

Gender Equity and Diversity Grants

Program Guidelines

Introduction

The Department of People, Sport and Culture provides small grants through the Gender Equity and Diversity Grants Program, to support projects that improve gender equality and inclusion across the NT.

Funded activities must align with and aim to address barriers experienced by women, men and gender-diverse Territorians.

Please carefully read all sections of these guidelines before applying for a Gender Equity and Diversity Grant.

If you require assistance with your application or have any queries in relation to the grants process, please contact the Office of Gender Equity and Diversity, details below.

Email: dpsecged@nt.gov.au

Phone: (08) 8999 1985

Who can apply

You can apply if you are:

- an organisation based and registered in the NT; or
- a resident of the Northern Territory.

You must also:

- have no outstanding acquittals with any Northern Territory Government agency
- be compliant with the reporting obligations under your governing legislations
- demonstrate your ability to deliver the project
- not have engaged in fraudulent activity
- declare any actual, perceived or potential conflicts of interest.

What you can apply for

You can apply for projects, services or activities that meet this program's objectives to:

- address a gender inequality
- respond to overlapping forms of disadvantage (intersectionality); and
- benefit NT communities.

For more information on gender equality in the Northern Territory visit [Office of Gender Equity and Diversity](#)

We encourage projects that:

- Take place in regional and remote communities
- Build long-term capability, participation or leadership
- Support gender-diverse people.

Funding is not guaranteed and should not be anticipated.

Submitting more than one application

You can submit more than one application for different initiatives in any round.

Duplicate applications, or applications submitted for the same activity may only be approved once.

Activities that will not be funded

Funding will not support:

- Initiatives, or items that the Panel assess as not being consistent with programs objectives
- The purchase of alcoholic beverages
- Core business costs, including ongoing wages or staffing costs.
- Real estate purchases
- Deficit budgets
- Activities that duplicate existing services, including government services.
- Political or religious activities
- Activities that may negatively impact business or compete with local commercial activities
- Commercial or profit-driven activities
- Activities that relate to personal professional development for individuals.
- Set up or running costs of a business, purchase or capital equipment (including hardware or software).

Retrospective funding for projects, functions or services that have already started or been completed, or items that have already been provided or previously purchased.

Activities that start before your grant is approved will not be funded.

Do not purchase goods, services or equipment included in your application until you have received formal notification of funding approval.

Additional guidance

- One-off or short-term staffing costs (such as a consultant or facilitator) may be considered where they are necessary to deliver the project and represent value for money.

- Capital expenditure¹ items are generally not supported. They may be considered in limited circumstances where there is a clear community need and supported by a plan for ongoing maintenance, repairs and security.
- Promotion and advertising costs may be supported, but must be reasonable, proportionate to the project, and supported by appropriate quotes or evidence.
- Administration and contingency costs are generally not supported. If included, they must be clearly justified, reasonable and proportionate to the project.

Funding rounds

Grants of up to **\$10,000** are available.

Funding is provided in three rounds each financial year, for activities that may be undertaken in the following 12 months period

Round	Round Opens	Round Closes	Notification	For activities commencing within the following 12 month period
Round 1	1 August 2026	31 August 2026	By end of October	November - October
Round 2	31 October 2026	30 November 2026	By end of January	February - January
Round 3	29 January 2027	28 February 2027	By end of April	May - April

How to apply

Submit an application through GrantsNT

Apply online through [GrantsNT](#).

You will need to provide:

- A description of your project
- A project plan timeline
- An itemised budget (including in-kind contributions)
- Evidence of need and who will benefit
- Expected outcomes and how you will measure them
- Any risks and how you will manage them

You will also need to respond to questions in GrantsNT to:

- clearly demonstrate how your application meets the programs objectives; and
- confirm your eligibility requirements.

¹ <https://smallbusiness.taxsuperandyou.gov.au/recording-business-income-and-expenses/capital-expenses-and-depreciation>

Using generative AI

You may use generative artificial intelligence (AI) tools to support the preparation of your application.

Where AI tools are used, you must ensure that:

- all information provided is accurate, relevant and can be clearly understood
- the application reflects your own knowledge, intent and proposed project.

You remain responsible for all content submitted and are considered the author of your application.

Applications that are unclear, inconsistent, or difficult to interpret may be assessed less favourably when considering your capacity to deliver the project.

After you submit your application

- Your application will be assessed along with all other applications in the round by a panel of NT Government officers
- A decision will be made by the delegated decision-maker
- You will be notified in writing of the outcome

How will your application be assessed

Assessment criteria

This is a competitive grant program. Your application will be assessed against the comparative merits of other applications, as well as its alignment with the criteria below. These criteria guide the assessment panel's decision-making and help ensure a fair and consistent process.

