

AAC - 2024-25 - Young Women Entrepreneurs' Exchange Program - Application Form

Form Preview

The ASEAN-Australia Young Women Entrepreneurs' Exchange Program 2024-25 Grants

Process

The ASEAN-Australia Centre ('the Centre') 2024-25 Young Women Entrepreneurs' Exchange Program is designed to achieve Australian Government objectives

This grants opportunity contributes to DFAT's Portfolio Budget Statement Outcome 1. DFAT and the Centre works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)



The grants opportunity opens

We publish the grant guidelines on [GrantConnect](#).



You complete and submit a grant application

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



We assess all grant applications

We assess the applications against eligibility criteria. We assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with you if successful. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

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You undertake the grant activity as set out in your grant agreement. We (or other entity if applicable) manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the ASEAN-Australia Young Women Entrepreneurs' Exchange Program

We evaluate your specific grant activity against the ASEAN-Australia Young Women Entrepreneurs' Exchange Program objectives. We base this on information you provide to us and that we collect from various sources.

Introduction

Thank you for your interest in the ASEAN-Australia Young Women Entrepreneurs' Exchange Program grant opportunity ('the Program'). The Program is supported by the ASEAN-Australia Centre ('the Centre'). The Centre, established in 2024, is a national platform that supports initiatives aimed at strengthening Australian business, education, cultural and community connections with ASEAN Members States and, where appropriate, Timor-Leste.

These guidelines contain information on the Program, including:

- the purpose of the grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how the grantee is notified and receives grant payments
- how the grantee will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

About the Grants Program

The Centre, subject to ongoing budget, will provide grants each year to develop, promote and strengthen understanding and engagement between Australia and Southeast Asia (encompassing ASEAN Member States and Timor-Leste) in support of Australia's national interests.

The Centre will support the implementation of [the ASEAN-Australia Comprehensive Strategic Partnership](#) and will work with ASEAN to ensure alignment with ASEAN priorities, including the ASEAN Outlook on the Indo-Pacific.

The Centre will build on the Australian Government's ongoing commitment to deepen engagement with Southeast Asia and will implement recommendations from [Invested: Australia's Southeast Asia Economic Strategy to 2040](#).

To deliver on its objectives, the Centre will focus its work on four strategic pillars:

- Southeast Asia literacy
- Economic linkages
- Education
- Cultural connections.

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About the ASEAN-Australia Young Women Entrepreneurs' Exchange Program opportunity

For this grant opportunity, the Centre welcomes applications to design and deliver a four-year ASEAN-Australia Young Women Entrepreneurs' Exchange Program ('the Program'). The Program will be required to support at least one cohort of at least 27 participants (from all ASEAN Member States, Timor-Leste and Australia) per annum for four years (from 2024-25 to 2027-28) to participate in a 12-week mentoring and leadership program. The program will include at least a one week visit to Australia by participants to participate in networking and workshop events. The grant funding will need to cover the travel costs of participants (including flight, accommodation and any per diems).

The program will prioritise participants working in sectors of mutual cooperation, agreed between DFAT and the successful applicant, including decarbonisation, green energy transition, the blue economy and other areas identified as priorities under [Invested: Australia's Southeast Asia Economic Strategy to 2040](#). The focus sector is expected to change for each cohort.

The objectives of the program are to:

- bring together young (aged between 18 years and less than 40 years) female social entrepreneurs from Australia, all ASEAN member states and Timor-Leste for online and in-person leadership development, business and creative skills building and collaboration, and
- strengthen connections, deepen learning and provide networking opportunities for young female social entrepreneurs.

The intended outcomes of the program are:

- support women Entrepreneurs to scale-up and expand into international markets
- increased Women economic participation
- increased business, trade, tourism and investment between Australia and ASEAN and Timor-Leste
- increased cross-cultural connections between Australian and Southeast Asian business, and
- increased, positive, awareness of ASEAN-Australia relations among Australian and Southeast Asian business communities.

This grant opportunity is open to female founded entities only (majority owned and led by women) – see Section 4 for further details on eligibility.

