



## Application Form

# Maker Projects -Stream B

An element of the Inspiring Australia – Science Engagement Programme

Version October 2018

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

**Do not use this document as your application form. You will need to submit an application using the online form once the grant opportunity is open to applications.**

## About Maker Projects

Maker Projects is an element of the Inspiring Australia – Science Engagement Programme that was announced as part of the Inspiring All Australians in Digital Literacy and Science, Technology, Engineering and Mathematics (STEM) element of the National Innovation and Science Agenda (NISA).

The objective of the Maker Projects element is to encourage practical skills, creativity and entrepreneurial thinking through the development of maker spaces and activities in schools and communities, with the view to reaching as many students as possible, including those in regional and disadvantaged areas.

Maker Projects aims to foster creativity and inquiry based learning through the establishment of:

- maker spaces in schools where students can apply their STEM knowledge, develop entrepreneurial skills, and gain experience in working with emerging and advancing technologies
- STEM-related events delivered in partnership with industry for the benefit of youth under 18 years of age.

Funding is provided in two on-going streams:

**Stream A:** \$800,000 per year for eligible Australian schools to purchase equipment required to establish a maker space for students to access and work on STEM-related activities.

**Stream B:** \$200,000 per year for Australian communities and regions to run events in partnership with industry for the benefit of youth under 18 years of age.

The Programme Delegate may re-allocate funding between Stream A and Stream B based on funding demand.

We may set targeted funding for a specific year that will focus on a particular theme, group or sector. We will publish any relevant information on [business.gov.au](http://business.gov.au).

This application form is for Stream B of Maker Projects.

## Completing this form

Please read the [Programme Guidelines](#) before filling out this application.

This application form contains the following:

- Part A – Contact details
- Part B – Eligibility
- Part C – Applicant information
- Part D – Project details and funding
- Part E – Supporting documentation
- Part F – Applicant declaration

## Disclosure of personal and confidential information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the Inspiring Australia – Science Engagement Programme Guidelines. Please ensure that you have read these guidelines and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#)<sup>1</sup>.

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<sup>1</sup> <https://industry.gov.au/Pages/PrivacyPolicy.aspx>

## Getting help

If you require assistance completing this application form please contact us on 13 28 46 or at [business.gov.au](https://business.gov.au). Our website and staff can help you with forms, finding business information and services and allow you to provide feedback..

You should also read and understand the Programme Guidelines and sample [grant agreement](#) before completing an application. View these documents at [business.gov.au](https://business.gov.au).

## Submitting your application

You can submit an application at any time subject to the availability of funds. Applications will be assessed and approved in the order we receive them.

We will close applications when the funding for that year runs out.

SAMPLE

## A. Eligibility

### A.1. Eligible entities

*This section will help you determine whether you are an entity eligible for the programme.*

You are required to answer all questions in this section.

Are you a publicly funded research organisation (PFR)? ☐ yes ☐ no

*This includes all higher education providers listed at Table A and Table B of the Higher Education Support Act 2003 (Cth) as well as corporate Commonwealth entities, and state and territory government departments or agencies that undertake publicly funded research.*

Are you an incorporated not for profit organisation? ☐ yes ☐ no

*This includes community groups with voting and/ or financial membership of at least five individuals.*

Are you an entity incorporated in Australia? ☐ yes ☐ no

*This includes incorporated trustees applying on behalf of a trust.*

If you have answered 'yes' to any of the questions above you are eligible to apply for this programme.

Are you a primary or secondary school that is registered with a state or territory registration authority? ☐ yes ☐ no

Have you previously received Maker Projects funding through the Inspiring Australia – Science Engagement programme? ☐ yes ☐ no

If you answered 'yes' to any of the questions above you are not eligible to apply for this programme.

### A.2. Additional eligibility criteria

*This section will help you determine whether you comply with additional eligibility criteria for the programme.*

You are required to answer all questions in this section.

Does your organisation have an ABN? ☐ yes ☐ no

*For trustees applying on behalf of a trust, this refers to the ABN of the trust.*

Are you applying to deliver a STEM-related event that will benefit youth under 18 years of age? ☐ yes ☐ no

Do you have at least one industry partner involved in delivering the event? ☐ yes ☐ no

*An industry project partner means an entity incorporated in Australia with experience relevant to the STEM related activities being delivered through the project. See Appendix A of the programme guidelines.*

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Will your project include eligible activities and at least \$10,000 in eligible expenditure?

