



Sample application form

Inspiring Australia – Science Engagement Programme:

Citizen Science Grants Round 2

Version October 2020

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.

Sample

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

You can save your changes at any time by using the Save button. To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out .

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox and Google Chrome
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select - Citizen Science Grants Round 2 grant opportunity
- Field 2 select - Citizen Science Grants Round 2 grant opportunity

When you have selected the program, the following text will appear.

The Citizen Science Grants are competitive grants to support community participation in scientific research projects that have a national impact. **This grant opportunity is part of the Inspiring Australia – Science Engagement Programme.**

The objective of the grant opportunity is:

- to engage the public in science by offering opportunities to participate, as citizen scientists, in scientific research projects that have a national impact and include the collection or transformation of data in Australia.

The intended outcome of the grant opportunity is:

- increased community participation in scientific research projects where participants learn new skills, form new networks, receive acknowledgement for their participation, and receive updates on their participation in specific research projects.

This grant opportunity funds projects that provide all Australians with opportunities to participate in scientifically valid citizen science projects. Through the program, and building on the Australian Government's *National Science Statement* and *Advancing Women in STEM* strategy, these grants deliver projects to engage and empower Australians in science while building their skills and scientific literacy.

This round will support projects that contribute to areas of national significance by addressing these specific focus areas:

- disaster resilience and preparedness
- environmental change
- cyber security and artificial intelligence
- food and agribusiness.

Applicants will be required to demonstrate how their project addresses one or more of these areas in the application process.

The maximum grant amount is \$500,000 and the minimum is \$150,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEDT on 17 December 2020. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

B. Eligibility

We will ask you the following questions to establish your eligibility for the [grant opportunity name] grant opportunity.

Questions marked with an asterisk are mandatory.

- Are you a legal entity that can enter into a grant agreement with the Commonwealth? *

A legal entity is an entity in its own right that has capacity to enter into legally binding agreements or contracts, assume obligations, incur and pay debts, sue and be sued and be held responsible for its actions. You must answer yes to proceed to next question.

- Is your organisation one of the following bodies? *
 - an entity, incorporated in Australia
 - an eligible publicly funded research organisation as defined in section 14 of the guidelines
 - an incorporated not for profit organisation
 - a local government agency or body (including government business enterprises).

You must select one of the eligible options from a drop down menu to proceed to next question.

- Can you provide mandatory evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported? *

You will be required to upload this document later in this form

- Can you provide mandatory evidence, such as a CFO or accountant declaration, to confirm you can fund your share of the project costs, including any ineligible expenditure?

You will be required to upload this document later in this form

You must answer yes to proceed to next question.

Will your project involve all of the following eligible activities:

- be a research project in a field of science addressing one or more of the priority areas of national significance for this round, described at 2.1 of the guidelines
- contain a core activity or core activities that take place in Australia
- include either data collection or transformation of data as an eligible activity
- include the active participation of the community, as citizen scientists, during the life of the project
- not have been previously funded through the Citizen Science Grants program.

You must answer yes to proceed to next section.

Please indicate which focus area your project will address*

- disaster resilience and preparedness
- environmental change
- cyber security and artificial intelligence
- food and agribusiness.

You must select one of the eligible options from a drop down menu to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Applicant financials

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

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

All amounts 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 entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

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.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit your organisation.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

To be eligible your project must be a research project in a field of science addressing one or more of the priority areas of national significance for this round, described at 2.1 of the guidelines, contain a core activity or core activities that take place in Australia, include either data collection or transformation of data as an eligible activity, include the active participation of the community, as citizen scientists, during the life of the project and not have been previously funded through the Citizen Science Grants program.

E.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

E.4. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.]

- Estimated project start date
- Estimated project end date

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 48 months.

E.5. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add 10 milestones.

- Milestone title
- Estimated start date
- Estimated end date

E.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project site must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

E.7. Field of science

Select the field of science applicable to your project.

To be eligible your project must be a research project in a field of science.

- Biology
- Chemistry
- Engineering
- Environmental science
- Geology
- Mathematics
- Medicine
- Nanotechnology
- Phenomics
- Physics
- Social sciences and humanities
- Technology

F. Project budget

F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

Project management activity costs are limited to 10 per cent of the total amount of eligible salary expenditure

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Salaries		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Salary on-costs		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Contract		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Equipment		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Project management		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Other		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
Total			

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought. This includes the requirement for your 15% co-contribution which can only include eligible expenses.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

To support your responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (60 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

The reach and impact of the project

You should demonstrate this by identifying

- *Community benefits: how the project benefits participants. This includes how citizens will learn new skills and improve their science literacy, and how you will engage both new and historically underrepresented audiences in the project.*
- *National benefits: how the proposed research will contribute to economic, environmental, social, health and/or cultural benefits to Australia as relevant to the research priority area. This includes how the project may contribute to public policy formulation and debate, building research collaboration or links between research and industry.*
- *Scientific benefits: how the anticipated outcomes of your project will advance scientific knowledge in the relevant field of study.*

G.2. Assessment criterion 2 (20 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Sound project design and implementation

You should demonstrate this by identifying

- *Project design: a description of your research topic, conceptual and methodological frameworks for research and data collection, including if your project was co-designed with Indigenous knowledge practitioners where relevant.*
- *Project implementation: how you will carry out the project, project timelines and milestones, how the project will reach audiences across Australia, your ability to transfer and build the skills of citizen scientists.*
- *Risk Management: how you will manage project risks, including but not limited to safety, privacy and security.*

G.3. Assessment criterion 3 (20 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Skills, capacity, capability and resources to deliver the project

You should demonstrate this by identifying

- *Skills and capability: the skills and experience of the applicant and other parties involved in the project, including any experience with previous citizen science projects. Outline the role(s) of your project partners and the contributions of the applicant and project partners (this may include both cash and in-kind contributions).*
- *Capacity and resources: access to infrastructure, capital equipment, technology, intellectual property and ability to meet any regulatory requirements of the project. You should also outline how the grant will impact the project in terms of scope and outcomes, or why the project would not go ahead without grant funding.*

Sample

H. Project partners / Collaborators

You must provide details about your [project partners][collaborators].

For details about project partner contributions refer to the grant opportunity guidelines.

You must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

Each letter of support should include:

- *Details of the project partner*
- *an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project*
- *an outline of the relevant experience and/or expertise the project partner will bring to the group*
- *the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)*
- *details of a nominated management level contact officer.*

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

I. Application finalisation

You must answer the following questions and add any supporting documentation required.

I.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

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

Your response is limited to 750 characters including spaces and does not support formatting.

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation.

- Letters of support from project partners
letters of support from project partners (template provided on www.business.gov.au)
- Accountant declaration
accountant declaration (template provided on www.business.gov.au and GrantConnect)
- Evidence of support from the board, CEO or equivalent
evidence of support from the board, CEO or equivalent (template provided on www.business.gov.au and GrantConnect). Where the CEO or equivalent submits the application, we will accept this as evidence of support.
- Trust deed
trust deed (where applicable)

I.4. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

I.5. Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

J. Primary contact page

You must provide the details of a primary contact for your application. The details include

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

K. Application declaration

In order to submit your application you will be required to agree to the following declaration.

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity 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
- 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 grant opportunity 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.

K.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] 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/ management committee 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 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 Act 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 the applicant is responsible for ensuring that it has 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 [program/grant opportunity], has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is 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 Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

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.