Applications with Southeast Asian partners are strongly encouraged.

Applications from Indigenous Australians and Indigenous Australian-led organisations are strongly encouraged.

Applicants with diverse abilities are welcomed.

The Centre administers the grants program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)

Grants Available

The Australian Government has announced a total of \$1.8 million over four years (2024-25 to 2027-28) for this Program or a maximum grant amount of \$450,000 per year.

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We encourage our applicants to seek funding from other sources. Co-contributions from applicants and other funding sources that demonstrate commitment to the grant project will strengthen your application.

Co-contributions may take the form of, but are not limited to, monetary or in-kind contributions such as program management staff hours, administrative support, venues for exhibitions or events and logistics management. There are no limits to the percentage or amount for co-contributions.

Grant Period

The grant period is for a maximum of four years. If successful, you must start the program before the end of the 2024-25 financial year (i.e. before 30 June 2025).

Eligibility

* indicates a required field

Applicants: please note

Thank you for your interest in the ASEAN-Australia Centre ('the Centre's') 2024-25 Grants Program.

Before completing this application form, you should have read the [program guidelines](#).

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is important that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact: aseanaustraliacentre@dfat.gov.au.

If you do contact us throughout the application process, please quote the application number below.

Application Number

This field is read only.

Eligibility criteria

We cannot consider your application if it does not satisfy all the eligibility criteria.

Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be a permanent resident or citizen of Australia
- have an account with an Australian financial institution

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- be located in Australia, an ASEAN Member State or Timor-Leste

and be one of the following entity types:

- a company incorporated in Australia
- a company incorporated by guarantee
- an incorporated trustee on behalf of a trust
- an incorporated association
- a partnership
- a joint (consortia) application with a lead organisation^[1]
- a registered charity or not-for-profit organisation
- a publicly funded research organisation
- an individual
- an Australian local government body
- an Australian state or territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006](#)
- be a female founded (majority owned and led by women) entity as defined in the Glossary at Section 14 of the Grant guidelines.

and be willing to provide or develop child protection guidelines that meets the Department of Foreign Affairs and Trade's [Child Protection Policy](#) for your project if it involves people under the age of 18 years.

Applications from consortia are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

Individuals who intend the grant to be administered by a university should apply on behalf of the university, i.e. your university is the applicant.

The Australian Government works through trusted non-government partners including multilateral and non-government organisations to provide support to the people of Myanmar. Proposals to support the people of Myanmar through this grants program are encouraged. Each proposal will be considered on a case-by-case basis to assess the level of risk involved. Proposals will not be selected if they involve partnering with the military regime and its authorities, or if they provide any direct financial benefit to the military regime.

^[1] The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 'Joint Applications'

Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an organisation, or your project partner 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' (nationalredress.gov.au)
- a Commonwealth, state, territory or local government agency or body
- unincorporated association
- any organisation not included in section above

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What qualifications, skills and checks are required?

If you are successful, relevant personnel working on the grant activity may be required to maintain the following checks:

- Working with Vulnerable People registration.
- Working with Children check.

Eligibility Confirmation

Do you meet the eligibility as set out in the list above? * Yes No

Has your organisation or consortia partner been requested to join the National Redress Scheme? * Yes No
National Redress Scheme If 'yes' please provide details below and we may need to contact you to discuss.

If yes to the above, has your organisation registered with the National Redress Scheme within 6 months of being asked to join? *

Does your organisation or consortia partner comply with the Modern Slavery Act (tick yes or no below)? * Yes No
Modern Slavery Register if you do not comply or are listed on the Register we may need to contact you to discuss.

If 'no' or if your organisation has a statement on the Modern Slavery Statements Register provide details in the box below. *

Do you have any outstanding reports, acquittals or breaches relating to any Australian Government funding? Yes No
If 'yes' please provide details below and we may need to contact you to discuss.

Details on outstanding Australian Government funding *

Eligible grant activities

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To be eligible your proposed grant activities:

- must be consistent with the objectives and intended outcomes as outlined in Section 2 'About the Grant Program' (above)
- include eligible activities and eligible expenditure.