☐ yes ☐ no

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Do you declare that:

☐ yes ☐ no

- you are delivering an event that is not part of your normal business activities
- the project is supported by your governing board (chief executive officer or equivalent, if there is no board)
- you can complete the project and meet the costs of the project not covered by grant funding

*By checking yes here, you agree to the above declaration and confirm all of the above statements to be true.*

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If you answered '**yes**' to all of the questions above you are eligible to apply for this programme.

For further information regarding eligibility requirement for this programme refer to the Inspiring Australia - Science Engagement [Programme Guidelines](#).

## B. Contact details

### B.1. Details of primary contact

*Person authorised to act on behalf of the applicant.*

*Note: You must provide at least one phone or mobile number. The fields below are mandatory except for the title field.*

Provide details of the primary contact.

Given name

Family name

Position title

Phone number

Mobile number

Email address

Provide the postal address of the primary contact

Address

Suburb/ town

State/ territory

Postcode

Country Australia

### B.2. How did the applicant hear about the programme?

--- Please select ---

If Other, please specify:

## C. Applicant information

### C.1. Type of applicant

*In this section you must indicate what type of entity you operate under.*

*All entities must have an ABN*

Select which type of entity your organisation is

☐

company incorporated in Australia

- ☐ incorporated trustee on behalf of a trust
- ☐ publicly funded research organisation (PFRO)
- ☐ incorporated not for profit organisation
- ☐ other incorporated entity

If you selected other incorporated entity please specify.

## C.2. Applicant details

*If you are applying as a trustee on behalf of a trust leave this question blank and go to the next question.*

Australian Company Number (ACN)

*If applicable*

Australian Business Number (ABN)

Legal/ registered entity name

Business/ trading name

*Your business may have registered one or more business names. If you operate under a business or trading name enter alternate names here.*

GST registered?

☐ yes ☐ no

## C.3. Trustee and trust details

Australian Company Number (ACN) of the trustee

Australian Business Number (ABN) of the trustee

*(if different to trust, otherwise leave blank)*

Legal/ registered entity name of the trustee

Australian Business Number (ABN) of the trust

Legal/ registered entity name of the trust

Business/ trading name

*Your business may have registered one or more business names. If you operate under a business or trading name enter alternate names here.*

Is the trust GST registered?

☐ yes ☐ no

#### C.4. ANZSIC details

What is the applicant's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

*The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#). Phone 13 28 46 if you require assistance.*

#### C.5. Address details

Provide your **Business Street Address** (Australian Head Office).

Address

Suburb/ town

State/ territory

Postcode

Provide your **Business Postal Address**.

☐

Same as your business street address, go to next section.

☐

Different to your business street address, provide details below.

Address

Suburb/ town

State/ territory

Postcode

Country

Australia

#### C.6. Website address

Provide your business' website address.

#### C.7. Latest financial year figures

Has the applicant existed for a complete financial year?

☐

yes

☐

no

If you answered '**yes**', enter the latest completed financial year, then complete the table below.

*Example entry 2013-14*

If you answered '**no**', enter the number of months completed in financial year to date, then complete the table below.

months



We collect the following data from all business applicants across all grant programs. We use this data to better understand your business and to help us develop better policies and programmes.

All amounts in the table below must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the incorporated entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

| Recent trading performance   | Check box if the indicator not applicable to your organisation | Latest financial year figures |
|--|--|-------------------------------|
| <b>Sales revenue (turnover)</b><br><i>Total revenue from the sale of goods and services, as reported in the applicant's Business Activity Statement (BAS).</i>   | <input type="checkbox"/> n/a                                   | \$                            |
| <b>Export revenue</b><br><i>Total revenue from export sales, as reported in the applicant's Business Activity Statement (BAS).</i>   | <input type="checkbox"/> n/a                                   | \$                            |
| <b>R&amp;D expenditure</b><br><i>Expenditure on Research and Development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.</i> | <input type="checkbox"/> n/a                                   | \$                            |
| <b>Taxable income</b><br><i>Taxable income or loss as per the applicant's business income company tax return form.</i>   | <input type="checkbox"/> n/a                                   | \$                            |
| <b>Employees, including working proprietors and salaried directors (headcount)</b><br><i>No of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business.</i>   | <input type="checkbox"/> n/a                                   |                               |
| <b>Independent contractors (headcount)</b><br><i>No of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.</i>   | <input type="checkbox"/> n/a                                   |                               |

