Capital of Equality Grants Program

2026 – 2029 Grant Guideline

ACT Government

Acknowledgement of Country

The Health and Community Services Directorate acknowledges the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region.

We respect the Aboriginal and Torres Strait Islander people, particularly our Aboriginal and Torres Strait Islander staff, and their continuing culture and contribution they make to the Canberra region and the life of our city.

On language

In this guideline, the term "LGBTIQA+" is used to describe many identities and experiences, such as lesbian, gay, bisexual, pansexual, queer, asexual, aromantic, transgender, agender, non-binary, and intersex people. We know that there is no single experience that represents what it means to be part of the LGBTIQA+ communities.

We acknowledge that there are more lived experiences in our communities and are attentive to the experience of all expressions of sexual, gender, relationship and bodily diversity. We encourage applications from all parts of our diverse communities.

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Produced by the Health and Community Services Directorate. Enquiries about this publication should be directed to the Health and Community Services Directorate.

GPO Box 158, Canberra City 2601
act.gov.au
Telephone: Access Canberra – 13 22 81

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About the Capital of Equality Grants Program

The Capital of Equality Grants Program

The ACT Government's Capital of Equality Grants Program (the Grants Program) was established in 2019. Its main purpose is to remove any barriers to equality for LGBTIQA+ communities in the ACT and surrounding region.

Since its establishment over $1.4 million has been given to over 130 local projects to run events, develop publications and resources, run peer-led programs, produce new artistic works, enable sporting activities designed to improve the social inclusion and leadership skills of LGBTIQA+ Canberrans, and build capacity of local organisations to deliver safe, LGBTIQA+ inclusive services. You can see information about past projects on our website www.act.gov/lgbtiqa.

From 2026 until 2029, the Grants Program runs on an annual basis. Each financial year, a total of $100,000 (excl. GST) will be available across the following 2 streams:

- The Connection Fund, and
- LGBTIQA+ Leadership Stream.

Grants Program outcomes

The Grants Program aims to achieve the following outcomes via funding local projects and leaders:

1. **Outcome 1: ACT communities have improved understanding of LGBTIQA+ experiences:** To achieve this outcome, funded projects can undertake activities, which aim to foster awareness and understanding of experiences of LGBTIQA+ people or collect new data on LGBTIQA+ experiences in the ACT.
2. **Outcome 2: LGBTIQA+ people experience improved wellbeing:** To achieve this outcome, funded projects can undertake activities which improve the social and emotional wellbeing of LGBTIQA+ people, their communities and families, including specifically focusing on supporting diverse priority population groups within LGBTIQA+ communities such as Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, including those on migrant and refugee visas, trans and gender diverse people, people with disability as well as young people and seniors.
3. **Outcome 3: LGBTIQA+ communities have increased opportunities to participate in social and community life:** To achieve this outcome, funded projects can undertake activities which aim to increase the participation of LGBTIQA+ people, their communities and their families in all areas of public life; or activities which build a sense of belonging and support social connections within the LGBTIQA+ community.
4. **Outcome 4: LGBTIQA+ people have access to opportunities which build their leadership skills.**

The outcomes of the Grants Program are aligned with the outcomes of the Capital of Equality Strategy 2024-2029.

Funded projects must contribute towards achieving at least 1 of the 4 Grants Program outcomes.

Priority population groups

The Grants Program supports LGBTIQA+ communities and recognises that:

- LGBTIQA+ communities are not homogenous, and individuals have diverse and intersecting identities, experiences and needs.
- A person's gender identity, sexual orientation and variations in sex characteristics are not the only factors shaping their experiences and access to opportunities and support.
- Experiences of safety, inclusion and wellbeing both within LGBTIQA+ and broader communities can be influenced by factors such as age, race, cultural background, religion, disability, migration status and socioeconomic circumstances.
- Experiences of marginalisation happen because of the systemic discrimination and exclusion, creating additional barriers to participation, connection and access to services.

