

Australian Volunteers Program Impact Fund: Applicant Guidelines – Gender Equality (2023)

1. Impact Fund: Gender Equality

The Australian Volunteers Program has a strong and active commitment to gender equality and women's empowerment, which is central to achieving more equitable outcomes, and underlies the program's development objectives to promote and protect human rights.

That's why, this round, the Impact Fund is seeking to identify and fund projects on **gender equality**.

2. What is the Australian Volunteers Program Impact Fund?

The Impact Fund offers **small grants of up to AUD\$10,000** to partner organisations to help strengthen their capacity and support the progress of their development objectives in key priority areas.

We believe small grants can make a big difference. That's why we're excited to once again be welcoming applications for the Impact Fund.

Grant applications must be submitted through [SmartyGrants](#). The application should take no longer than one hour to submit. Application forms must be submitted before the deadline and be complete. Applications sent via email, hard copies of applications and incomplete applications will not be considered.

Please note that the grant application process does not obligate the Australian Volunteers Program to award a grant. Award of Impact Fund grants are subject to availability of funds and other internal approvals.

3. Who can apply?

Partner organisations are eligible to apply for the Impact Fund if they:

- Are a current partner who has **hosted a volunteer** since the beginning of the Australian Volunteers Program in January 2018
- **Meet all due diligence requirements** of the Australian Volunteers Program
- **Are not currently managing Impact Fund projects** from previous rounds
- Can demonstrate they have **successfully managed funding and or grants** in the last two years

4. Who cannot apply?

The following are not eligible for the Impact Fund:

- Individuals
- Organisations not already in partnership with the Australian Volunteers Program
- Partner organisations who cannot meet due diligence requirements
- Partner organisations who are currently managing Impact Fund projects from previous rounds
- Partner organisations who have not met reporting requirements of previous Impact Fund grants (i.e. if the Acquittal Form has not been submitted and approved).

5. What might be funded?

This round of the Impact Fund is seeking to fund projects which effectively respond to local needs and support outcomes related to gender equality and women's empowerment.

Some examples of these are projects that:

- Strengthen knowledge and leadership within communities
- Create a network of stakeholders to share knowledge and resources
- Build awareness and promote and share knowledge
- Prevent, mitigate, or reduce exposure to identified risks
- Increase resilience
- Demonstrate opportunities for adaptation and mitigation
- Support local volunteers

[Read examples of successful projects from previous rounds](#) (hint: one of the themes in 2022 was gender equality).

6. What will not be funded?

The Impact Fund will not support costs associated with:

- Projects or activities that have already started, or reimbursement of costs in relation to submission of an application, or any costs related to the proposal incurred prior to the signing of the Grant Agreement
- Activities where duplicate services are already in operation or planned for in a targeted community
- Construction, purchase of land, or capital assets
- Loan funds, contingency funds, or sub-grants
- Recurrent operating costs (e.g. rent and utility costs, and/or activities establishing expectations of ongoing funding)
- Proselytizing - any religious activities
- Activities supporting political campaigns or parties
- Consultancy fees for services of Australian volunteers who are currently participating in the program.

The Impact Fund may cover costs associated with refreshments related to project activities. However, this does not include the purchase of alcohol, tobacco, or drugs.

7. What funding is available?

The funding details to consider are:

- Grants are up to AUD\$10,000
- Projects must be implemented between **1 July 2023 and 30 June 2024**
- Partner Organisations can only submit one application
- All costs associated with the proposed project should be included in the budget (e.g. anticipated international bank fees).

Please note: Grants are made in AUD. Due to exchange rate fluctuations there may be a discrepancy between the equivalent value of your local currency at the time of application and the time of funds transfer.

8. What are the assessment criteria?

Eligible projects will be assessed against the following criteria to determine the successful applications.

