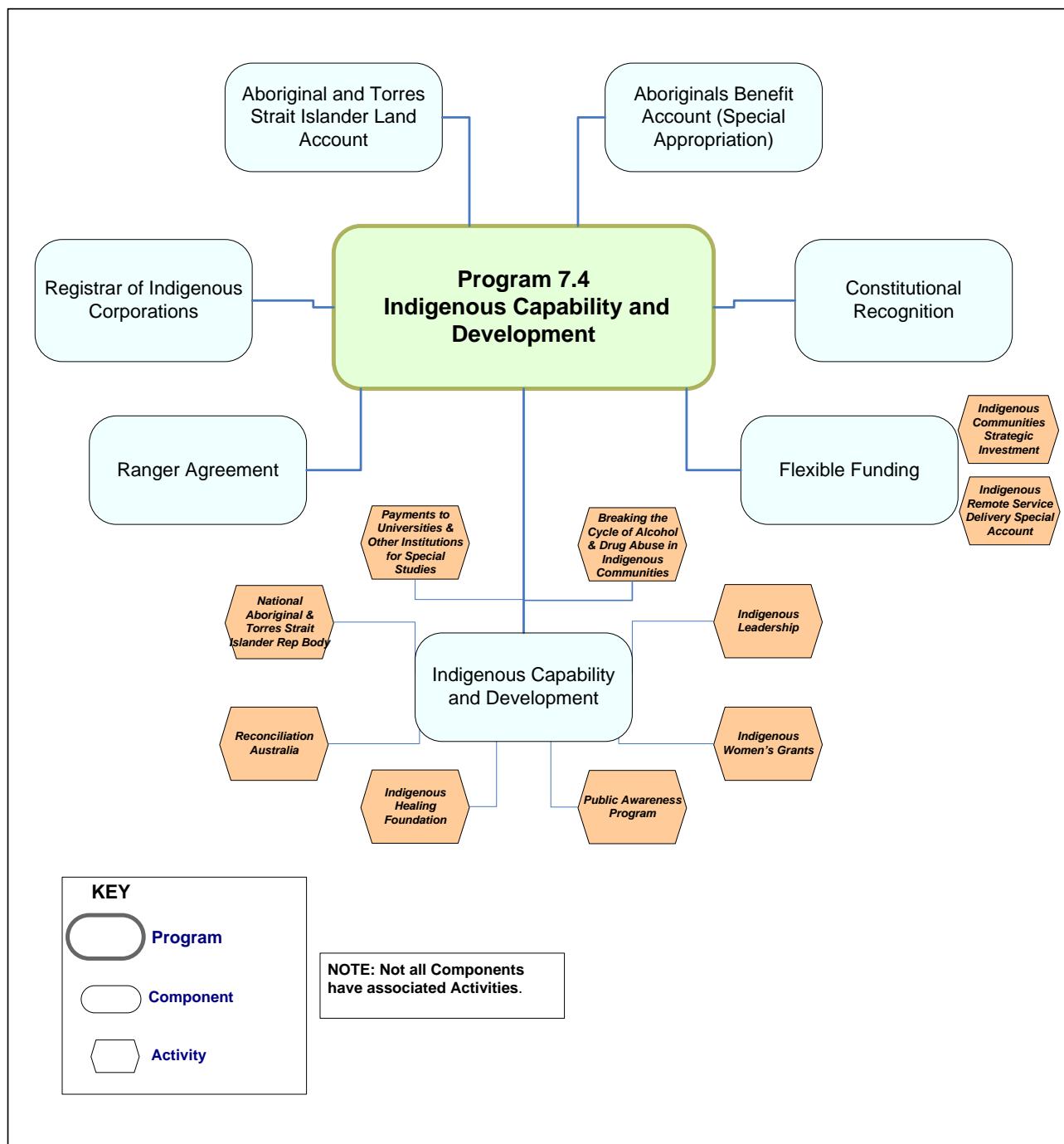
The following funding amounts have been approved for the individual Components under Program 7.4, Indigenous Capability and Development:

- Aboriginal and Torres Strait Islander Land Account: funding of approximately \$238 million over five years to 2014-15
- Aboriginals Benefit Account (Special Appropriation): funding of approximately \$892 million over five years to 2014-15
- Constitutional Recognition of Indigenous Australians—expert panel: funding of approximately \$11.2 million over 2 years to 2011-12
- Flexible Funding: funding of approximately \$168 million over five years to 2014-15

- ICAD: funding of approximately \$155 million over five years to 2014-15
- Ranger Agreement: funding of approximately \$1 million over five years to 2014-15
- Registrar of Indigenous Corporations: funding of approximately \$44 million over five years to 2014-15.