Applications that demonstrate benefits to or are led by the following priority population are strongly encouraged and prioritised:

- LGBTIQA+ Aboriginal and Torres Strait Islander people,
- LGBTIQA+ people with disability,
- LGBTIQA+ people from culturally and linguistically diverse backgrounds, including migrants and refugees, regardless of visa status,
- LGBTIQA+ people from multi-faith backgrounds,
- Trans and gender diverse people,
- People with variations in sex characteristics,
- Young LGBTIQA+ people, and
- LGBTIQA+ seniors.

Where applicants indicate that their project will benefit one or more of these population groups, the applications must demonstrate targeted engagement approaches.

Connection Fund

About the Connection Fund

The Connection Fund supports projects which aim to create a sense of community, belonging and togetherness for LGBTIQA+ people.

Connection Fund applications open once per financial year. Information about the opening and closing dates will be published at www.act.gov.au/lgbtiqa.

Applicants need to demonstrate how their project helps achieve at least one of the 4 Grants Program outcomes. Applicants must demonstrate the benefits to LGBTIQA+ individuals, communities, and/or their families within the ACT. Your project can be designed to either benefit the LGBTIQA+ community as a whole or benefit one or more of the priority groups.

All projects under this stream should be finished within one year.

Approximately 90% of the total available funding is made available to projects funded through the Connection Fund.

Who can apply for the grant

Individuals and not-for-profit organisations can apply for a grant through the Connection Fund.

Applicants can apply for more than one grant, but only one application will be funded, if recommended by the panel. Auspicing a grant does not count as an application.

Applications led priority populations as described above are **strongly encouraged and prioritised**.

Applying as an LGBTIQA+ individual

To be eligible, you must:

- be an LGBTIQA+ person who lives in the ACT or a surrounding region, and
- have acquitted any previously received ACT Government grant.

LGBTIQA+ people who are on a temporary visa can apply of their visa expires no less than 2 years from the date of application.

LGBTIQA+ young people under the age of 18 can apply, but need a consent from a parent, carer or guardian.

Applying as a registered non-for-profit or charity organisation

To be eligible, an organisation must:

- be a non-for-profit or a charity which is an incorporated legal entity under the Corporations Act 2001 (Cth) or the Associations Incorporation Act 1991(ACT), or similar, and operate in the ACT or the surrounding region,

- have an ABN,[1]
- propose a project for the benefit of LGBTIQA+ communities in the ACT or the surrounding region, and
- have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding), if applicable.

Both LGBTIQA+ community-controlled and other (mainstream) community services can apply.

Applying as an unregistered community group or collective

To be eligible, an unregistered LGBTIQA+ community group or collective must:

- operate as a non-for-profit,
- be led by LGBTIQA+ communities, and/or demonstrate that its activities primarily benefit LGBTIQA+ people in the ACT or surrounding regions,
- have entered into an auspicing arrangement with a non-for-profit organisation with an ABN, prior to making the application, and
- have satisfactorily acquitted all previous grants provided by the ACT Government (except for current year's funding), if applicable.

Other conditions

Some projects may require having a public liability insurance. If you have a current public liability insurance, you will be asked to attach a copy of its certificate of currency with your application. If you do not have it, you can budget its costs as a part of your application.

Auspiced funding

What is an auspiced grant?

An auspiced grant is one where a third party takes responsibility for financial management of the grant.

You need to choose an auspicing entity before applying and the entity must agree. The details of the auspicing entity must be included on the application form, including a support letter. Applications that declare an auspicing arrangement but do not provide a support letter will not be considered. The auspicing relationship is the responsibility of the auspicing entity and the organisation, group or person being auspiced.

For more information on auspicing arrangements you can view this document: Auspicing guide.

The Office of LGBTIQA+ Affairs will add a 7% auspicing fee to your total grant amount if your application is successful. This amount is to be retained by the auspicing entity to cover costs associated with auspicing. This amount is not included in the maximum amount that you can apply for but provided on top of.

[1] Incorporated organisations without an ABN must complete the Australian Tax Office's Statement by a Supplier Form.

Who requires auspicing arrangements:

Only unregistered LGBTIQA+ community groups must be auspiced by an eligible non-for-profit organisation.

Individuals can choose to be auspiced if they feel more supported with an auspicing arrangement to deliver their project.

Registered LGBTIQA+ and/or mainstream non-profit organisations can be simultaneously an auspicing organisation and an applicant in another project.

