



Building Women's Careers Program

Frequently asked questions

This document is intended to provide high level clarification and guidance to the public and stakeholders about the Building Women's Careers Program, its objectives, eligibility criteria, and details of the grant application process.

Please note this document has been produced for information only and summarises certain information about the program application process from the Grant Opportunity Guidelines, which are available at www.grants.gov.au.

In the event of any inconsistency between this document and the Grant Opportunity Guidelines, the Grant Opportunity Guidelines take precedence.

For more information on the Building Women's Careers Program please contact DEWR at buildingwomenscareers@dewr.gov.au.

Release 1	25 October 2024
Release 2	14 November 2024
Release 3	25 November 2024
Release 4	28 November 2024
Release 5	29 November 2024

Contents

What is the Building Women’s Careers (BWC) Program?.....	3
How will the BWC Program be delivered?	4
How do I apply for a BWC Program grant?	4
What types of projects are eligible for the BWC Program?.....	5
Who is not eligible for this program?	7
What type of innovations or services could be funded through the BWC Program?	7
What is Stream One?.....	9
What is Stream Two?	11
What does a partnership project look like?	12
How do we set up project partnerships?	14
When are grant applications assessed?	16
What happens if my grant application is successful?	16
How are grants awarded, and payments made?	17
Will BWC Program participants have opportunities to collaborate with other participants?.....	19
What are the impacts on business and employers?	20

What is the Building Women's Careers (BWC) Program?

The Building Women's Careers Program (BWC) is a \$60.6 million program that aims to establish collaborative partnership arrangements that will drive system-wide cultural and structural change across male-dominated work and training environments.

Grant funding will be available for eligible stakeholders across industry, community, union and training sectors to collaboratively implement change across key male-dominated industries to improve skilled employment opportunities and outcomes for women.

What are the objectives of the BWC Program?

- To increase women's skilled and ongoing participation in the construction, clean energy, advanced manufacturing and digital and technology industries and sectors by building partnerships that drive structural and cultural change.
- To encourage and increase the availability of high-quality flexible training and employment conditions for women by addressing workplace safety and culture, gender-based discrimination and ensuring smooth transitions between training and employment.

How will the BWC Program achieve these objectives?

- Building partnerships that drive structural and cultural change addressing workplace safety and culture, gender-based discrimination and ensuring smooth transitions between training and employment.
- Increasing women's participation in and completion of VET courses that lead to well-paid, secure careers in the construction, clean energy, advanced manufacturing, and digital and technology industries and sectors.

What are the intended outcomes of the BWC Program?

- Strong, diverse and enduring partnerships to develop and deliver innovative, scalable partnership projects to drive structural and cultural change in women's participation in VET and the workplace.
- Increased access for women to higher-paying and skilled VET-based careers in male-dominated occupations.
- an evidence base of practical changes that can be implemented across the broader economy to reduce occupational gender segregation and increase women's participation in VET and male-dominated industries, sectors and occupations.

How will these outcomes be measured?

- The availability and use of policies and strategies to implement and embed gender equality in VET and the workplace.
- Improved availability and use of employment conditions and arrangements that support people to balance work and caring responsibilities.
- Reduced and removed structural and cultural barriers, (for example poor access to 'good flexibility' or employee-oriented flexibility, an excess of 'bad' flexibility or employer-oriented flexibility, gendered occupational and industry segregation, and disrespect and discrimination) that prevent women from accessing and participating in VET and the workplace.
- An increase in the recruitment, promotion and retention of women in male-dominated occupations.

How will the BWC Program be delivered?

BWC Program projects will be delivered through a partnership approach. This means that organisations must form groups to apply and cannot apply on their own without other project partners. The BWC Program will be funded through 2 streams: an industry/sector led-stream and a community-led stream. The requirements to form a project partnership group for each stream will be different and are set out in the Grant Opportunity Guidelines.

What is the duration of the BWC Program?

The BWC Program will run over 4 years from 2024–25 to 2027–28.

What is the maximum project period?

The maximum project period is 36 months.

When will our project need to be completed by?

You must complete your project by 31 March 2028.

What are the eligible locations?

Where can we read more about the BWC Program?

Visit the DEWR.gov.au/BuildingWomensCareers website for more information.

How do I apply for a BWC Program grant?

