

# 16 Days of Activism Grant Program 2025

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## Frequently Asked Questions 'FAQs'

August 2025

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## Acknowledgement of Country

The Department of Communities and Justice acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this document.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

16 Days of Activism Grant Program 2025

Published by Department of Communities and Justice

[dcj.nsw.gov.au](http://dcj.nsw.gov.au)

First published: August 2025

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# Department of Communities and Justice (DCJ) 16 Days of Activism Grant Program - Frequently Asked Questions (FAQs)

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## Introduction

These FAQs were designed to assist organisations and groups that wish to apply for the 16 Days of Activism Grant Program 2025.

Please read these FAQs in combination with the Grant Program Guidelines before completing an online application form in SmartyGrants.

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## FAQ topics and questions

These FAQs are for the 16 Days of Activism Grant Program and are intended to accompany the 16 Days of Activism Grant Program Guidelines. Questions and answers below are grouped in topics in the same order as they appear in the Guidelines.

- Overview of the grant
  - What grant funds can be used for
  - Eligibility and Assessment Criteria
  - Completing the application
  - Other requirements
  - Assessment process
  - After applications close.
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## Overview of the Grant

**Q: What is the 16 Days of Activism Grant Program 2025?**

**A:** The 16 Days of Activism Grant Program will enable local communities to fund whole of population initiatives in domestic, family and sexual violence (DFSV) primary prevention during the 16 Days of Activism against Gender-Based Violence campaign (25 November – 10 December).

This dedicated Grant Program for the 16 Days of Activism against Gender-Based Violence supports raising awareness of the gendered nature of violence and ways in which domestic, family and sexual violence can be stopped before it starts, aligned with the NSW Government's [Pathways to Prevention: NSW Strategy for the Prevention of Domestic, Family and Sexual Violence 2024-2028](#).

**Q: What are the aims and objectives of the Program?**

**A:** The 16 Days of Activism Grant Program supports community awareness-raising or engagement initiatives in one of the four gendered drivers of violence outlined in the ‘*Change the Story*’ framework:

1. Condoning of violence against women.
2. Men’s control of decision-making and limits women’s independence in public and private life.
3. Rigid gender stereotyping and dominant forms of masculinity.
4. Male peer relations and cultures of masculinity that emphasise aggression, dominance and control.

**Q: Who can apply?**

**A:** To be eligible to apply for the grant program you must be an Incorporated entity, or have a member who is a part of:

- Local Domestic and Family Violence Committees in NSW; or
- Local Domestic Violence Networks in NSW

You must have:

- a formally recognised forum (Committee or Network) with documented terms of reference, where organisations in a local area (government and non-government) are providing services to women and children experiencing domestic, family and/or sexual violence, can discuss issues of concern, and enhance inter-agency responses.
- a body with membership from both government agencies and non-government organisations.
- have members with demonstrated expertise in preventing and/or addressing domestic and family violence.
- provide an up-to-date copy of agreed terms of reference (or other relevant operational information) that clearly articulates your commitment to the prevention, early intervention and response to either domestic, family and/or sexual violence.

**Q: What funding amounts can we apply for?**

**A:** A minimum of \$2,500 to a maximum of \$5,000.

Partial funding will be an option under the guidelines to maximise participation.

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## What grant funds can be used for

**Q: What can we use the grant funds for?**

**A:** Funds can only be used for expenses/activities directly associated to the project. The application must clearly outline your proposed expenditure in the budget you submit with your application.

**Q: What are we not allowed to spend grant funding on?**

**A:** Organisations must not use the money provided for the project, nor any interest earned on the money, for any other purpose beyond what is specified in the approved project description

Items or activities that funding cannot be used for include:

- Any activity of a commercial nature that is for profit
- Existing debt or budget deficits
- Capital works, including building work

- Permanent salaries/wages (noting costs for temporary tutors/instructors for your program or activity can be included)
- Permanent equipment purchases, for example tables and computers
- Business as usual costs or general operating expenses
- Programs or activities that encourage gambling such as bingo, or the consumption of alcohol
- Programs and activities coordinated by NSW Government Departments and Statutory Authorities.

**Q: Can we receive funding if we've already received an insurance payment, government grant or government funding?**

**A:** No

**Q: Can we apply for a project that has already started?**

**A:** Grant funds are not available for projects already in progress at the application stage.

**Q: What is subcontracting?**

**A:** Subcontracting arrangement requires the eligible organisation to enter into an agreement with the subcontractor to conduct the work, but the applicant (lead) organisation will retain the contractual obligations to DCJ under the Grant Funding Agreement for delivery and accountability. For this reason, it's important you carry out the necessary due diligence before entering into such an agreement and applying for a grant on one or more subcontractors' behalf'. This maybe for the purposes of gaining your insurance cover as a mandatory requirement.

**Q: Is subcontracting the same as auspicing?**

**A:** Yes, please note the term "subcontracting" is used for the purposes of this grant program.

## Eligibility and assessment criteria

**Q: What are the eligibility criteria?**

**A:** Please read the Eligibility Criteria section in the Grant Program Guidelines. Each applicant, as part of an application response, must confirm that they meet the eligibility criteria. Applicants that do not address the eligibility criteria in full may be excluded from the application process at the department's discretion.