What auspicing entities are responsible for

- counter-signing the deed of grant sent by the act government to you,
- receiving and administering the funding,
- paying invoices and purchasing resources for the project using the funds,
- offering any project management guidance, if required,
- ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided,
- providing you with an itemised financial statement at the end of the project which clearly identifies how the grant was spent.

What applicants are responsible for

- co-signing the deed of grant,
- confirming the necessary arrangements with the auspicing entity,
- confirming the ways of working together including the process of arranging payments,
- overall management and delivery of the project,
- providing all necessary information to the administering entity to allow them to complete the itemised financial statement at the end of the project,
- completing the acquittal process.

Who cannot apply

The following applicants are not eligible:

- government entities,
- registered political parties,
- businesses or other organisations operating as for-profit,
- social enterprises,
- public and private educational institutions,
- organisations operating licensed premises and/or gaming machines, or
- organisations who have not acquitted previous funding (where it was required).

What you can do through the grant's funding

Examples of projects that can be funded through the Connection Fund

- Projects that improve access to and use of community resources, services and facilities for LGBTIQA+ individuals, communities and their families,
- projects that build community participation inclusive of LGBTIQA+ families, young and older people, and isolated individuals,
- events and exhibitions (both in person and online events can be supported),
- projects that support active participation of LGBTIQA+ people in the arts,
- projects that support active participation of LGBTIQA+ people in sports and recreational activities and promote the everyone can play best practice guidelines,
- awareness raising activities (including data and research projects led by community organisations and not supported by educational institutions).

2026-27FY activities to mark the 10th anniversary of marriage equality postal vote

In 2026-27FY only, applicants can propose projects which are designed to mark the 10th anniversary of the ACT achieving the highest YES vote in the national marriage equality postal vote.

The 10th anniversary of the marriage equality postal vote falls on 15 November 2027.

Examples of activities to mark the anniversary include, but are not limited to:

- hosting a community celebration or event,
- creating an exhibition, art installation or similar to celebrate the result and record the impacts of the postal vote on LGBTIQA+ communities,
- holding a truth telling or reflection forum on the marriage equality postal vote.

What activities cannot be funded

The following projects will not be considered for funding:

- projects that do not contribute to the outcomes and objectives of the Grants Program,
- projects that are not delivered primarily within the act and of benefit to the act LGBTIQA+ communities,
- projects requiring ongoing funding,
- projects or activities already funded by the ACT government, Australian government or other philanthropic funding (this includes projects that are a duplication of or a continuation of an existing service, a program, or event)[2],

[2] Only such projects that can demonstrate how they will be expanded through this funding and how they will be funded after the grant can be considered.

- projects that do not comply with public safety requirements or meet relevant Australian government legislative requirements,
- projects which are deemed to be inappropriate or offensive, including those violating the human rights or discriminatory in their nature, and those which may create reputational risks for the health community services directorate and/or the act government. this includes but not limited to:
    - activities that do not uphold the rights of LGBTIQA+ people
    - activities that discriminate on the basis of race, gender, sexual orientation, age, and other protected attributes under the *Discrimination Act (1991) ACT,*
- academic research led by universities.

How much you can get and how you can use the funding

LGBTIQA+ individuals can apply for a grant up to $5,000.

If you are a sole trader and have an ABN, you are not required to provide it when applying as an individual. Grants for individuals are gifts that are not taxable. If you are quoting your ABN, then a grant may result in tax implications. Seek financial advice if you have questions.

Registered not-for-profit and charity organisations, and auspiced unregistered LGBTIQA+ community groups or collectives can apply for a grant up to $15,000.

The assessment panel may recommend only to partially fund your project.

Types of eligible expenses

Funding can contribute to the costs required to deliver the project, unless they are included in the ineligible expenses below.

You can ask for such costs as fees, purchase of relevant materials, resources, catering, public liability insurance or venue hire.