For detailed information please refer to the [Grant Opportunity Guidelines](#). Please ensure you read and understand the guidelines thoroughly, including all eligibility and assessment criteria. You are responsible for ensuring your application is complete and accurate.

When will the BWC Program be open?

You will be able to view the Grant Opportunity Guidelines from 25 October 2024.

UPDATED - When will the applications for the BWC Program close?

Applications for the BWC Program will close at 5.00pm AEDT on 9 December 2024.

When and how can I submit my BWC Program application?

You can submit your digital application from 14 November 2024. All applications must be submitted via business.gov.au.

UPDATED - Can we start an application and save it part way through?

Yes you can. The system opened for application submission on 14 November 2024. Any applications not finalised and submitted by the closing time of 5.00pm (AEDT) 9 December 2024 will be deleted and will not qualify as an application.

Applicants can also download the sample application form from business.gov.au and begin drafting responses as soon as possible.

Who is eligible to apply for a BWC Program grant?

The BWC Program is only open to eligible applicants jointly delivering project partnerships. Organisations cannot apply on their own without project partners.

Is there a specific number of applications that will be accepted?

How many grants in each stream do you expect to award?

There is no limit on the specific number of grants expected to be awarded (in total or for each stream). The decision maker will decide the number of grants to approve taking into account the application assessment, the recommendations and advice of the selection panel including geographic and industry/sector spread of projects, and the availability of grant funds (in total and for each stream).

Who do I contact if I have a question about submitting my application?

If you have any questions during the application period, contact Business Grants Hub at business.gov.au or on 13 28 46.

What types of projects are eligible for the BWC Program?

What should our project aim at?

To be eligible your project must be aimed at:

- addressing the BWC Program objectives and outcomes
- driving structural and/or cultural change in one or more of the following industries/sectors:
 - construction
 - clean energy
 - advanced manufacturing
 - digital and technology.

Can I receive funding if I already receive funding for my project from another Commonwealth, state or territory government entity?

The BWC Program **cannot** fund your project if it receives funding **for the same activities** from another Commonwealth, state or territory government entity.

Can I apply for a BWC grant if I have an existing program?

Yes! The significant **scaling up** of an existing successful activity could mean you are eligible to apply for the BWC Program.

Has thought been given to adding Transport, Logistics and Supply to the focus list?

The BWC Program aims to drive structural and cultural changes in key areas of the economy critical to the [Future Made in Australia initiative](https://treasury.gov.au/policy-topics/future-made-australia) [https://treasury.gov.au/policy-topics/future-made-australia-](https://treasury.gov.au/policy-topics/future-made-australia) construction, clean energy, advanced manufacturing and digital and technology industries and sectors. These are the only sectors/industries which are eligible to apply for funded projects under the BWC Program.

These workforces are highly gender-segregated and offer higher paying careers that are accessible through VET pathways.

The program will improve women's access to flexible, safe and inclusive training and work opportunities in these key male-dominated industries, ensuring women benefit from the opportunities of a Future Made in Australia and help address critical skills shortages across the economy.

What expectations does the program have regarding the sustainability of project outcomes beyond the funding period?

How will innovative solutions impacting on overall workplace culture be considered?

If a program has proven success and positive outcomes, can it be scaled up to meet the criteria for the BWC Program?

As per section 6.1 of the Guidelines:

You ***must demonstrate*** this by providing a brief summary **and** describing:

- a. *the specific objectives and intended outcomes of your project, including how these will drive structural and/or cultural change within partner organisations and/or the broader industry/sector*
- b. *the benefits of your project for women and your industry/sector, including:*
 - *the specific benefits to women*
 - *the estimated number of individuals that will participate in your project*
 - *how your project will support women to:*
 - *participate in and complete VET*
 - *gain and maintain skilled employment.*
 - *the specific benefits to your industry/sector*
- c. *the maximum potential benefit of your project, including:*
 - *how your project will continue to support structural and cultural change beyond the funding period*
 - *how your project could be scaled up in the future*
 - *the estimated reach of your project beyond those participating in it. Consider the number of women, employers, employees and industries/sectors your project could positively impact over time*
 - *why this project cannot proceed without this grant funding. What is holding this project back from going ahead right now?*

Would a project for technical roles in the retail industry be in scope?