Eligible activities must directly relate to the grant project and can include, but are not limited to:

- industry dialogues (virtual or in person)
- trade delegations
- virtual or real tours and exhibitions
- major events, performances and forums
- conferences and workshops
- exchanges, internships, and secondments of personnel between Australia, ASEAN Member States and/or Timor-Leste
- communications activities
- market research
- community engagement
- investment policy talks, and or
- other activities determined as eligible by the Program Delegate.

Eligible locations

Your grant can include activities at different locations provided they are in Australia and/or ASEAN Member States or Timor-Leste.

Eligible expenditure

You can only spend the grant on eligible expenditure directly related to the delivery of eligible activities.

Eligible expenditure items include:

- reasonable air (economy class), land or sea travel costs and accommodation (up to four star) including meals and travel allowances, with the requirement to demonstrate the best value-for-money principles (refer to [ATO Tax Determination - reasonable travel and overtime meal allowance expense amounts](#) for guidance)
- interpretation and translation
- communications, advertising and promotion, graphic design, photography
- publications and printed material
- event and production costs (including freight and artists' fees)
- venue hire and catering
- research-related activities
- labour costs of employees you directly employ to deliver the core elements of the grant project (but not ongoing salaries/wages), or
- other activities determined as eligible by the Program Delegate.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

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Not all expenditure on your grant activity may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the expenditure on your grant activities between the start date and end or completion date for your grant agreement for it to be eligible.

If you receive Commonwealth government funding from another source, you must detail this in your application.

For activities delivered in Australia, applicants are encouraged to consider the use of an Indigenous supplier, if they intend to subcontract any of the services above. A directory of registered Indigenous businesses is available on the [Supply Nation website](#).

What the grant money cannot be used for

You cannot use the grant for the following activities:

- purchase of land
- ongoing salaries/wages
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent honorariums, or administrative charges levied by the applicant's organisation
- major construction/capital works
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility, and or
- completed projects.

Contact Details

* indicates a required field

Applicant Details

Applicant *

Individual

Organisation

Organisation Name

Title

First Name

Last Name

Make sure you provide the same name that is listed in official documentation.

**Department/Branch/
Faculty ***

Primary address

Address

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Postal address

Address

Primary phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Website

Must be a URL.

Applicant Location

Select which location are you applying from.

Which Australian State or Territory are you located?

- | | | |
|--|---------------------------------------|---|
| <input type="radio"/> Australian Capital Territory | <input type="radio"/> Queensland | <input type="radio"/> Victoria |
| <input type="radio"/> New South Wales | <input type="radio"/> South Australia | <input type="radio"/> Western Australia |
| <input type="radio"/> Northern Territory | <input type="radio"/> Tasmania | |

Which ASEAN member country or Timor-Leste are you located?

- | | | |
|---|-----------------------------------|-----------------------------------|
| <input type="radio"/> Brunei Darussalam | <input type="radio"/> Malaysia | <input type="radio"/> Thailand |
| <input type="radio"/> Cambodia | <input type="radio"/> Myanmar | <input type="radio"/> Timor-Leste |
| <input type="radio"/> Indonesia | <input type="radio"/> Philippines | <input type="radio"/> Vietnam |
| <input type="radio"/> Lao PDR | <input type="radio"/> Singapore | |

Primary Contact Details

Contact name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

This is the person we will correspond with about this grant.

Position held in organisation *

e.g., Manager, Director or Fundraising Coordinator.

Primary phone number *

Must be an Australian phone number.

Office phone number

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Must be an Australian phone number.

Email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

What is your organisation's purpose or mission? *

What type of not-for-profit organisation are you?

- Educational institution (includes pre-schools, schools, universities & higher education providers)
- Religious or faith-based institution
- Philanthropic organisation
- Peak body
- Social enterprise
- International NGO
- Professional association
- Healthcare not-for-profit institution
- Community group
- Political party / lobby group
- Research body
- General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

What is your organisation's legal structure? *

- Unincorporated association
- Incorporated association
- Cooperative
- Company limited by guarantee
- Organisation established through specific legislation
- Trust
- Unknown
- Other:

- Indigenous corporation, association or cooperative

If your organisation is unincorporated, it must have an auspice organisation.

