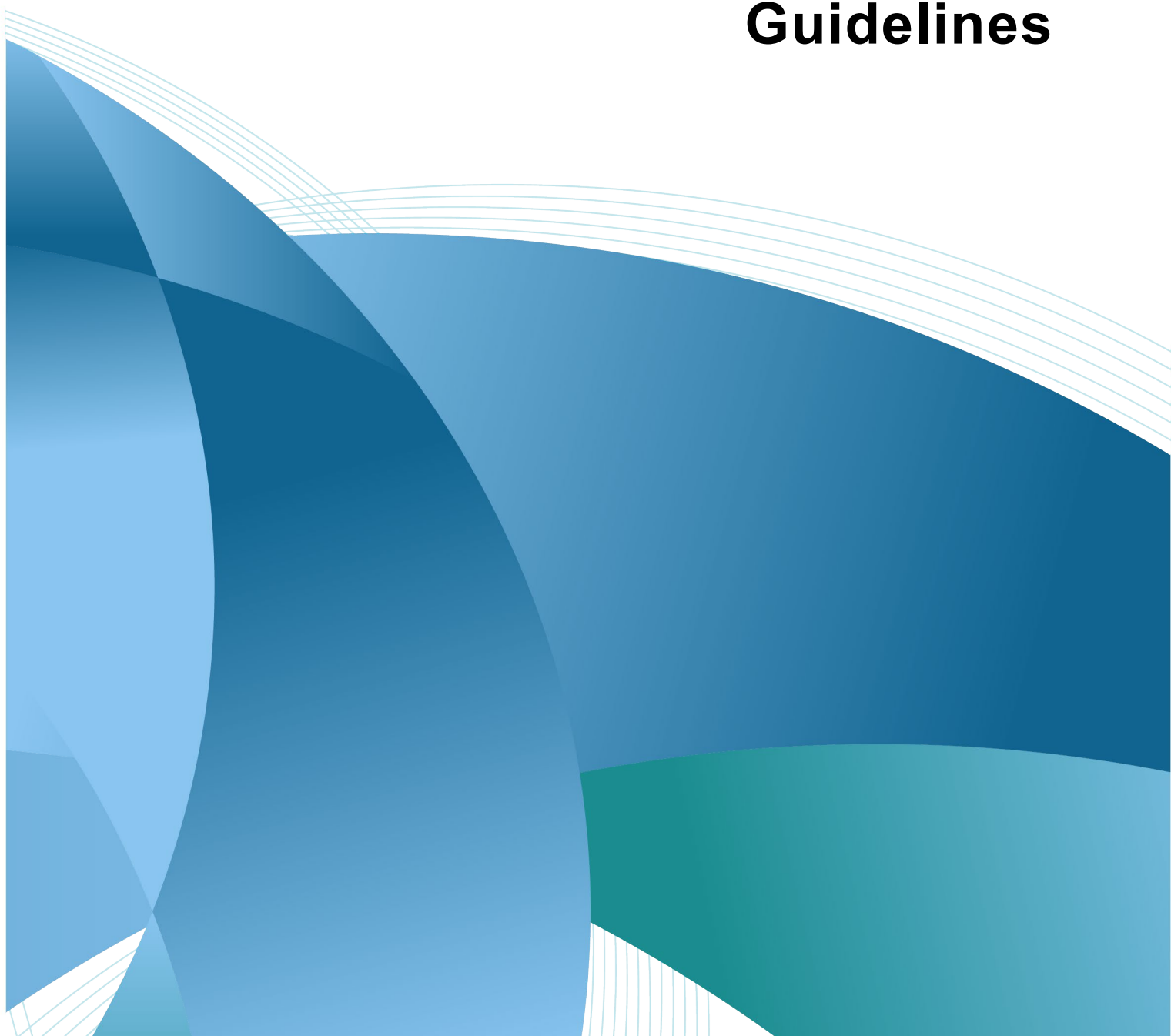


International Women's Day Small Grants Program 2026

Guidelines



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Personal Information

All personal information will be managed according to the *Personal Information Protection Act 2004*. Individuals may request access to their information by contacting the Department of Premier and Cabinet.

Right to Information

Information provided to the Department may be subject to the *Right to Information Act 2009*. The Act is available on the Tasmanian Legislation [website](#).

Records Management

Your application and any supporting documents will be retained and managed under the *Archives Act 1983 (Tas)*. The Act is available on the Tasmanian Legislation [website](#).

Administration and Contact Details

The program will be administered by the Department of Premier and Cabinet (DPAC/the Department) on behalf of the Crown in the Right of Tasmania.

Contact with the department for any of the following reasons can be directed to: grants@dpac.tas.gov.au or 1800 204 224:

- Further information or advice on the program
- Assistance in making an application
- Further feedback on the decision of the application
- Request a review of the decision

International Women's Day Small Grants Program 2026

Aim

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

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

The Equal Means Equal strategy's vision is:

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

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

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

- Economic Security
- Leadership & Participation
- Safety
- Health & Wellbeing.