Are employers outside the tech sector such as Financial Services, Telco, Retail/Consumer Goods businesses etc. but hiring women in tech roles eligible to be included in partnerships?

Project partnerships in the actual digital and/or technology industries and sectors are eligible to apply.

For a project to be eligible, it must drive structural and/or cultural change in one or more of the following industries/sectors:

- construction
- clean energy
- advanced manufacturing
- digital and technology.

Therefore, a project for technical roles in the retail industry would not be eligible.

Are professional roles in construction, such as engineering, eligible employment outcomes or does this grant focus on trade-related roles in construction?

Yes, broader industry-based roles in the specified key industries/sectors are eligible employment outcomes.

Are projects working with high schools in scope for projects?

If your application clearly demonstrates how your project will progress the recruitment and retention of women in the workplace, it may be eligible for consideration.

Note that in the skills and training pipeline of attraction, recruitment, promotion and retention, the BWC Program is focused primarily on recruitment and retention.

Who is not eligible for this program?

As per section 4.5 of the Guidelines:

You are **not** eligible to apply or be a project partner if you:

- do not meet the individual and group eligibility requirements in the Grant Opportunity Guidelines
- are a Commonwealth Government body
- are an organisation, or any one of your project partners is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- are an organisation, or any one of your project partners is an organisation, that is included on the non-compliant list on the Workplace Gender Equality Agency (WGEA) website
- are an organisation, or any one of your project partners is an organisation, have adverse findings and/or rulings from the Fair Work Commission and/or the Fair Work Ombudsman
- are a union unregistered under the Fair Work (Registered Organisations) Act 2009.

The guidelines mention using a TAFE or a not-for-profit RTO. Is there an option to use a private RTO?

Once the minimum project partnership eligibility requirements are met, applicants may also partner with other entities, as per section 4.4 of the Guidelines.

As long as applicants are **not** listed as ineligible as defined in section 4.5 of the Guidelines they are free to apply as additional project partners.

What type of innovations or services could be funded through the BWC Program?

Funding will be available for training and workplace innovations that lead to high-paying and more flexible, safe and secure opportunities for women.

Projects that achieve these changes need to involve one or more of the following:

- changes to workplace cultures and behaviours that support women to feel safe, secure and free from gender-based discrimination or harassment when involved in training or work
- increased opportunities for women to enter a broad range of skilled jobs across these industries through vocational education and training (VET)

- new organisational approaches that support women to gain the experience and/or the VET based qualifications that enable them to achieve more senior and/or higher paid roles (based on merit) across these industries
- new approaches that support women with caring responsibilities to have more flexible work/VET study options.

All projects must produce a robust evidence base to sustain the momentum for change, including insights that inform future program design, policy frameworks and legislation required.

Would a project or provider focused on increased workplace understanding and/or capability building for neurodivergent women be in scope?

The BWC Program focus is on structural and cultural change and employment outcomes as stated in the Guidelines:

The BWC Program seeks to sustainably address the structural and cultural barriers to women's participation in Vocational Education and Training (VET) and employment, for example:

- *poor availability of flexible training and employment arrangements*
- *a lack of job security*
- *limited access to career development*
- *workplaces that are not respectful and inclusive.*

If your application clearly demonstrates how your project will achieve structural and cultural change for neurodivergent women in the workplace, it may be eligible for consideration.

Do all applications need to focus on VET only or can the application contribute to the industry more broadly?

What is the requirement for participation in VET training as opposed to women that already have VET qualifications; and women working in the clean energy sector that have non-VET qualifications?

Are there specific lists of VET courses, particularly regarding Training and Assessment which is traditionally HR/female, but site-based for construction?

Does VET training include both accredited and non-accredited training, and is it inclusive of both single units of competency and full qualifications?

VET is not the only focus, as per the below extract from section 2 of the Guidelines:

The BWC Program seeks to sustainably address the structural and cultural barriers to women's participation in VET and employment, for example:

- *poor availability of flexible training and employment arrangements*
- *a lack of job security*
- *limited access to career development*
- *workplaces that are not respectful and inclusive.*

The BWC Program focus is on target industries, not courses, VET or otherwise.

What industries/sectors fall under Advanced Manufacturing or where is this defined?

Does baking and meat processing qualify?