Assessment Criteria	Weighting
Clearly sets out the focus of the project on gender equality and or women's empowerment and outlines positive and realistic outcomes.	30%
Activities show a clear project plan , are related to identified outcomes , and are set to a realistic timeframe.	20%
Demonstrates engagement with the relevant community , includes inclusive consultation , and encourages participation.	20%
Demonstrates an awareness of the risks relating to the project and identifies appropriate mitigation measures.	10%
Outlines adequate sustainability measures , including how the project will continue to positively impact the community beyond implementation.	10%
Budget provides sufficient detail , is clearly linked to the activities , and represents reasonable value for money.	10%

The application process will be competitive. Priority will be given to organisations with a primary focus on gender equality and women's rights or women led organisations. In addition, stronger applications are those which both meet the criteria and advance program values and priorities. These include:

- Building capacity
- Ensuring sustainable outcomes
- Ensuring ethical soundness
- Showing a clear link to the broader work of the applicant's organisation
- Demonstrating the value of volunteering

9. What supporting documents will need to be provided?

To be eligible for the Impact Fund, partner organisations must meet all due diligence standards, as is required for all active partner organisations.

Due diligence involves assessing the current programs, approaches, systems and identified needs of our partner organisations. It is a standard process that is conducted on a regular basis with all partner organisations of the Australian Volunteers Program.

Before providing a grant, we need to verify that partner organisations can manage funds, keep records, and have fraud control practices. Our in-country teams will work with you to complete this process.

Contact your in-country team for assistance with this requirement, or email impactfund@australianvolunteers.com.

10. What are the funding conditions?

Funding agreements

Successful applicants will be required to [enter into a Grant Agreement](#) with the Australian Volunteers Program. It is recommended that applicants review the terms and conditions before applying to ensure all obligations can be met as the terms and conditions will not be negotiable.

Tax implications

Applicants should consult their local taxation authority or seek professional advice on the implications that may arise from being a recipient of grant funding.

Acknowledging the Australian Volunteers Program's support

Successful applicants must acknowledge the financial or other support was *provided by the Australian Volunteers Program, funded by the Australian Government*, in any publications, promotional materials, announcements, events and activities in relation to the activity, or any products or processes developed as a result of it.

Payments

Grant payments will be made providing:

- Your organisation is successful in its grant application
- All due diligence and related conditions are met
- The Grant Agreement has been signed by both parties and returned to impactfund@australianvolunteers.com by the date specified in the email notifying you of your success.

Monitoring and Reporting

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the Grant Agreement. This will include:

- Check-in meetings with Australian Volunteers Program staff which can be done via telephone, email, or in person
- Completion of an Acquittal Form via SmartyGrants, including a narrative report and budget/financial acquittal
- Submission of copies of all receipts, attached to the Acquittal Form via SmartyGrants
- Photographs of the project, attached to the Acquittal Form via SmartyGrants

11. What is the application process?

- Applications are submitted using the online grants portal [SmartyGrants](#).
- You will be asked to complete the proposed budget in your local currency. The Australian dollar equivalent will be automatically calculated in SmartyGrants at a fixed exchange rate.
- Please remember to include all anticipated international bank transfer fees in the project budget.
- You will receive an application number when you submit your application online. Please quote this number in all communications with the Australian Volunteers Program regarding your application.
- Make sure your application is submitted by **the due date**.

12. Contacts and additional information

If you have any questions, please either contact your local Australian Volunteers Program office or email: impactfund@australianvolunteers.com

13. What is the notification process?

Successful and unsuccessful applicants will be notified by email after the assessment process is complete. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application, but the provision of individual feedback is not guaranteed.

14. Key dates

Applications open	Monday 6 March 2023
Applications close	Friday 28 April 2023
Applicants notified (estimated)	Monday 29 May 2023
Activities can commence	Saturday 1 July 2023
Activities must be completed	Sunday 30 June 2024
Acquittal Form submitted	1 month after project end date

15. Checklist

Please ensure you have:

- Read these guidelines carefully.
- Checked if your organisation is eligible for this round of grant funding.
- Checked if your proposed activity or project is eligible for this round of grant funding.
- Checked that you will be able to meet all Australian Volunteers Program due diligence requirements.