



2024 Changemaker Grants Program Guidelines and Application

Thank you for your interest in the Melbourne Women's Foundation 2024 Changemaker Grants

The aim of our Grants Program is to boost the ability of an organisation to effect change that actively improves the wellbeing of women or women with families residing in Greater Melbourne.

GRANT AMOUNTS

In 2024 Melbourne Women's Foundation giving circle members and supporters are pleased to offer two major grants:

\$80,000 - Capacity Building Grant

Available to organisations with an annual revenue in 2023 between \$2,000,000 and \$7,000,000.

\$45,000 - Enabling Grant

Available to organisations with an annual revenue in 2023 under \$2,000,000.

Grants are issued in one full payment in January 2025 and must be expended in full by December 2026.

\$10,000 – Spotlight Awards are granted to each of the four remaining finalist organisations.

For details about our Granting Focus areas, Granting Priorities and Eligibility Criteria see pages 2-4. Scan QR code or use the link below to connect to the online application.



[2024 Changemaker Grant Application](https://melbournewomensfund.snapforms.com.au/form/mwf-2024-grant-application)

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KEY DATES

- **Thursday 11 July to 6pm Friday 09 August 2024 (inclusive)** Application period. Late submissions cannot be accepted
- **By Wednesday 25 September** Applicants advised if they have been selected as a finalist. Three applications for each grant are nominated as finalists
- **Thursday 24 October** Finalists present at the [Changemakers Grants Expo](#)
Venue: JLL, 101 Collins St Melbourne
- **Friday 25 October** Finalists are notified of their grant success
- **Thursday 28 November** Annual celebration of grant recipients and 10th anniversary of Melbourne Women's Foundation.
Venue: Queen Victoria Women's Centre, Lonsdale St Melbourne
- **January 2025** Payment of full grant amounts distributed to 2024 Grant finalists
- **31 July 2025** Acquittal reports due for Melbourne Women's Foundation 2024 Grantees
- **31 December 2026** Deadline for expenditure of the 2024 Melbourne Women's Foundation Changemaker Grants

Please submit any enquiries to: [Grant Enquiries](#)



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2024 GRANT ROUND CONTEXT

Consider the following to determine whether your activity and organisation are well aligned for our 2024 grants round: our Granting Focus areas, Granting Priorities and Eligibility Criteria. We detail each of these areas below.

1. GRANTING FOCUS

Melbourne Women's Foundation Changemaker Grants focus areas are:

- Employment & Economic Empowerment
- Mental Health
- Homelessness
- Family Violence

2. OUR GRANTING PRIORITIES

- To support organisations that have
 - Only basic fundraising capacity, and
 - Are still developing resources to attain government funding and/or participate in the grant rounds of major funders
- To support activities, projects, programs, or roles in your organisation that help your organisation achieve its mission where the funding value is clearly demonstrated e.g. key personnel salaries, governance and management costs, operational improvement and capacity building costs

3. ELIGIBILITY CRITERIA

To be eligible to apply for a grant from Melbourne Women's Foundation, the applicant must satisfy each of the following criteria:

An organisation is eligible to apply if:

- the same organisation undertaking the activity is the organisation applying for the grant
- reporting is up-to-date with the Australian Charities and Not for Profits Commission (ACNC)
- the organisation has endorsement as both a Deductible Gift Recipient (DGR) as covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997, and as a Tax Concession Charity (TCC)
- the organisation was not a 2023 Melbourne Women's Foundation finalist or grant recipient
- the consolidated revenue was \$7 million or less in financial year 2022/2023 i.e. ending 30 June 2023

The activity is eligible if:

- it primarily supports:
 - adult women or
 - adult women with their families
- the activity location and direct beneficiaries of the activity must solely be located within Greater Melbourne
- The grant sought from Melbourne Women's Foundation may contribute to full or partial funding for the activity



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The application is eligible if:

All responses are fully completed, all documentation is included, and is received by **6pm Friday 09 August 2024**.