Applicants may wish to refer to the website of the Manufacturing Industry Skills Alliance, the Jobs and Skills Council for the manufacturing sector, at [Industries – Manufacturing Industry Skills Alliance](#).

What is Stream One?

What types of organisations must be included in a Stream One project partnership?

To form an eligible Stream One project partnership, your group must include a **minimum of 4** project partner organisations (including the Stream One lead applicant), which together collectively employ more than 1000 employees and consists of at **least one of each** of the following:

- an industry-based employer within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
- a registered union
- a TAFE or not-for-profit registered training organisation (RTO)
- a community organisation or registered charity or not-for-profit organisation.

What kinds of project partners are eligible to apply for Stream One?

All project partners (excluding the Stream One lead applicant) must be one of the following:

- an industry-based employer/s within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
- an industry body within the construction, clean energy, advanced manufacturing, digital or technologies industries
- a registered union
- a TAFE or not-for-profit RTO
- a not-for-profit organisation
- a GTO
- a local government body
- a community organisation
- a registered charity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*
- an Aboriginal Community-Controlled Organisation
- a social enterprise.

Who can be a lead applicant for Stream One?

An eligible Stream One lead applicant must be appointed as the lead organisation for the project partnership. They will apply on behalf of the project partnership.

Lead applicants in Stream One **must be one of the following**:

- an industry-based employer within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors, or
- registered union within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors, or
- a community organisation or ACCO with a proven track record of large partnership programs with these industries/sectors will also be considered.

What is the definition of 'an employer'?

For the purposes of the Building Women's Careers Grant Opportunity Guidelines, an employer is an organisation that engages and remunerates people to work for them as a permanent, part-time or casual employee; or contracted employee (excluding those on independent contracts).

Are GTOs considered employers for the purposes of lead applicants in Stream 1?

Yes, Group Training Organisations (GTOs) who are industry-based employers qualify as lead applicants in Stream One, if they meet the eligibility criteria set out in section 4.2 of the Guidelines, including:

- *have an Australian Business Number (ABN)*
- *be located in Australia*
- *have an account with an Australian financial institution*
- *be registered for the Goods and Services Tax (GST).*

Are industry peaks eligible to run as a lead organisation in Stream 1?

Yes, an industry peak could be an eligible lead applicant if they are an industry-based employer and meet the eligibility criteria set out in section 4.2 of the Guidelines, including:

- *have an Australian Business Number (ABN)*
- *be located in Australia*
- *have an account with an Australian financial institution*
- *be registered for the Goods and Services Tax (GST).*

For a lead applicant in Stream One does the definition of 'a registered union' include employer associations registered on the Fair Work Commission website?

We refer applicants to the Fair Work Commission's website (<https://www.fwc.gov.au/registered-organisations/what-registered-organisation>) that provides a definition for a 'union', which is a group of employees, often known as 'trade unions' or 'employee associations'.

The FWC lists association by their type with 'U' for union on the Find a registered organisation page.

A 'registered organisation' is broader than just a 'registered union' as an 'association of employers' or an 'enterprise association' can also apply to be a 'registered organisation' under s18 of the FWRO Act (also see Registered organisations | Fair Work Commission). The eligibility requirements under the Guidelines require one of the project partners in Stream One to be 'registered union'.

Is the 1,000 employee criteria based on collective group employees across 4 organisations or the lead project organisation exclusively?

Can the lead partner be an organisation of 50 people but all partners employees together add up to over 1000?

Would an NFP Industry association be eligible as a lead partner if their association members have 1000+ employees?

Please see the below from section 4.2.3 of the Guidelines:

*The project partnership members (including the Stream One lead applicant) must **collectively** employ more than 1000 employees within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors.*

Also from section 4.4 of the Guidelines:

- *for Stream One applications, project partners must declare that they collectively employ more than 1000 employees in the relevant industry/sector.*

Do union members count as employees?

Active and employed union members of an organisation do count as employees for the purpose of the program.

What is the grant amount for Stream One?

A total of up to \$45 million is available for Stream One.

- The minimum grant amount is \$3 million.
- The maximum grant amount is \$5 million.

What is Stream Two?

What types of organisations must be included in a Stream Two project partnership?