## C.8. Project partner organisation details

You are required to provide details of your project partner organisations in the following table.  
*You must have at least one industry organisation as a project partner.*

| No | Australian Business Number | Australian Company Number | Organisation name | Entity type |
|----|----------------------------|---------------------------|-------------------|-------------|
| 1  |                            |                           |                   |             |
| 2  |                            |                           |                   |             |
| 3  |                            |                           |                   |             |
| 4  |                            |                           |                   |             |
| 5  |                            |                           |                   |             |
| 6  |                            |                           |                   |             |
| 7  |                            |                           |                   |             |

You must attach a letter of support from each of the other organisations involved in the proposal.

*Refer to section 8.216.2.1 of the programme guidelines for what is required in the letter of support.*

## D. Project details and funding

### D.1. Project title and description

- *If your application is successful, we will publish some grant details on [GrantConnect](#). Published project details will include:*
  - name of the applicant*
- *Australian Business Number*
- *title of the project*
- *a description of the project and aims*
- *amount of funding awarded*
- *location*
- *industry or research sector or field of science*

Provide a project title.

150 character limit (approx. 25 words)

Provide a brief project description for publication on our website.

*Ensure your description identifies*

- *the type of STEM-related event you intend to deliver*
- *where your event/s will be held and*
- *who will be involved (students and project partner/s).*

*Example project description: City University is running a robotics workshop. The event will be held on our main campus and Year 10 students from three local high schools will be invited to attend.*

*Students will learn from robotics professors before being given guidance on how to build their own robots with materials supplied by our project partner Advanced Robotics.*

750 character limit (approx. 125 words)

### D.2. Project duration

*The maximum project duration is 12 months. This period can include the time required to prepare and plan for your workshop or event. All project expenditure must be incurred between the project start and end dates.*

Project start date

Project end date

### D.3. Project Plan

Provide a detailed project plan which identifies:

- the type of event, its key activities or components

- the discipline/s of STEM that will be included
  - how participants will get to work with technical experts, inventors, innovators and entrepreneurs to gain practical knowledge and skills in design, technology, innovation and entrepreneurship
  - the region/communities you will invite participants from
  - an appropriate venue to hold the event/s
  - at least one employee with appropriate skills/experience and drive to be the project lead
  - the role of the project partner/s.
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3000 characters/500 words

#### D.4. Benefit to youth

Describe how the event will benefit youth under 18 years of age and how they will be encouraged to be involved.

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1500 character limit (approx.225 words)

#### D.5. Skills and previous experience

Provide a description detailing the skills and experience of the applicant and project partner/s to deliver the event/s, including any track record delivering, creating or organising an innovation, entrepreneurship or enterprise education programme for young people.

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1500 character limit (approx 225 words)

#### D.6. Project budget

Provide details on your eligible project costs.

*Amounts must be GST inclusive, less any GST credits that you can claim..*

*We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.*

*Note, the minimum grant amount is \$5,000 and the maximum grant amount is \$20,000, up to a maximum of 50% of eligible project costs. Refer to the [Programme Guidelines](#) for guidance on eligible expenditure.*

| Cost item                                   | FY<br>2018-19 | FY<br>2019-20 | Total     |
|---|---------------|---------------|-----------|
| Venue and equipment hire                    | \$            | \$            | \$        |
| Guest speaker and performer fees and travel | \$            | \$            | \$        |
| Consumable materials                        | \$            | \$            | \$        |
| Event advertising and promotion             | \$            | \$            | \$        |
| Tools and equipment                         | \$            | \$            | \$        |
| Other                                       | \$            | \$            | \$        |
| <b>Total</b>                                | <b>\$</b>     | <b>\$</b>     | <b>\$</b> |

#### D.7. Source of funding

Complete the table below to show how you will fund the eligible project costs.