Where it can be identified, the individual Activities may provide information about the number of Indigenous people assisted.

A diagram describing the Indigenous Capability and Development Program, its constituent Components and associated Activities is below:



Program Outcomes

Program 7.4, Indigenous Capability and Development provides support for individuals, families and communities to improve well being, capability and governance.

Aims and objectives

The aims and objectives of Program 7.4, Indigenous Capability and Development are articulated through its seven Components, which are:

- Aboriginal and Torres Strait Islander Land Account: To provide a secure and ongoing source of funds to the Indigenous Land Corporation in perpetuity to provide economic, environmental, social and cultural benefits for Aboriginal persons and Torres Strait Islanders by assisting in the acquisition and management of an Indigenous land base
- Aboriginals Benefit Account (Special Appropriation): To administer statutory royalty equivalent monies calculated from royalties paid to Government from mining on Aboriginal Land in the Northern Territory under the *Aboriginal Land Rights (Northern Territory) Act 1976*, consistent with the *Financial Management and Accountability Act 1997*
- Constitutional Recognition of Indigenous Australians—expert panel: To provide secretariat support to the Government appointed Expert Panel on Constitutional Recognition of Indigenous Australians. The Expert Panel was established in December 2010 and its terms of reference require it to lead national public consultation and report to the Government by December 2011 on possible options for constitutional change
- Flexible Funding: To address priority needs through flexible funding for strategic investments, including community development projects in Remote Service Delivery National Partnership priority communities and elsewhere
- Indigenous Capability and Development: To deliver services that support Indigenous individuals, families and communities to improve their wellbeing and engagement with government, with a focus on leadership and capacity building and promoting Indigenous culture and knowledge; and to provide funding for independent organisations that deliver similar functions
- Ranger Agreement: To make payments to the Northern Land Council as a form of rental to ensure access to the Ranger Project area for the purposes of mining and
- Registrar of Indigenous Corporations: To register, regulate and provide services that address the specific needs of Aboriginal and Torres Strait Islander corporations in improving their corporate governance.

Only two of the Components (under Program 7.4), Indigenous Capability and Development have associated Activities.

Activity Overview

Indigenous Women's Grants (IWG) provide small grants to eligible organisations across Australia that work to enhance the leadership skills of Indigenous women.

Organisations provide development in areas such as parenting skills, living skills, pathways to educational and employment opportunities, personal development, social and networking opportunities, and local leadership and governance issues.

This development aims to contribute to improving outcomes in one or more of the Council of Australian

Government (COAG) Building Block targets to overcome Indigenous disadvantage, in line with identified local needs and priorities.

FaHCSIA's Indigenous Policy and Engagement Group has overall responsibility for IWG and the State and Territory Offices and Indigenous Coordination Centres (the Network) manage the selection of activities for funding.

Aims and objectives

IWG aims to enhance the leadership skills of Indigenous women in a range of areas that contribute to improving outcomes for overcoming Indigenous disadvantage, in line with identified local needs and priorities.

Grants are generally managed by existing local organisations that have identified a local need or priority for Indigenous women that can be addressed through their services. Where possible and practical, grants are provided to Indigenous services and organisations and include Indigenous workers. Funded organisations have experience in the delivery of culturally appropriate services and programs to Indigenous women or are able to demonstrate their ability to do so.

The key objectives of IWG are to provide opportunities that improve, increase, promote, encourage and strengthen Indigenous women's leadership within Indigenous communities and organisations, with a focus on women's:

- ability to play a greater role in exercising their rights, responsibilities and engagement in local priority setting
- economic and social participation, personal responsibility and behaviours consistent with positive social standards
- awareness of, access to, and role in Local, State and Federal Government activities and services including mainstream services
- networks and connection to organisations that have a defined purpose associated with Closing the Gap and/or
- involvement in all aspects of local community initiatives including reconciliation activities and strengthening their voice outside of their cultural context and community.

Participants/recipients/ target groups

IWG supports Indigenous women aged 18 years or over. Indigenous women represent a specific target group because of the Australian Government's commitment to closing the gap in Indigenous disadvantage.

Funding for the activity

IWG provides approximately \$23 million over five years to 2014-15 to support a range of activities that benefit Indigenous women. Funding is limited to a period of one year and is available for activity delivery from 1 July to 30 June each year. [Note: the funding round for the 2011-12 financial year has closed].

IWG does not provide multi-year funding. A successful application in one year does not mean that FaHCSIA will continue to support the activity in future years. Funding is subject to availability of funds within the IWG budget.