To form an eligible Stream Two project partnership, your group must include a **minimum of 3** project partner organisations (including the Stream Two lead applicant), consisting of **at least one of each** of the following:

- a place-based community organisation, registered charity, or not-for-profit organisation (lead)
- an industry-based employer within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors

and **at least one other partner**, which must be one of the following:

- an industry-based employer/s within the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors
- an industry body within the construction, clean energy, advanced manufacturing, digital or technologies industries
- a registered union
- a TAFE or not-for-profit RTO
- a not-for-profit organisation
- a GTO
- a local government body
- a community organisation
- a registered charity
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*
- an Aboriginal Community-Controlled Organisation.

Who can be a lead applicant/organisation for Stream Two?

An eligible Stream Two applicant must be appointed as the lead organisation for the project partnership. They will apply on behalf of the project partnership.

Lead applicants in Stream Two must be one of the following:

- a place-based community organisation
- registered charity
- not-for-profit organisation.

We are a TAFE/RTO but our entity status is ‘Registered Charity’. Are we able to be a lead applicant?

A registered charity would be an eligible lead applicant for a stream 2 application as per the below extract from the Guidelines:

Lead applicants in Stream Two must be one of the following:

- *a place-based community organisation, or*
- *registered charity, or*
- *not-for-profit organisation.*

What is the grant amount for Stream Two?

For **Stream Two** up to \$9.5 million is available.

- The minimum grant amount is \$500,000.
- The maximum grant amount is \$1 million.

Can you please define ‘place-based’?

If a project is proposed in a state where an applicant has board member presence and is taking care of the target community, would this meet the requirement of being 'place-based'?

A place-based community organisation refers to a community organisation that is specific to a geographic location or environment.

‘Taking care of’ a community would support the place-based notion.

The Stream Two sample application requirements form asks for data including financial year figures and taxable income. What is this data used for, and is data required from all partners or just the lead applicant?

The information collected in Section E of the grant application is part of the core data items collected by the Department of Industry, Science and Resources (business.gov.au) to better understand your organisation and to help inform the development of future policies and grant programs. Other examples of core data items collected are an organisation’s ABN and business address.

Core data collected is used as part of a separate due diligence check for each applicant (and partner organisation) to determine if there are any issues that could negatively impact on the ability of an applicant to enter into, or comply with, a grant agreement.

Only information about the lead applicant needs to be provided in this section of the application form.

Do Stream Two partnership projects need to have at total of 1,000 employees?

The requirement to collectively employ more than 1,000 employees is only required for Stream One applications.

What does a partnership project look like?

Are all employers eligible to be involved in the program partnerships, or are there restrictions?

Employers have to be industry-based employers in the construction, clean energy, advanced manufacturing and/or digital and technology sectors.

Can I apply on my own as an individual without any project partners?

No, organisations cannot apply without fulfilling the project partnership requirements.

How many partners can I include in my group?

As long as you have met the project partnership structure requirements and all of your chosen partners also meet the individual project partner eligibility requirements for your chosen stream, you can have as many partners as you like.

How can I participate in the BWC Program if I don't qualify as a lead or project partner in either Stream One or Stream Two?

Once the minimum project partnership eligibility requirements are met, applicants may also partner with other entities as per section 4.4 of the Guidelines.

As long as applicants are **not** listed as ineligible as defined in section 4.5 of the Guidelines (below), they are free to apply as additional project partners.

*You are **not** eligible to apply or be a project partner if you:*

- *are a Commonwealth Government body*
- *are an organisation, or any one of your project partners is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme'*
- *are an organisation, or any one of your project partners is an organisation, that is included on the non-compliant list on the Workplace Gender Equality Agency (WGEA) website*
- *are an organisation, or any one of your project partners is an organisation, have adverse findings and/or rulings from the Fair Work Commission and/or the Fair Work Ombudsman*
- *are a union unregistered under the Fair Work (Registered Organisations) Act 2009.*

Is a state government authority responsible for delivering multiple construction projects eligible to be a project partner?

Once the minimum project partnership eligibility requirements are met, applicants may also partner with other entities, as per section 4.4 of the Guidelines.

As long as applicants are **not** listed as ineligible as defined in section 4.5 of the Guidelines they are free to apply as additional project partners.

Can a state government department or Statutory Authority be considered a partner?

Once the minimum project partnership eligibility requirements are met, applicants may also partner with other entities, as per section 4.4 of the Guidelines.