**Q: What are the assessment criteria?**

**A:** Funding is not guaranteed. Eligible organisations must meet the following assessment criteria to be considered for funding:

- The project/initiative aligns with the objectives of the grant program and is expected to produce clear and positive results.
- You may want to show proof of past and current success, or the potential to achieve these results, to prove you have the necessary skills and expertise to complete the project/initiative during the campaign period and within budget.
- Demonstrate value for money, budget should be clear and cost effective.
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**Q: Are there any funding priorities for the grant program?**

**A:** Priority for funding under the grant program will be given to the following groups:

- Aboriginal and Torres Strait Islander people.
- culturally and linguistically diverse (CALD) or racially marginalised backgrounds.
- lesbian, gay, bisexual, transgender, intersex, queer or asexual (LGBTIQA+) communities.
- people living with disability, dementia, chronic disease or mental illness.
- rural or regional communities
- older women (55 years +).

Applications may also be prioritised to ensure geographic distribution across NSW to ensure an equitable spread of funds and projects in regional, rural and remote areas, and to ensure that there is not a duplication of funded services delivering primary prevention activities.

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## Completing the application

**Q: Do I have to use SmartyGrants to apply?**

**A:** Yes, applications for this program will only be accepted that are submitted via the SmartyGrants platform.

**Q: Can I review the application form before starting my application?**

**A:** Yes, when you log on to SmartyGrants and view the application you can also choose to download as a PDF to review whenever you like. You can also preview the form online. Please note that PDF copies of application forms do not show which questions are conditional, so you may see questions that do or do not apply to your organisation.

**Q: Can I provide letters of support or references to support my application?**

**A:** While letters of support or reference are appreciated, **they are not required**. Please ensure that you complete the application form and submit any requested documents through SmartyGrants, as these will be the only materials considered in the evaluation process.

**Q: Is there support available to help me apply or answer questions?**

**A:** The DCJ Grant team can assist organisations with any queries regarding the application process. Email Grant Design and Support at [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au).

Please quote your Application ID in all correspondence. If you are not familiar with the SmartyGrants management system, please refer to the [SmartyGrants Help Guide](#) for Applicants or check out [Applicant FAQs](#). You can also contact SmartyGrants directly if you are having technical difficulties with the application form or your SmartyGrants account/password, [emailservice@smartygrants.com.au](mailto:emailservice@smartygrants.com.au).

**Q: Can we submit more than one application?**

**A:** No

**Q. What is the difference between an ACCO and other organisations that serve Aboriginal and Torres Strait Islander communities?**

**A:** Please refer to our page on Aboriginal Community-Controlled Organisations (ACCOs), which also provides information on our commitment to building the Aboriginal and Torres Strait Islander community-controlled sector.

**Q. Should we include GST in our application?**

**A:** No, your funding request should **exclude any GST** that you will be charged by contractors or suppliers as part of the cost/delivery. If your application is successful and your organisation's ABN is registered for GST, you will be paid GST on top of the approved grant amount. If your organisation ABN is not registered for GST or you do not have an ABN, you will only be paid the approved grant amount.

**Q: Who needs to sign off on our application?**

**A:** The Applicant Declaration must be made by two of your organisation's authorised signatories, who will also be responsible for signing the Grant Funding Agreement via Adobe Acrobat Sign should your application be successful. More information on DCJ authorised signatories is available on the DCJ website. Please note, you must provide the contact details (email address, phone number, name and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au) immediately if these details change.

**Q: Why would we want to provide the details of a third (optional) person in our application form to view the Grant Funding Agreement?**

**A:** DCJ administers Grant Funding Agreements to successful organisations via Adobe Acrobat Sign, which only allows those who receive an individualised link to access the document for viewing. Therefore, all of those who wish to either sign or view the Grant Funding Agreement must provide their contact details. You may wish to include any relevant legal or administrative staff to review a copy of the Grant Funding Agreement before it is signed.

**Q: Can value-in-kind be considered as funding contributed by a not-for-profit organisation?**

**A:** Yes. Donated materials and contributions by paid staff and volunteers of the organisation are allowed as part of the not-for-profit organisation's contribution to the cost of a project. The estimated value of these contributions should be provided in the project budget.

**Q: When is it too late to apply?**

**A:** Applications that are late will not be accepted. Applications that are incorrectly filled out or incomplete will be deemed as not eligible.

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## Other requirements

**Q: What insurance is my organisation required to maintain?**

**A:** Your organisation:

- is required to provide a valid Certificate of Currency for Public Liability Insurance with a minimum cover of \$10 million in your organisation's name, which you will upload as part of your application
- is responsible for ensuring it has appropriate and current insurance coverage in place to cover any liability of the grant recipient that might arise in connection with the performance

of its obligations under its Grant Funding Agreement, which includes activities carried out by any other individual or organisation that you may subcontract.