Applications cannot be accepted for:

- Multi-year repeat funding
- Political or fundraising events or campaigns
- General fundraising events or campaigns
- Legal expenses unless a direct cost of the activity
- Debt reduction
- Operational deficit
- Endowment funds
- Retrospective funding

THE APPLICATION PROCESS

The deadline for application submissions is **6pm Friday, 9 August 2024**.

Only applications submitted via our online application system can be accepted.

The online form can be saved and returned to later utilising the "Save and Resume" function. This will send an access link to the email address nominated by the person completing the application form.



To avoid the risk of losing any of your responses, complete your application in a Word then copy/paste to the online application form.

Supporting documents and information required to be submitted with your application:



- **2024 Activity Implementation, Evaluation & Budget Plan**
(using the template on our website)
- Link to the organisation's **Annual Report**
- Organisation's **Public Liability Insurance Certificate of Currency**
- Organisation's **Privacy Policy**

ASSESSMENT CRITERIA

All recommendations for funding are based on a rigorous assessment and shortlisting process by the Melbourne Women's Foundation Grants Committee, with final approval by Board. The assessment criteria are as follows:

- The direct beneficiaries are adult women, or adult women with families, located in Greater Melbourne, and their demographic and need information is clear and compelling
- The need for the activity is clear, evidence-based, and compelling
- The activity's key actions are clear and monitored, well thought-out, and reasonable in scope and timing
- The intended outputs are clear and monitored, well thought-out, and feasible
- The 2024 Activity Implementation, Evaluation and Budget plan is complete with clear, detailed and measurable information
- The expected outcomes are clear and monitored, well thought-out and achievable



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- The budget is comprehensive, clear and itemised to realistically reflect activity resource needs
- Intended expenditure of the grant is important to the activity and well-aligned to MWF granting priorities above
- The organisation has, or has access to, the necessary capacities across resources, skills, experience, financial management, and governance to competently conduct the activity
- The activity is an important initiative for the organisation and is not supported by government funding at a level significant to the activity budget

No correspondence will be entered into regarding the giving circle voting for the grant recipients. Melbourne Women's Foundation endeavours to provide helpful feedback on unsuccessful submissions, subject to our capacity.

Melbourne Women's Foundation collects, handles, and discloses your information in accordance with their Privacy Policy which is available in the [Policies & FAQ](#) section of our website.

FUNDING CONDITIONS

- Acknowledgement: 'Melbourne Women's Foundation' in your organisation's publications, promotional materials, and media releases, in print and online.
- Compliance with legislation and regulations relevant to your organisation and the funded activity.
- Compliance with Grant Agreement terms and reporting requirements.
- Provision of a grant Interim Report in July and January each year on the progress of the funded activity, until the grant is fully expended.
- Provision of a grant final Acquittal Report after funding has been fully expended.
- Spotlight Awardees are requested to provide one brief informal update by the end of July 2025.

MANAGING POTENTIAL CONFLICTS OF INTEREST

We select applicants on merit and undertake our processes objectively. Eliminating potential conflict of interest and ensuring equal opportunity for all applicants is key to achieving this.

Melbourne Women's Foundation welcomes nonprofit board members, staff, and volunteers into our membership circle. We endeavour to welcome and support all organisations that apply for our grants and enable all Melbourne Women's Foundation giving circle Members to participate in our activities.

As part of our application process, we require applicant organisations to state if a Melbourne Women's Foundation giving circle member on their board, among their staff, or volunteer teams. If yes, these organisations are still welcome to apply. However, should an organisation with a Melbourne Women's Foundation giving circle member be selected as a finalist, that member is deemed to be conflicted and is requested to:

- Refrain from discussing their organisation and their role at the **Changemaker Grants Expo** event
- Refrain from mentioning or commenting on the 2024 Melbourne Women's Foundation giving circle grants round and finalists on any social media platforms
- Recuse themselves from voting in the grant category where their organisation is a finalist.

The COI Policy for grant finalist members is available for download from the Grants page on our website.