As long as applicants are **not** listed as ineligible as defined in section 4.5 of the Guidelines they are free to apply as additional project partners.

What is the definition of ‘a community organisation’?

Refer to the definition of ‘community organisation’ in Section 14 Glossary of the Guidelines, which states, ‘Refers to any organisation engaged in charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit’.

Is a university eligible to lead and partner? We are registered as a not-for-profit under the ACNC.

There is no restriction on a university applying assuming the university meets the eligibility requirements to be a lead or project partner as specified in section 4 of the Guidelines.

Once the minimum project partnership eligibility requirements are met, applicants may also partner with other entities, as per section 4.4 of the Guidelines.

As long as applicants are **not** listed as ineligible as defined in section 4.5 of the Guidelines they are free to apply as additional project partners.

Can an organisation be a partner on multiple applications?

Are we able to submit multiple applications?

Can I submit multiple applications as the lead applicant (e.g seeking funding for multiple initiatives/projects)?

Is it possible to apply under both Streams?

Yes, organisations may submit and participate in multiple partnership applications, as the lead applicant or not, and also under both streams.

Are there minimum requirements for a company to be an additional partner, such as years in business?

Apart from the requirement to meet any eligibility requirements specified in the Guidelines, there are no additional requirements such as years in business.

Do partnerships have to be structured and legal binding partnerships?

Can partnership project members be decided after the grants are awarded?

No, all partnership project members must be specified in the grant application.

Refer to section 4.1 of the Guidelines, which states, ‘*The BWC Program is only open to applicants jointly delivering project partnerships. This means that organisations cannot apply on their own without other project partners.*’ Refer to section 4.1 of the Guidelines, which states, ‘*The BWC Program is only open to applicants jointly delivering project partnerships. This means that organisations cannot apply on their own without other project partners.*’

How do we set up project partnerships?

How can we connect with other organisations to partner with?

Reaching out across your existing networks will be the best way to connect with other like-minded organisations who may be interested in creating project partnerships.

The Department of Employment and Workplace Relations has developed the [BWC Program Marketplace](#) to assist organisations make these connections.

The use of the marketplace is entirely voluntary and not a requirement for applying for a BWC Program grant opportunity. You will not be unfairly advantaged or disadvantaged by choosing to use, or not use, the marketplace.

More information about the marketplace is available at DEWR.gov.au/BuildingWomensCareers.

Can smaller organisations register on the marketplace to be a partner for part of the service required, such as evaluation?

The [BWC Program Marketplace](#) is a voluntary tool designed to facilitate introductions between potential grantees who wish to connect with other potential grantees to form project partnership groups and should not be used for any other purpose.

It can be difficult to identify the right person within an organisation to speak with about trying to connect. How can we share our details and what we can provide so organisations can contact us if interested?

DEWR has established the [BWC Program Marketplace](#) to assist organisations make connections with others who are interested in the grant opportunity.

Note that use of the Marketplace is entirely voluntary and is not a requirement for applying for the BWC grant opportunity. You will not be unfairly advantaged or disadvantaged by choosing to use, or not use, the Marketplace.

How could I deliver the Cert 2 in Transmission Line Construction, a skills shortage area, if only a few for-profit RTOs deliver it?

Applicants are encouraged to register for the [BWC Program Marketplace](#) to identify potential training providers.

Can the department clarify the meaning of the words '*...have adverse findings and/or rulings from the Fair Work Commission and/or the Fair Work Ombudsman*' from section 4.5 (*Who is not eligible to apply for a grant?*) of the Grant Opportunity Guidelines?

The Department of Employment and Workplace Relations (the department) expects that an organisation (whether applying or partnering) will not have findings/rulings of the Fair Work Commission and/or the Fair Work Ombudsman against it that remain unsatisfied at the time of submitting the application.

The department does not intend to exclude organisations (whether applying or partnering) that have satisfied any such findings/rulings against them at the time of submitting the application..

Please clarify the meaning of ‘registered union’ that is referred to throughout the Guidelines.

We refer applicants to the Fair Work Commission’s website (<https://www.fwc.gov.au/registered-organisations/what-registered-organisation>) that provides a definition for a ‘union’, which is a group of employees, often known as ‘trade unions’ or ‘employee associations’.

A union can be registered under the *Fair Work (Registered Organisations) Act 2009*.