### **Q: What is the NSW National Redress Scheme?**

**A:** The National Redress Scheme is part of the Commonwealth Government's response to the Royal Commission into Institutional Responses to Child Sexual Abuse. The National Redress Scheme provides support to people who experienced institutional child sexual abuse.

The Scheme:

- Acknowledges that many children were sexually abused in Australian institutions.
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling, a direct personal response, and a Redress payment.

The Scheme started on 1 July 2018 and will run for 10 years. The NSW Government will not award a grant to a non-government organisation with Redress Obligation (or to any of its Related Entities) if that non-government organisation:

- Has declined to join the Scheme, or
- At the expiry of six months after the time it is notified to join the Scheme, has failed to do so.

For further information please visit [NSW National Redress Scheme Sanctions Policy](#).

### **Q: Do I need to provide banking details?**

**A:** Yes. It is your responsibility to provide the correct banking details, including the authorised signature to verify your bank details, in your application form. Funds transferred to an incorrect bank account may not be recoverable. This applies even if you have provided your banking details to DCJ in the past or are currently receiving other payments from DCJ.

### **Q: Why should I keep my contact details up to date?**

**A:** Your application, Grant Funding Agreement and acquittal for the grants will be managed using the SmartyGrants online grants administration system and DocuSign. We will contact you and your organisation's authorised signatories using the details provided in your application in SmartyGrants portal under Smarty Files.

Ensure you keep contact details up to date; it is the responsibility of the grant recipient to update DCJ with any change in contact information, including the contact details of authorised signatories. DCJ is not responsible for any consequences should your grant offer be withdrawn due to out-of-date contact details in SmartyGrants. Please email [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au) to update contact details.

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## **Assessment process**

### **Q: What is the assessment process for this program?**

**A:** This is a one stage application, and the assessment process is:

1. DCJ eligibility team first conducts a review to ensure eligibility to the eligibility criteria listed above and general compliance with guidelines; then
2. DCJ assessment team will assess each eligible application against the assessment criteria listed above and make recommendations for the delegated decision maker.

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## After applications close

### **Q: What happens when you receive my application?**

**A:** Applicants will be formally notified by 30 October 2025 if their application has been successful or unsuccessful. Applicants must ensure their contact details on SmartyGrants remain up to date.

### **Q: Will the information in my application be kept confidential?**

**A:** Information received in applications and in respect of applications is treated as confidential, and all assessors will sign a confidentiality agreement before reviewing your application. However, documents in the possession of the government are subject to the provisions of the *Government Information (Public Access) Act 2009*. If you are successful, the NSW Government may share or publicise information on your program. An agreement that this may occur will form part of your Grants Funding Agreement.

### **Q: When will I know if my application was successful?**

**A:** You will be notified via email by 30 October 2025. Applicants must ensure their contact details on SmartyGrants remain up to date.

### **Q: If I'm successful, what happens then?**

**A:** After you have been notified via email by 30 October 2025. Shortly after, a Grant Funding Agreement will be sent via Adobe Acrobat Sign to the authorised signatories, and any additional reviewers, as provided in your application form. Successful applicants are required to return the signed Funding Agreement within seven days of receipt.

Grant Funding Agreements can only be signed by authorised officers of your organisation. This may be a member of the executive/committee as deemed under the Articles of Association or Constitution if you are a not-for-profit organisation. Please refer to the following for further details on authorised signatories and delegation. Please note, you must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in your application form. Please contact [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au) immediately if these details change. It is your responsibility to ensure staff availability to complete and sign documents, to carefully read the terms and conditions of the Grant Funding Agreement, and to sign the Grant Funding Agreement using the correct authorised signatories. Once we receive your signed Funding Agreement via Adobe Acrobat Sign, your Grant Funding Agreement will be countersigned and sent to you by email.

### **Q: What happens if situations change, and we wish to change the details of our program after we receive funding?**

**A:** Any major variations to the approved purposes outlined in your original application form on SmartyGrants must be formally requested and approved in writing before any related work takes place, as your application form will form part of your legally binding Grant Funding Agreement with DCJ. Failure to do so may result in you being required to return the grant monies in full. To discuss a variation, please contact the Grants team by email [grantdesignandsupport@dcj.nsw.gov.au](mailto:grantdesignandsupport@dcj.nsw.gov.au).

### **Q: What reporting will be required?**

Successful applicants will be required to submit one final report, including feedback from participants and recipients, as well as reported impact and the metrics used to substantiate that impact.

**Q: What are the acquittals requirements?**

**A:** Successful applicants will be required to submit an acquittal by 30 January 2026. The acquittal will include any components of the specific program guidelines.

An officeholder in your organisation will be required to certify that the grant funds have been expended as per your acquittal.

**Q: What if my application was not successful?**

**A:** If your application is not successful, it does not mean your application is without merit. Funding is limited and not all applications are successful. There is no appeals process, but feedback can be requested for unsuccessful applications by emailing [dfsvprimaryprevention@dcj.nsw.gov.au](mailto:dfsvprimaryprevention@dcj.nsw.gov.au).

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