Does your organisation have an ABN? *

- Yes
- No

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

Please upload completed Statement of Supplier Form. *

Attach a file:

Max 25mb per file uploaded

What is your incorporation number? *

Incorporated Association or Australian Company Number

Project Details

* indicates a required field

Project title *

Word count:

Must be no more than 25 words.

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date *

Anticipated end date *

Please provide a short summary of your initiative *

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Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Rationale: What is the need and how will you address it? *

Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Alignment - How will your initiative help the ASEAN-Australian Centre achieve our goals? *

Please consult the program guidelines for more information about our program and organisational goals - see {{ Grantmakers: list program goals above this question, or insert website address here }}. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Intermediaries

Intermediaries

One per row. You may add extra rows if required. In order to induce changes in your target group, you may need to work through one or more layers of intermediaries. If you wanted to reduce ethnic prejudice, for example, you might want to work through teachers to change students, or even through teacher training colleges to change teachers.

Milestones

What are the major steps / stages (i.e. milestones) involved in delivering your initiative?

Milestone	Start Date	End Date	Notes
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	Add notes if you need to provide more context.

Community Support

Does this initiative have community support? In particular, do the beneficiary and/or geographic communities affected by this project/program support the activities you are proposing? *

- Yes
 No
 Don't know
 Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

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What evidence do you have that this project/program has community support? *

Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Please upload letters of support (if available/relevant)

Attach a file:

A maximum of 5 files can be attached

Organisational Capacity

* indicates a required field

Now that we know about your project/program, we want to find out more about your organisation's ability to undertake the work you propose. Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application. *

Include in this section information about your strategies for providing the inputs (money, staff/ volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant. Go to the SmartyGrants [Answers Bank](#) if you need some ideas about how to frame your response.

Project Budget

* indicates a required field

Total Amount Requested *

What is the total financial support you are requesting in this application?

Total Project/Program Cost *

What is the total budgeted cost (dollars) of your project?

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

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Income Description	Income Type	Confirmed Funding?	Income Amount	Notes
			\$	
e.g. Current or existing funding, Company X sponsorship.				

Expenditure Description	Expenditure Type	Expenditure Amount	Notes
		\$	
e.g. Onsite power & water for 6 months, Office supplies, Part-time staffer x 40 hours.			

Budget Totals

Total Income Amount
 \$
 This number/amount is calculated.

Total Expenditure Amount
 \$
 This number/amount is calculated.

Income minus Expenditure

 This number/amount is calculated.
 Must be equal to zero.

What other inputs will you need in order to successfully carry out this project?

Input	Confirmed?
Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

The Assessment Criteria

* indicates a required field

You must address all of the following assessment criteria in the application. We will assess your application based on the weighting given to each criterion. The application form includes further details on suggested text lengths.

The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. The application form includes further details on suggested text lengths.

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Criterion 1 (20%): How will you (the applicant) meet the grant program objectives?

You should demonstrate this by identifying how you will:

- bring together young female social Entrepreneurs' from Australia, all ASEAN member states and Timor-Leste for online and in-person leadership development, business and creative skills building and collaboration, and
- strengthen connections, deepen learning and provide networking opportunities for young female social Entrepreneurs'.

*

Word count:

Must be no more than 500 words

Criterion 2 (20%): How well does the grant address the priority areas and intended outcomes of this grant opportunity?

You should demonstrate this by identifying:

- how you will achieve the outcomes listed in Section 2 'About the Grant Program'
- areas in which your application provides an innovative method of delivery.

*

Word count:

Must be no more than 500 words

Criterion 3 (20%): How effective and efficient will you (the applicant) be in delivering the grant?