We remind applicants that one of the project partners must be a ‘registered union’ (under section 4.2.3 of the Grant Opportunity Guidelines) and that a ‘union unregistered under the *Fair Work (Registered Organisations) Act 2009*’ (FWRO Act) is not eligible to apply for the grant or be a project partner (see section 4.5 of the Grant Opportunity Guidelines).

Where can an applicant find a registered union that represents workers in a particular sector/industry? What union represents workers in digital industry?

The Fair Work Commission has a list of all organisations registered under the *Fair Work (Registered Organisations) Act 2009*. It contains all employer associations, unions and enterprise unions that are currently registered.

What happens if the main union from a particular sector is unregistered?

Only registered unions are eligible to apply for the BWC Program.

Applicants are encouraged to refer to the Fair Work Commission list of all organisations registered under the *Fair Work (Registered Organisations) Act 2009* to identify an alternative.

Applicants are also encouraged to register for the [BWC Program Marketplace](https://app.converlens.com/dewr/building-womens-careers-program-marketplace) <https://app.converlens.com/dewr/building-womens-careers-program-marketplace> to identify potential partnership opportunities.

Is a partner union still eligible if they’re not the union of the target sector?

A registered union is eligible to apply as a lead or partnership applicant as long as there are direct links with the focus industries/sectors, as stated in section 4.4 of the Guidelines:

4.4. Additional eligibility requirements

We can only accept applications where:

- *project partnerships have direct links with women in the construction, clean energy, advanced manufacturing, and/or digital and technology industries/sectors.*

When are grant applications assessed?

How long does the assessment process take?

The assessment and approval process is expected to take approximately 12 weeks after the application submissions closing date, however this may vary.

What happens if my grant application is successful?

Who will contact me if I’m successful?

DISR will advise you if your application has been successful.

What will happen next?

If successful, you must enter into a legally binding grant agreement with the Commonwealth.

Each grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on business.gov.au and GrantConnect.

The grant agreement will be managed through the online portal, including issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement.

You must not start any BWC Program activities until a grant agreement is executed.

DISR or DEWR are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations. We will identify these in the offer of grant funding.

Will the grant be publicly announced?

If successful, your grant will be publicly listed on GrantConnect 21 calendar days after the date of execution.

How are grants awarded, and payments made?

How many grants will be available?

Decisions about the number and value of each grant will be made after all grant submissions have been received.

It is anticipated that up to 20 to 30 grants may be made in total, however, the final number of grants and program partners funded will depend on the nature of the proposals received.

Is the entirety of the grant funding available anticipated to be allocated this round (or will some be held back for future rounds within the grant timeframe?)

There is only one round and the entirety of the grant funding is available.

How many years will the grant funding be provided to successful applicants?

The BWC Program will run over 4 years from 2024–25 to 2027–28.

How long must grants run for?

The maximum project period is 36 months. You must complete your project by 31 March 2028. However, applications for shorter project periods will be considered.

What will happen to any unallocated program funds?

Decisions about the future use of any unallocated program funds will be decided by the department.

When would successful projects be expected to commence?

If you are successful, we expect you will be able to commence your project around February 2025.

The maximum project period is 36 months. You must complete your project by 31 March 2028. However, applications for shorter project periods will be considered.

When can project expenses be incurred?

Refer to Appendix A Eligible Expenditure of the Guidelines which states, *'You must incur the project expenditure between the project start date and completion date specified in your grant agreement for it to be eligible unless stated otherwise.'*

Ongoing expenses after the project completion date will be ineligible expenditure, even if these result from purchases that were eligible expenditure.

How will grant money payments be made?

Please refer to the full [Grant Opportunity Guidelines](#).

DISR is overseeing the grant execution and will make an initial payment on execution of the grant agreement. Subsequent payments will be made as milestones are achieved, in arrears, based on actual eligible expenditure.

The first milestone payment for all projects will occur on the provision of a project management plan and communication plan for your project (templates to be provided) and acceptance of these documents as satisfactory by DEWR.

Payments are subject to satisfactory progress on the project.

What can grant money be spent on?

You can find a detailed list of eligible and ineligible project expenditure in the [Grant Opportunity Guidelines](#).

You must also incur project expenditure between the project start date and completion date specified in your grant agreement for it to be eligible, unless stated otherwise.