Expenses that cannot be supported

- costs of projects or activities that have already taken place, or item already purchased
- debt repayments of any kind
- the purchase of alcohol
- purchase of equipment over $1,000 in value
- costs associated with the preparation of this grant application.
- costs associated with the purchase or lease of land, property or vehicles
- costs associated with construction
- competitions, commercial ventures or fundraising activities including prize money or gifts
- cost to support participation in overseas conferences, training or study tours
- all vocational and tertiary degrees and courses

- advertising or marketing campaigns relating to activities, initiatives or events not funded through these grants
- personal living expenses
- expenses not related to the activity outlined in application.

How to apply

Applications are open once per year and are accepted online via SmartyGrants.

Step 1:

Read the guidelines to check if you or your organisation are eligible to apply.

Step 2 (optional)

Meet with a grants officer from the Office of LGBTIQA+ Affairs to talk about your application idea before applying. You can meet in person or online.

You can ask questions about the application process at the meeting. We cannot help you write or edit the application. We will not read your application draft. We can help you understand the guidelines and tell you if your idea fits the guidelines.

Meetings are limited to 15 minutes only. A team member who meets with you will not be part of the assessment panel and will have no direct impact on the outcome of your application. They are there to support you with the application process. The meeting is optional and has no bearing on the success or otherwise of your application. Please contact the Office of LGBTIQA+ Affairs at least 3 business day before the closing date to book a meeting.

Step 3

Prepare your application. Feedback from previous applicants tells us it can take from 2 to 10 hours to write an application depending on which stream you are applying for and how much experience you have writing grant applications. Consider sufficient time to obtain required attachments.

If you have a disability, the Office of LGBTIQA+ Affairs can make reasonable adjustments to help you apply for a grant. Please contact us to talk about accessibility options.

Step 4

Submit your application online via SmartyGrants before the closing date and include all required attachments.

How applications are assessed

Project eligibility

When the Office of LGBTIQA+ Affairs receives your application, it will be checked to make sure you are eligible for funding. To be eligible, please ensure you have applied under the correct stream, and submitted all relevant attachments. Eligible applications are then provided to an assessment officer and a panel to be rated.

Your application will be assessed against the guidelines and the below assessment criteria.

The assessment panel will also consider your application as a whole and make an assessment as to the merit of the application in meeting the aims and objectives of the Capital of Equality Strategy 2024-2029 and its overall ability to address priorities for Canberra's LGBTIQA+ communities.

Assessment criteria

1. **Objectives and outcomes:** has the applicant demonstrated how the project contributes to the outcomes of the Grants Program?
2. **Evidence of community benefit and need:** how does the applicant demonstrate that the project supports the LGBTIQA+ communities in the ACT and that there is a community need for this project?
3. **Applicant capability:** has the applicant demonstrated their capability to manage the project including project plan, timeframes, and budget planning?
4. **Value for money:** Does the project demonstrate value for money? Is the amount of funding requested proportionate to the project outcomes and benefits?

If you get a grant

Sign a Deed of Grant

If you are successful, you will need to sign a Deed of Grant with the ACT Government setting out the terms and conditions for which funding will be provided, including acquittal requirements within the agreed timeframe.

Payments will take up to 30 days to process following signing the Deed of Grant (unless otherwise stipulated in the Deed of Grant) and receiving your invoice. Grants will be paid in one instalment following the execution of the Deed of Grant in accordance with its conditions.

Conditions of funding

If your application is successful, you must:

- be accountable for funds received from the Office of LGBTIQA+ Affairs and follow all conditions and guidelines of the Capital of Equality Grants Program.
- return any unspent funds to the Health and Community Services Directorate.
- Seek written approval from the Office of LGBTIQA+ Affairs to make any variation to the project, as detailed in the application form. Requests to amend the scope of the project need to be addressed to the Office of LGBTIQA+ Affairs, clearly outlining why the change of purpose is required. Applicants should not assume that a change of purpose request will be approved.
- seek written approval from the Office of LGBTIQA+ Affairs for any budget variations plus or minus 10%.
- be able to demonstrate that every effort is being made to ensure that the principles of access, equality and anti-discrimination are guiding the development of the organisation and any programs that it conducts.
- inform the Office of LGBTIQA+ Affairs in writing if you have applied for any other grant program for the same activity or engaged any external sponsors. A copy of this agreement will be required upon signing the Deed of Grant by the recipient.