*Note, the minimum grant amount is \$5,000 and the maximum grant amount is \$20,000, up to a maximum of 50% of eligible project costs. Amounts must be GST exclusive.*

|  |                              |
|--|------------------------------|
| a. Applicant's cash contribution (\$A)             | \$                           |
| b. Applicant's in-kind contribution (value in \$A) | \$                           |
| b. Programme grant amount (\$A)                    | \$                           |
| <b>Total eligible project costs (\$A)</b>          | <b>(minimum \$10,000) \$</b> |
| Grant percentage (%)                               | (Cannot exceed [50%]) %      |

*Activities funded by this grant cannot also be funded by another Commonwealth grant.*

#### D.8. Your cash contribution

Where your project includes cash contributions complete the table below.

| Fund type                           | Amount (\$A) | Description of the source of funding |
|-------------------------------------|--------------|--------------------------------------|
| Cash flow                           | \$           |                                      |
| Loans                               | \$           |                                      |
| Equity                              | \$           |                                      |
| Contributions from project partners | \$           |                                      |
| Other                               | \$           |                                      |
| <b>Total</b>                        | <b>\$</b>    |                                      |

### D.9. Your in-kind contribution

Where your project includes in-kind contributions, complete the table below.

| In-kind contributions | Value (\$A) |
|-----------------------|-------------|
|                       | \$          |
|                       | \$          |
| <b>Total</b>          | \$          |

### D.10. Conflicts of interest

**Template instructions: This section is mandatory and should not be altered without discussion with the AusIndustry Assurance Manager.**

Do you have any perceived or existing conflicts of interest to declare? ☐ yes ☐ no

*Refer to the programme guidelines for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflict/s of interest and how you anticipate managing them.

*750 character limit (including spaces)*

## E. Supporting documents

*You should note any supporting documentation that you attach to the application here. The following restrictions apply to attachments:*

- *total size of all attachments and this application form should not exceed 20MB*
- *file size of each attachment cannot exceed 2MB*
- *only files with the following file type extension can be uploaded (.pdf, .rdtf, .doc, .docx, .xls, .xlsx)*

*For assistance with any technical issues experienced while completing this application form or attaching documents please phone 13 28 46. Our staff can help you.*

### E.1. Attachment 02 – Letters of support from project partner organisations

| Part of application form         | Type of attachments  | Attached?                    |
|----------------------------------|--|------------------------------|
| Part B9 – Joint project partners | Letters of support from project partner organisations as outlined in Programme Guidelines 16.2.1... Each letter of support must include: <ul style="list-style-type: none"><li>▪ Each letter of support must include:<ul style="list-style-type: none"><li>▪ <input type="checkbox"/> details of the project partner</li><li>▪ <input type="checkbox"/> an overview of how the project partner will work with the lead organisation and any other project partners to successfully complete the project</li><li>▪ <input type="checkbox"/> an outline of the relevant experience or expertise the partner will bring to the group</li><li>▪ <input type="checkbox"/> the roles and responsibilities the partner will undertake, and any resources it will contribute</li><li>▪ <input type="checkbox"/> details of a nominated management level contact officer.</li></ul></li></ul> | <input type="checkbox"/> yes |

## F. Applicant declaration

### F.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government programme and that the department will use the information I provide in accordance with the following

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Inspiring Australia – Science Engagement Programme Guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants and
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.



## F.2. Applicant declaration

I declare that I have read and understood the Programme Guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors to comply with, all applicable laws.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I understand that I am responsible for ensuring that I have met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this programme, has undertaken and passed, a working with children check, if required under relevant state/territory legislation. I am also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading, the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standard and Fraud Control Framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](https://business.gov.au). On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

- this application
- the Programme Guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

I approve the information in this application being communicated to the department in electronic form.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | By checking this box I agree to all of the above declarations and confirm all of the above statements to be true |
|--------------------------|--|

F.3. Signature

|                            |
|----------------------------|
| Name of signatory          |
| Email address of signatory |
| Date                       |
| Signature                  |

SAMPLE