Does travel expenditure include accommodation expenses?

Refer to section A.5 of Appendix A. Eligible Expenditure of the Guidelines, which states, *'Eligible travel expenditure may include domestic travel only, limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia'*.

Are equipment or assets able to be purchased as part of this program?

Grantees cannot use the grant money for any activity or purpose not related to their agreed project activity or which is otherwise ineligible expenditure.

The Guidelines set out the specific requirements for what grant funding may be used for, including in section 5 and the lists of eligible and ineligible expenditure categories at Appendix A and Appendix B. While applicants should check the eligibility of any proposed expenditure against these specific requirements, some examples of equipment or assets applicants **cannot** use grant money for are:

- capital works or capital expenditure (including infrastructure, assets and capital equipment)
- to purchase or upgrade software (including user licences) and ICT hardware (unless it directly relates to the project)
- to purchase land
- to purchase a vehicle.

If successful in being awarded a grant, DISR will review all expenditure included in the application and negotiate as required before both parties enter into a grant agreement, noting that the decision

maker makes the final decision on what is eligible/ineligible expenditure and may give additional guidance if required.

Can I claim extra costs over the maximum grant agreement amount?

Your grant agreement will state the maximum grant amount which you may receive from the Commonwealth. DISR will not exceed the maximum grant amount under any circumstances.

If you incur extra costs, you must meet them yourself.

Appendix B of the Guidelines mentions accounting fees as 'ineligible expenditure'. An Accountant is not an eligible expenditure if an employee, but can they be a contractor?

Grantees cannot use the grant money for any activity or purpose not related to their agreed project activity or which is otherwise ineligible expenditure.

The Guidelines set out the specific requirements for what grant funding may be used for, including in section 5 and the lists of eligible and ineligible expenditure categories at Appendix A and Appendix B. While applicants should check the eligibility of any proposed expenditure against these specific requirements, applicants **cannot** use grant money for:

- routine operational (including legal or accounting fees); or
- staff salaries for activities not related to the grant activity.

However, grant money **can** be used for expenditure relating to required financial auditing of project expenditure.

Employees

As per Section A2 of Appendix A, we do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Contractors

If you are contracting an accountant as an external service provider for the purpose of providing general accounting services to your business, this is likely to be a routine operational expense and ineligible expenditure. If successful in being awarded a grant, DISR will review all expenditure included in the application and negotiate as required before both parties enter into a grant agreement, noting that the decision maker makes the final decision on what is eligible/ineligible expenditure and may give additional guidance if required.

Will BWC Program participants have opportunities to collaborate with other participants?

The BWC Community of Practice

A fundamental element of the BWC program is the sharing of knowledge (such as lessons learned, successes and opportunities), experiences and practices beyond the individual projects.

Program participants will be required to participate in and contribute to the BWC Community of Practice (CoP), which will meet 6 times per year to ensure active collaboration, exchange of strategic, evidence-based advice and sharing of solutions and priorities to drive progress and improve BWC outcomes.

DEWR will also use the CoP opportunity to build relationships, amplify BWC program outcomes and advance structural and cultural change across other organisations, sectors/industries, occupations and regions.

Will the learnings from the Community of Practice be publicly available?

A fundamental element of the BWC Program is the sharing of knowledge (lessons learned, successes and opportunities), experience and practices beyond the individual projects.

Successful applicants must participate in and contribute to regular DEWR-facilitated Community of Practice (CoP) forums. Project partners will share their experiences through the CoP and funding recipients will be required to share information on the progress and evaluation outcomes of their projects.

The CoP will ensure active collaboration to provide strategic, intersectional, evidence-based advice and present solutions and priorities to drive progress to improve BWC program outcomes. This will afford DEWR the opportunity to amplify BWC Program outcomes and support structural and cultural change across other organisations sectors/industries, occupations and/or regions beyond the end of the BWC Program.

DEWR will publish an annual update of key learnings from the CoP on the DEWR website.

What are the impacts on business and employers?

How will men benefit from this program?

There will be many indirect benefits to everyone and the broader economy through this program.

All people will reap the benefits of the cultural and structural change that creates greater training and workplace flexibility.

By reducing gender-based bias and discrimination across training and work environments and changing broader societal perceptions about gender roles, there will be sustained benefits and opportunities for everyone.