- provide suitable acknowledgment of the financial support provided by the ACT Government under this program including:
    - an acknowledgement in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising, and provide all of these to the Office of LGBTIQA+ Affairs for approval prior to publishing anything bearing the ACT Government Capital of Equality logo
    - acknowledge the funding provided through the program in any public event, media release or media coverage and
    - on reasonable notice, invite the Office of LGBTIQA+ Affairs to participate in any public event, media release or media coverage related to the funded activity.

Goods and services tax (GST)

GST does not apply to this grant and should not be added in your invoice. This is because the ACT Government is providing a financial contribution to support your project, not purchasing goods or services from your organisation. The grant is not considered payment for a supply under GST law, as there is no expectation of receiving anything in return. This aligns with the ATO's Goods and Services Tax Ruling GSTR 2012/2.

Public liability Insurance

If you are successful under the Connection Fund, and depending on the nature of the project, you may require current public liability insurance policy with a cover of a minimum of $10 million.

The requirement to have insurance and the level required is determined by your assessment of the risks and liabilities of the proposal. The cost of insurance can be included in the budget for a proposed project. You will be notified in the Letter of Offer if additional insurance is required.

Examples of projects:

- if you are organising an event through your project, you must have a current public liability insurance.
- if your project is to cover purchase or development of resources, you do not require current public liability insurance.

Publication of successful grant recipients

The names of successful applicants of the Connection Fund Stream, including the project title, description and funded amount will be published on the Office of LGBTIQA+ Affairs website.

After you finished the project

You must spend the funds within the timeframes nominated in the Deed of Grant. You must submit the completed acquittal and expenditure within 30 days of the completion of the grant activity.

When you have finished the project, please log on to SmartyGrants www.smartygrants.com.au and complete the Acquittal Report forms. Use the same username and password to log in that you used to register with SmartyGrants when you applied for the grant.

When the project ends, you must provide the Office of LGBTIQA+ Affairs with your completed Acquittal Report with the following information:

- a copy of the relevant financial statement or invoices, receipts, bank statements or other financial documentation that clearly identifies the income and expenditure of the grant; or
- documentation that clearly identifies the income and expenditure of the grant signed by a representative of the organisation; and
- details about the activities undertaken and outcomes achieved.

LGBTIQA+ Leadership Stream

About the LGBTIQA+ Leadership Stream

This stream supports new, emerging and established LGBTIQA+ leaders to access leadership and professional development opportunities. This funding will be available to LGBTIQA+ leaders who do not have organisational support or financial capacity to access those opportunities. This small grant is meant to cover costs such as travel, accommodation and registration fees. In some cases, the funding is only a contribution towards the total cost of an opportunity.

Applications under the LGBTIQA+ Leadership Stream open 2 times per financial year. Subject to funding availability, a third application round may be open.

In your application you must show how the skills you gain will be used for the benefit of the LGBTIQA+ communities in the ACT.

Approximately 10% of the total available funding is made available to projects funded through the LGBTIQA+ Leadership Stream.

Who can apply for the grant

Only LGBTIQA+ individuals are eligible to apply.

To be eligible, you must:

- be an LGBTIQA+ person who lives in the ACT or a surrounding region,
- have acquitted any previously received ACT Government grant, and
- demonstrate that you do not have an organisational support or your own financial capacity to access those opportunities.

LGBTIQA+ people who are on a temporary visa can apply if their visa expires no less than 2 years from the date of application.

LGBTIQA+ young people under the age of 18 can apply, but need consent from a parent, carer or guardian.

Applicants cannot be auspiced for this grant.

If you are a sole trader and have an ABN, you are not required to provide it when applying as an individual. Grants for individuals are gifts that are not taxable. If you are quoting your ABN, then a grant may result in tax implications. Seek financial advice if you have questions.

What you can do through the grant's funding

Types of opportunities that can be funded

- participation in conferences
- participation in trainings or workshops
- mentorship opportunities

- other professional development opportunities

Only domestic travel will be considered.

What activities cannot be funded

The LGBTIQA+ Leadership Stream does not support the following:

- activities that do not contribute to the outcomes and objectives of the Program
- participation in overseas conferences, training or study tours
- all vocational and tertiary degrees and courses.