The funding will contribute to local events and activities across Tasmania that celebrate women and their achievements.

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

Funding Arrangements

The total funding for this Program is up to \$40,000, subject to approval of the November 2025 State Budget.

Eligible applicants can apply for funding of up to \$2,500 to hold events in Tasmania that celebrate women and their achievements.

Events funded by this grant should be held for on or around International Women's Day, Sunday 8 March 2026.

If your organisation received funding in the previous round of the Grants Program and still meets the criteria under this Grants Program round, you are eligible to apply for funding.

If your organisation is eligible and has multiple eligible events, you can submit a separate application for each event.

You may be asked to rank your applications in order of preference for consideration by the assessment panel.

Applicants must indicate on their application whether they will accept partial funding.

If an eligible applicant applies and also auspices¹ another organisation(s) for this Grants Program, then the auspicee applies under their legal name and the application must include formal written confirmation from the auspicings organisation that it will accept the relevant administration, legal and financial responsibilities for the grant.

Funding is provided under specific terms and conditions detailed in the Grant Agreement for successful applicants.

Applicants with outstanding reporting or acquittal obligations for other Department of Premier and Cabinet grants may still apply but will not receive funding until these obligations are met.

Should any changes to the approved purposes (outlined in the application and Grant Agreement) be necessary, the recipient must submit a written request, which must be formally approved in writing by the Department of Premier and Cabinet.

The project must be completed, and the grant money expended within 12 months.

¹ Auspicing is when an eligible organisation (the auspisor) helps unincorporated organisations (the auspicee) fund their activities. An auspice agreement is a legally binding contract, where the auspisor enters into the Grant Agreement/Deed and receives the project funding.

Eligibility Criteria

Eligible Applicants

All applicants must:

- be based in Tasmania
- hold a currently active Australian Business Number (ABN) or provide evidence that they are currently in the process of applying for one.
- have appropriate levels of Public Liability Insurance for the purpose of the proposal. A copy of the applicant's current Public Liability Insurance cover is required to be attached to the application.

Eligible organisations can either be:

- A local government authority (council); or
- An incorporated not-for-profit organisation;
- Parents and friends associations; or
- A not-for-profit company registered under company law.

Unincorporated community organisations or groups may be considered for funding if they are auspiced by an organisation who meets the above eligibility criteria.

Eligible Events

By making an application in this Grants Program, you agree that your event will be:

- Alcohol and drug free;
- Safe for vulnerable people; including children and youth;
- Inclusive and accessible for anyone attending including Aboriginal people, culturally and linguistically diverse communities, and people with disabilities;
- Compliant with Work Health and Safety legislation and all other relevant legislation, regulations licenses, permits, approvals or your employing someone with skills requiring qualifications; and
- Free to attend, but can be ticketed to help with managing attendees and evaluation.
- Open to members of the public to attend. If you believe your event is not suitable for the public, please provide the rationale for this request in your application. This won't form part of the assessment criteria.

If unsure about your organisation's ability to meet all aspects of the eligibility criteria, please contact the administration contact under the section: "Administration and Contact Details".

Applicants may be asked to supply documentation to support eligibility claims as part of the application process, or as part of an audit process to confirm claims were true and correct.

Ineligible Applicants

The following entities are not eligible to apply for funding under the Program:

- Australian Government agencies;
- Tasmanian Government agencies;
- Tertiary institutions;
- For profit organisations;
- Political parties; and
- Individuals and or sole traders.

Eligible Events Costs

The following are eligible costs. However, this list is not exhaustive:

- Venue hire;
- Equipment hire – catering/lighting/sound/audio visual equipment;
- Staging hire - marquee / stall / table / chair hire;
- Welcome to Country ceremony fees
- Event advertising and marketing;
- Cleaning materials; and
- Catering (up to 25 per cent of funding) we may waive this if your quotes are for sustainable materials (avoiding single use plastics).

Ineligible Events

Applications for the following purposes are not eligible:

- events that have commenced or already taken place (i.e. retrospective funding);
- events involving political activities and/or commemorations;
- events entirely based on commercial or fundraising activities; and
- events of national or independence days of countries other than Australia
- events already receiving funding from the Tasmanian Government.

Ineligible Event Costs

- Personal or private expenses
- Purchasing prizes
- Purchasing alcohol, tobacco, smoking related products, including vapes or drugs
- Purchasing Gift Cards or vouchers
- Normal wages or wages outside approved roles. If there are any paid hours should be charged at the appropriate state or federal award, and in accordance with the Fair Work Act and Australian Tax Office requirements.
- Fundraising activities
- Capital Works, significant equipment purchases or fixed assets
- Normal operational costs
- Cost overruns, loan repayments or existing debts

- Retrospective costs – if successful, you may be able to claim some costs prior to receiving your Grant Agreement, but they are made at your own risk.
- Political, Advocacy or Religious activities
- Contingency funding.