IWG provide small grants funding to eligible organisations through an annual open competitive funding

round managed through the Grants Management System eSub process.

Eligible organisations are outlined in the *ICAD Guidelines Part B – Information for Applicants*: Section 2.3.

The Minister for Families, Housing, Community Services and Indigenous Affairs has overall responsibility, with funding decisions for IWG made by the FaHCSIA delegates in accordance with the delivery strategy.

Eligible and in-eligible activities

Grants are available to support activities that meet the aims and objectives of the IWG. Applicants should address the Selection criteria outlined at 3.2, demonstrating their ability to meet the aim and objectives of the Program.

In-eligible activities include:

- Salaries, wages or bonuses for organisational staff not directly involved in delivery of the IWG activity;
- Capital expenditure including the purchase of land and/or buildings, construction of new buildings, significant fit-outs or refurbishments of existing infrastructure and civil or capital works;
- Sitting fees;
- The set up of a business including business plans and feasibility studies;
- Loans;
- Projects or services that replicate other services already available or those that should clearly be funded by other departments or agency programs unless the applicant can demonstrate that they have exhausted all possible funding sources.

Applicants should contact the Indigenous Coordination Centre in their region for advice on whether their application could be considered eligible for funding.

Activity links and working with other agencies and services

Effective links with other agencies and services provide the opportunity to raise awareness broadly and on specific issues. Indigenous women's service providers collaborate with a broad network of services that would add value to their work with Indigenous women.

It is desirable that Indigenous women's providers should collaborate with other organisations who deliver services that support and benefit Indigenous women.

Specialist requirements (e.g. Legislative requirements)

Grant recipients must comply with all relevant Commonwealth, State and Territory legislation.

Information technology

Applicants require access to an internet enabled computer to access information about IWG and, in some instances, to submit their application through eSub Online.

eSub Online is the Australian Government website enabling electronic submissions for some Indigenous programs. To use eSub Online, you need to download and complete an eSub registration form found at [eSub website](#) and then fax to the number provided on the form.

For enquires about becoming an eSub user call 1800 440 944.

Activity performance and reporting

FaHCSIA monitors the performance and outcome data of the IWG. Reporting is based on key performance indicators. Data is collected through: GMS; directly from providers and through external evaluation processes.

Performance Indicators (PIs) included in funding agreements are:

- Percent of completed participant surveys that report a benefit from participation in an Indigenous Women's Grants activity (Target 80 per cent)
- Projects satisfy delivery requirements criteria and are completed on time and within budget (Target 80 per cent)
- Number of participants in Indigenous women's activities achieved against target numbers in the funding agreement (Target 80 per cent).

Reporting

IWG funding is subject to the standard FaHCSIA funding agreement. Agreements require funding recipients to meet agreed performance targets, provide regular reporting and comply with acquittal processes.

Application Process

Overview of the Application Process

FaHCSIA will generally use an **open competitive** selection process.

Open Competitive selection processes are open to all providers operating in the market place. Open processes are advertised through the media, the FAHCSIA Internet site and other sources in order to attract as much interest as possible.

FaHCSIA may also choose to use the following additional selection processes if the open competitive process fails to attract suitable projects :

A **direct** selection process: is where an approach is made directly to an existing, high performing provider to expand their current service delivery activities or deliver new services. It involves assessment of provider's current performance and an assessment of a provider's capacity to deliver an expanded service or capability to deliver a new service through use of selection criteria.

or

A **renew** selection process: is where a new funding agreement is created to continue the same service delivery activities to the same customers with existing service providers. Assessment of suitability is done internally and is based on past performance in delivering the service to the target group. As a general principle, IWG funding is limited to one year. However, FaHCSIA may determine an activity that has demonstrated high level outcomes may be funded in subsequent years.

The open competitive selection process will be promoted through newspaper advertising, on eSub and the FaHCSIA websites.

Selection Criteria

Applications are assessed and prioritised according to how strongly they meet the selection criteria.

The aim of the selection criteria is to obtain sufficient information to assess and determine the most appropriate provider to deliver services on behalf of the Department.

Criterion 1: Appropriateness of the proposed activity to the aims and objectives of the Indigenous Women's Grants – (a) is informed by evidence and outcomes focused; (b) provides for assessment and review to ensure the activities being undertaken achieve the desired outcomes; and (c) meets the specific needs of Indigenous women.