How much you can get and how you can use the funding

How much you can get

The amount you can get depends on the location of your professional development opportunity. You can get up to:

- $650 for opportunities in the ACT
- $1,000 for opportunities in NSW
- $1,500 for opportunities in other States and Territories.

If you are a sole trader and have an ABN, you are not required to provide it when applying as an individual. Grants for individuals are gifts that are not taxable. If you are quoting your ABN, then a grant may result in tax implications. Seek financial advice if you have questions.

Types of eligible expenses

This small grant is meant to cover costs such as travel (including travel insurance, flights, interstate and local bus or train tickets, and petrol), accommodation, conference registration fee or other fees required to participate in the professional development opportunity.

You should cost the travel and accommodation expenses in alignment with the ACT Government Travel Policy which requires the individual to select the best / cheapest travel fare (for example, a bus trip to Sydney, an economy flight to Melbourne). Private vehicle travel is allowed on the condition that there is a comprehensive car insurance in place. Accommodation must be costed in accordance with the ATO Travel determinations.

Expenses that cannot be supported

- expenses not related to the activity outlined in application
- expense for travel and meals allowance exceeding amounts identified by ATO Travel determinations
- overseas conferences, training or study tours
- all vocational and tertiary degrees and courses
- personal living expenses
- the purchase of alcohol.

How to apply

Applications will be open2 -3 times per year depending on funding availability. Applications are accepted online through SmartyGrants.

You must apply before the professional development opportunity happens. We cannot give funding for activities which have already happened. You can only get one grant each financial year.

To apply, via SmartyGrants you need to submit a two-page resume, details about the opportunity, reasons why you need financial support and one recommendation letter from a community member testifying to your leadership within LGBTIQA+ communities.

Step 1:

Read the guidelines to check if you are eligible to apply.

Step 2 (optional)

Meet with a grants officer from the Office of LGBTIQA+ Affairs to talk about your application before applying. You can meet in person or online.

You can ask questions about the application process at the meeting. We cannot help you write or edit the application. We will not read your application draft. We can help you understand the guidelines and tell you if the opportunity you want to participate in fits the guidelines.

Meetings are limited to 15 minutes only. A team member who meets with you will not be part of the assessment panel and will have no direct impact on the outcome of your application. They are there to support you with the application process. The meeting is optional and has no bearing on the success or otherwise of your application. Please contact the Office of LGBTIQA+ Affairs at least 3 business day before the closing date to book a meeting.

Step 3

Prepare your application. Feedback from previous applicants tells us it can take from 2 to 10 hours to write an application depending on which stream you are applying for and how much experience you have writing grant applications. Consider sufficient time to obtain required attachments.

If you have a disability, the Office of LGBTIQA+ Affairs can make reasonable adjustments to help you apply for a grant. Please email the Office of LGBTIQA+ Affairs to talk about accessibility options.

Step 4

Submit your application online via SmartyGrants before the closing date and include all required attachments.

How applications are assessed

Project eligibility

When the Office of LGBTIQA+ Affairs receives your application, it will be checked to make sure you are eligible for funding. To be eligible, please ensure you have applied under the correct stream, and submitted all relevant attachments. Eligible applications are then provided to an assessment officer and a panel to be rated.

Your application will be assessed against the guidelines and the below assessment criteria.

The assessment panel will also consider your application as a whole and make an assessment as to the merit of the application in meeting the aims and objectives of the Capital of Equality Strategy 2024-2029, and how your increased leadership skills or gained knowledge will benefit LGBTIQA+ communities in the ACT.

Assessment criteria

1. **Objectives and outcomes:** has the applicant demonstrated their LGBTIQA+ leadership and need for professional development?
2. **Evidence of community support:** has the letter of support been provided, as well as details about how skills will be transferred to LGBTIQA+ communities?
3. **Applicant need and capability:** has the applicant demonstrated financial need, identified relevant timeframes, and budget planning
4. **Value for money:** is the amount of funding requested proportionate to the project outcomes and benefits?

If you get a grant

Agree to the conditions of the grant

If you are successful you will need to agree to the conditions of the grant buy signing the provided Letter of Offer by the Health and Community Service Directorate.