Please Note:

- Equipment purchases may be allowed, if you can demonstrate that it is more sustainable than hiring equipment and that you can cover ongoing costs.
- All expenses must benefit the community, not an individual.
- There may be special cases for costs that aren't usually covered. Your organisation will need to demonstrate why these items are being requested, and the Department of Premier and Cabinet (DPAC) may request more information to support your request.

Guide to Applicants

Applicants must complete the online application form, which is run through the Department's grants management software, SmartyGrants.

If you are having difficulty accessing the application form, or have any questions regarding the application process, please contact Community Grants on 1800 204 224 or email at grants@dpac.tas.gov.au before the program closes.

On submission of your application, you will receive a confirmation email with your application form in PDF format from SmartyGrants. If you do not receive the confirmation email of your application, please contact Community Grants on 1800 204 224.

We encourage your organisation to consider using SmartyFile to manage SmartyGrants applications.

Taxation and Financial Implications

Organisations must indicate whether they are registered for Goods and Services Tax (GST) in their grant application.

To help with understanding GST, you can visit our [website](#).

If you do not have an Australian Business Number (ABN) you may be required to complete a 'Statement by a supplier'. You can read about who is eligible to use and access the form through the [ATO website](#)

It is strongly recommended that applicants contact the Australian Taxation Office (ATO) on 13 28 66 or www.ato.gov.au for any advice or clarification on GST.

Assessment

Please note that meeting all eligibility criteria does not guarantee approval for grant funding.

Assessment Criteria Applications from eligible organisations will be evaluated based on the level of detail and evidence provided against the following criteria. The assessment will consider:

1. Alignment to Equal Means Equal Strategy and the likelihood to achieve Program Aims
2. Applicant capability and capacity

Assessment Criteria:

Criterion	Description/Guide	Weighting
Alignment with the Equal Means Equal Strategy and likelihood to achieve Program aims.	Provide evidence of how your organisation's goals align with the Equal Means Equal Plan and how your event contributes to meeting the Program's Aims.	50%
Applicant capability and capacity	Demonstrate that your organisation has the experience or community support, resources, and planning capability to successfully deliver the event. Your event plan should be realistic and achievable, supported by a clear, proportionate and eligible budget.	50%

Moderation and Equity Considerations

If the program is oversubscribed, the assessment panel *may* apply moderation to ensure equitable distribution of funds. In making final recommendations, the panel may consider:

- Distribution of events across Tasmania; and/or
- Previous DPAC grant funding history, to promote broad and fair access to funding.

Timeframes

Below is a table for the critical dates of the grant program.

Description	Date
Program opens	2pm, 18 November 2025
Program closes	2pm, 23 December 2025
Outcome expected to be advised (estimated date)	Late January 2026
Funding disbursed	Late January 2026
Projects are expected to be completed by	30 June 2026

Late applications will not be accepted.

During the assessment process the department, at its discretion, may require further information to support or clarify an application. If the information isn't provided within 3 business days, may result in the application being unsuccessful.

Successful Grant Applications

The details of all successful applicants, including the amount of the grant they receive, will be made publicly available on the Department of Premier and Cabinet's website.

Successful applicants will receive a Grant Agreement or Grant Deed outlining the funding terms and conditions.

Current DPAC Grant Recipients

Organisations that currently have a grant with overdue reporting and acquittal obligations will not receive grant funding from this Program until the reporting and acquittal obligations for the previous grant are completed.

Provision of Grant Funding

Assessment and approval of a grant is based on the information supplied in the grant application form.

The provision of grant funding is subject to the successful applicant meeting the requirements of the grant, being the intended purpose outlined in the grant application, any further terms and conditions outlined in a grant funding agreement/deed and meeting the terms outlined in these program guidelines.

Failure to adhere to the requirements of the grant, or the provision of false or misleading information, will require the grant funding to be returned to the department.

All successful applicants will be required to adhere to the conditions of the grant and, at a minimum, will be required to submit a final acquittal at the completion of the grant term that demonstrates the funding provided was used for the approved purpose.

Partial Funding

If the program is oversubscribed, some applicants may receive partial funding. Clearly outline how each part of the requested funding will be used and indicate whether your project can proceed with partial funding, as declining partial funding will result in either full or no funding.

Reporting and Evaluation

Organisations awarded funding through the Grants Program must complete a Final Report using a template provided by the Department of Premier and Cabinet. This report allows the Department to evaluate the Grants Program's effectiveness and fulfill its reporting requirements.

The Final Report must include a full statement of expenditure and activities against the Grant Amount and Approved Purpose.

Unsuccessful Applications

Unsuccessful applicants will receive an email notification informing them of the decision.

Appealing a decision

Applicants may request a review of a decision if they can demonstrate a conflict of interest, process error, or discrimination. Grounds for appeal include:

1. Decision-makers having a financial interest in the application's outcome.
2. Incorrect advice affecting the application's preparation.
3. Discrimination based on irrelevant personal factors.

Requests for review must be submitted in writing to **grants@dpac.tas.gov.au** within 28 days of receiving the decision notification.



Department of Premier and Cabinet

Phone: 1800 204 224

Email: grants@dpac.tas.gov.au

www.dpac.tas.gov.au