- **Supporting information** should:

- provide a detailed description of how the activity will be delivered, including the number of Indigenous women the organisation plans to involve and the amount of time these women will be engaged in the proposed activity;
- describe and demonstrate why the service should be provided in the proposed location, using both statistical and local knowledge. (The aim is to show why the proposed service should be delivered in this location, how the program can meet the identified need and achieve the stated outcomes within the community);
- identify any risks associated with the activity. (This enables the Department to determine if the risks are acceptable and whether the organisation has the ability to manage performance expectations in delivering the activity requirements);
- identify which of the COAG Closing the Gap Building Blocks this activity addresses and how it contributes to achieving outcomes against the Building Block. (The COAG Building Blocks are Early Childhood, Schooling, Health, Economic Participation, Healthy Homes, Safe Communities and, Governance and Leadership. More information about the Building Blocks is found at: www.indigenous.gov.au/).

Applicants should note assessment is based on the awareness demonstrated by the applicant of local issues and barriers facing Indigenous women and how the service will ensure equal and equitable access.

Criterion 2: Organisational Capability – the organisation has (a) a proven track record or demonstrated capability in providing quality and culturally competent services to Indigenous women; (b) a credible record of good governance, efficient service delivery and effective stakeholder relationship management; and (c) engages with the community when planning and delivering services.

- **Supporting information** should detail the organisation's experience in working with Indigenous women or delivering complementary programs; and provide evidence of how the activity has been developed through consultation and engagement with Indigenous women in the delivery location. Past successful performance is a strong indicator for future performance. A project delivery timeframe should also be included as this allows assessment teams to differentiate between applications to identify value for money projects.

Applicants should note assessments will consider the ability of the organisation to deliver the activity on time and within budget.

Criterion 3: Qualification of Service Delivery Staff – Employees of the organisation are appropriately

skilled and competent to undertake the required work. (Where appropriate and required, the organisation invests in training, development and employment of Indigenous workers).

- **Supporting information** should provide details about the qualifications and/or expertise of the organisation and, where relevant, key staff (e.g. project / financial management staff) who will be working with the participants. The qualifications / expertise should be based on the program requirements, including what is needed to achieve successful outcomes for the activity.

Criterion 4: Management Capability – the organisation has a demonstrated ability to manage, deliver and report on the project.

- **Supporting information** should include how the activity or service will be managed and administered on a day-to-day basis, including the ability to provide reports on time and according to requirements.

Applicants should note the assessment process includes consideration of the organisation's management practices to determine if they are appropriate to the specific activity needs and proposed budget.

How to submit an application

To apply for selection under the open competitive selection process used for IWG, applicants need to complete the application form through the eSub funding round.

To apply please visit: [eSub applications](#)

Applications must respond to selection criteria as detailed at 3.2 above. Applications must be received by the closing date and time as detailed at Section 3.6.

You may download the paper version and submit to your nearest Indigenous Coordination Centre with supporting documentation.

The Department will not accept completed applications by fax. Where applicants do not have access to the internet and cannot download an Application Form, Indigenous Coordination Centres can issue hard-copy Application Forms and accept completed applications by post by the application due date.

In Direct or Renew selection processes, FaHCSIA will contact existing service providers directly via email and will accept invited applications that address the selection criteria at Section 3.2 by email.

Questions and Answers during the Application period

The Department will only respond to requests for information that seek clarification of issues to allow them to better understand the requirements of the Application Form and Program Guidelines.

Enquires should be directed to the Indigenous Coordination Centre in your region.

Additional information may be found at the following website [Indigenous Women's Grants](#)

Questions after the application period

The Department will not accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

Closing date and time

Applications for 2012-13 funding will open on 22 February 2012 and close 30 March 2012 at 2:00pm AEST.

Application Acknowledgement

An application will not be considered lodged until it is received by FaHCSIA. The relevant Indigenous Coordination Centre will acknowledge receipt of your application and determine which office will administer your funding request.

The office may be different to the Indigenous Coordination Centre that acknowledges your application. If you have not received notification within a week of lodgement you should contact FaHCSIA to confirm that the form has been lodged correctly.

Advice to unsuccessful applicants

The Department provides advice to unsuccessful applicants in writing (noting applications must have been submitted by the closing date). Unsuccessful applicants are given the opportunity to seek feedback on their application.

Special Conditions applying to this Activity

There are no special conditions that apply to IWG.

Contact information

Applicants should contact the local Indigenous Coordination Centre. Contact details can be found at:

<http://www.fahcsia.gov.au/contactfahcsia>

Glossary

COAG	Council of Australian Governments
FaHCSIA	Department of Families, Housing, Community Services and Indigenous Affairs
GMS	The Grants Management System: A Whole of Government approach to online funding agreement management utilised when managing Indigenous specific funding for clients
PI	Performance Indicator: An agreed measurement for an outcome for a program, service or activity