You do not need to demonstrate every criterion equally or meet every criterion in full. Instead, the panel will consider the overall strength of your application, including its quality, viability, organisational capacity and potential impact.

Quality

- Strong fit with program objectives
- Creative or innovative approach
- Does not duplicate existing services
- Considers intersectionality and inclusive design

Viability

- Well planned and realistic
- Clear timeline and scope
- Detailed, accurate budget
- No deficit or ineligible items
- Includes co-contribution (cash or in-kind)

Capacity

- Skills and experience to deliver the project
- Ability to manage funds and reporting
- No outstanding acquittals with *any* NT Government agency
- Appropriate insurance or approvals (if required)
- Compliant with reporting obligations under the Act under which you are incorporated, or to ACNC if applicable

Impact

- Clear and realistic outcomes
- Demonstrates benefit to Territorians
- Responds to local need
- Shows potential for lasting impact or sustainability
- Reaches underrepresented or remote communities (where relevant)

In addition, the panel will consider if the application:

- demonstrates the ability to self-fund if the project is ongoing
- demonstrates planning through the provision of quotes, including quotes for advertising and promotional activities, and for the purchase of capital items (if applicable)

Notification of a funding outcome

You will be formally notified of the outcome of your application through GrantsNT.

If your application is successful, you will need to:

- Sign a funding agreement before receiving funding
- Deliver the project as approved
- Report on outcomes and spending

Once the funding agreement is signed, you will be responsible for completing the approved activity.

Funding depends on budget availability and the relative merit of applications.

There is no guarantee that your application will have a successful funding outcome.

Unless you can deliver the initiative without grant funding, do not purchase goods, services, or equipment, or commit to any expenditure included in your application until you have received formal notification that funding has been approved.

Managing your grant

Reporting and acquittal

You must use the funds for the purpose outlined in your grant agreement.

You must acquit your grant within the time frame detailed in your funding agreement.

You must provide the following to acquit your grant:

- Receipts and/or a financial report
- Narrative acquittal report on outcomes achieved

If you do not meet these requirements, you may be required to return the funding and you may not be eligible for future grants.

Applicants should carefully budget for their project. The Department is not responsible for funding shortfalls.

Change of grant purpose

Funding must be used for the approved purpose outlined in your funding agreement.

If you need to change your project:

- You must submit a variation request before your project end date.
- You must provide:
 - reasons for the change
 - a revised budget

Variation requests are made through GrantsNT.

You must receive written approval before using funds for a different purpose.

If funding is not used as approved, you may be required to repay some or all of the grant.

Unspent funds

Any unspent funds must be returned to the Northern Territory Government.

If any unspent grant funds are identified in the acquittal process, an invoice will be issued to you for the repayment of these funds to the Northern Territory Government.

Alternatively, you can request approval to use remaining funds for a different purpose by submitting a variation request before your acquittal due date.

The Department may vary, cancel or waive grant conditions where appropriate.

Duplicate funding

If you get duplicate funding from a different funding source, you must refund any component of the Office of Gender Equity Grant funded from elsewhere.

GST and taxation

Grant funding is exclusive of GST and [GST is not automatically included](#).

In some cases, GST may apply depending on the nature of the activity.

Grants may be subject to tax under the [Income Tax Assessment Act](#). Tax obligations are the responsibility of the grant recipient.

Privacy statement

The information you provide in your application is used to assess your suitability for funding. If you do not provide the required information, your application may not be processed.

If your application is successful, details of your project may be made public. Information may also be shared with other Australian or Northern Territory Government agencies where required.

By applying, you consent to your personal information being used by the Department of People, Sport and Culture and other Northern Territory Government agencies to promote and report on funding outcomes.

Information about successful applications may be publicly released by the Northern Territory Government, including through:

- media releases issued by the Minister or Chief Minister
- Department publications, websites, newsletters and social media

You can request access to, or correction of, your personal information held by the Department.

Duty of care

If your project involves an event, you have a duty of care to ensure the safety of participants.

This means you must plan appropriately and take reasonable steps to minimise the risk of injury.

If you do not take reasonable precautions, you may be liable for any injury that occurs during your activity.

Examples of duty of care include:

- providing a safe environment for participants
- securing hazards such as loose cables
- protecting equipment and people from environmental risks.

Insurance

By signing the funding agreement, recipients acknowledge that the Northern Territory Government accepts no responsibility for the funded activity.

Recipients may be required to:

- hold appropriate public liability insurance
- provide proof of insurance on request

If your project involves a public event, you must take reasonable steps to manage risks to participants and workers.