The Letter of Offer will include details:

- how to accept an offer
- grant amount
- the purpose or activity for which we have given the grant
- the term of your funded activity for which you must expend the grant amount in full
- how to acquit your grant funds when you have completed the project.

Payments will take up to 30 days to process following signing the Letter of Offer and receiving your bank details. Grants will be paid in one instalment.

Conditions of funding

If your application is successful, you must:

- be accountable for funds received from the Office of LGBTIQA+ Affairs and follow all conditions and guidelines of the Capital of Equality Grants Program.
- return any unspent funds to the Health and Community Services Directorate.
- seek written approval from the Office of LGBTIQA+ Affairs to make any variation to the project, as detailed in the application form. Requests to amend the scope of the project need to be addressed to the Office of LGBTIQA+ Affairs, clearly outlining why the change of purpose is required. Applicants should not assume that a change of purpose request will be approved.
- seek written approval from the Office of LGBTIQA+ Affairs for any budget variations of 10%.

Goods and services tax (GST)

GST does not apply to this grant.

Public liability Insurance

Public liability insurance is not required for this grant.

Publication of successful grant recipients

Only the opportunities which are funded under the LGBTIQA+ Leadership Stream will be published. No personally identifiable information, including successful applicants' names will be published.

After you finished the project

You must spend the funds within the timeframes nominated in the Letter of Offer.

After the professional development opportunity ends, please log on to SmartyGrants www.smartygrants.com.au and complete the Acquittal Report form. Use the same username and password to log in that you used to register with SmartyGrants when you applied for the grant.

You must provide the Office of LGBTIQA+ Affairs with your completed Acquittal Report with a copy of the relevant receipts, bank statements or other financial documentation that clearly identifies the expenditure of the grant.

Other important information for all applicants

How to submit your application

You will need to create a login to SmartyGrants to begin your application. Make sure you save as you go.

SmartyGrants provides an online help guide. This guide will explain the steps you need to take to complete and submit your Application Form. This is the link for the guide: http://help.smartygrants.com.au/display/help/Help+Guide+for+Applicants. If you have any technical trouble you need to contact the SmartyGrants directly as the Office of LGBTIQA+ Affairs cannot resolve these issues.

You can press 'save' at any point and log out. When you log back in, your draft application will be saved, and you can start where you left off.

More than one person can work on an application using the same log in details provided that only one person is working on the application at a time

You will not be able to submit your application until you have answered all questions marked as compulsory and uploaded all required attachments.

Once you have submitted your application, it cannot be changed.

Applications submitted after the closing date will not be considered.

Confidentiality

All material submitted to the Health and Community Services Directorate is provided in confidence. However, the ACT Government may promote successful applicants for the mutual benefit of the Grants Program and the applicant.

Details of applications will not be made available to third parties without permission. You should be aware that the provisions of the Freedom of Information Act 2016 apply to documents in the Office of LGBTIQA+ Affairs' possession.

Application feedback

Applicants are encouraged to complete the feedback questions at the end of the application form. This feedback assists to improve grant programs, processes, and service delivery.

You can also email this feedback to the Office of LGBTIQA+ Affairs by email: EqualityGrants@act.gov.au

The Office of LGBTIQA+ Affairs supports your right to ask questions about the grant application process. If your application has not been successful, email the Grants Program Officer in the Office of LGBTIQA+ Affairs to request a short feedback session.

Complaints

A complaint is defined as an expression of dissatisfaction in relation to the application process and/or an unsuccessful application for a grant. You or your representatives have the right to raise your concerns.

This information supports us to improve services and supports your right to ask questions about the grant application process as well as decisions made in relation to an unsuccessful application.

You can expect to:

- be treated respectfully, fairly and in confidence
- have your concerns dealt with as soon as possible
- be informed of progress, and
- be told of the outcome.

Contact details:

For more information on the Guidelines, eligibility requirements or to lodge a complaint, please contact the Grants Program Officer in the Office of LGBTIQA+ Affairs on 02 6205 1346 or email EqualityGrants@act.gov.au.

The Grants Program Officer will respond within business hours, with an average response rate being within 3 business days.