You should demonstrate this through:

- previous track record of achievement and the diversity of skills, experience and backgrounds your team brings to the project, effective governance and risk management frameworks
- capacity to demonstrate success through measurable qualitative and quantitative data
- proposed project partners in Australia and/or ASEAN Member States and Timor-Leste.

*

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Word count:
Must be no more than 500 words

Criterion 4 (20%): How will you (the applicant) deliver enduring and sustainable outcomes beyond the funding period?

You should demonstrate this through:

- partnerships and financial resilience, including in-kind support
- how well you will use branding opportunities and leverage partners to maximise impact
- communications, marketing and media planning and platform reach.

*

Word count:
Must be no more than 500 words

Criterion 5 (20%): How well you will maximise the reach and impact of the funding?

You should demonstrate this through:

- partnerships and financial resilience, including in-kind support
- how well you will use branding opportunities and leverage partners to maximise impact, and
- communications, marketing and media planning and platform reach.

*

Word count:
Must be no more than 500 words

Certification and Feedback

* indicates a required field

Working with Children or other Vulnerable Persons

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Successful grantees will be asked to complete a Working with Vulnerable Persons Statement of Compliance as part of the Standard Grant Agreement. The Commonwealth considers a child to be a person under the age of 18 years.

Will your project involve working with children and/or other vulnerable persons? Yes No

Confirmation and Declaration

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. Privacy notice about the collection, use and disclosure of personal information The personal information you provide in this report is collected by the ASEAN-Australia Centre within the Department of Foreign Affairs and Trade (DFAT) to financially acquit, evaluate and report on the outcomes of your grant in accordance with [Commonwealth Grants Rules and Guidelines](#). Without this information, we may be unable to finalise your grant payment. We collect any photographs and audio/visual materials you provide to promote and publicise the work of the Centre and DFAT. These materials may be made public through national and local media, annual reports or via the Centre or DFAT websites and other social media. Our privacy policy is available at www.dfat.gov.au/privacy.html and contains information about access to, or correction of, your personal information, and how you may complain about a breach of your privacy and how we deal with complaints. Grantees/recipients should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession. **I, certify that:** I have read and understand the above Privacy notice.

Overseas disclosure:

- I understand that information provided in this report, including photographs and audio-visual materials, may be used for publicity purposes.
- By providing information to DFAT, I consent to the publication of my personal information to overseas entities or on the internet. I acknowledge that if other recipients breach the Australian Privacy Principles, DFAT will not be accountable under the Privacy Act and that I will not be able to seek redress under the Privacy Act.

Information about other people

- I have sought the consent of any individual whose personal information I have included in the report (including collaborators and activity partners), to provide their personal information to the Centre and DFAT to collect, use and disclose in accordance with this Privacy notice.
- I have obtained written consent from each photographed person, where required.

Use and disclosure for secondary purposes

- I consent to information provided in this application being stored on a central database to which other Commonwealth and State or Territory government agencies may have access for assessment or similar purposes.
- I consent to information provided in this acquittal, other than personal information, being used for training and testing purposes by DFAT staff.

Grant activity

- The statements in this report are true to the best of my knowledge.
- The grant is being used/was used in accordance with the approved budget as detailed in the Funding Agreement/Deed.

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- The above financial statement presents fairly the financial transactions in relation to the Centre grant received from DFAT (if financial acquittal).

If you have a grant amount that needs to be repaid:

- I understand that DFAT will send an invoice to the organisation funded to recover any unspent funding.
- I confirm that original receipts and other documentation which account for the expenditure will be retained for at least five years from the date of this form and will be available upon request.

Declaration *

Yes, I have read and agree to the above conditions.

Date of Declaration *

Must be a date.

Name *

Title

First Name

Last Name

Position and Title *

Statistical Information

Where did you hear about the ASEAN-Australia Centre?

- Australian Embassy/ Consulate GrantConnect Social Media - Facebook, Twitter, etc
- DFAT State or Territory Offices Minister Media Release Other:

Do you have any feedback regarding the application process which may be used to improve future grant rounds? (Note: any feedback will be treated confidentially and will not affect the assessment of your application).