



Australian Government

Department of Industry, Science and Resources

Grant Opportunity Guidelines

Inspiring Australia - Science Engagement Program: Sponsorship Grants for Student Science Engagement and International Competitions grant opportunity

Opening date:	Tuesday, 21 February 2023
Closing date and time:	5:00pm (Australian Eastern Standard Time) on Wednesday, 5 April 2023. Applications can be submitted until the available funding for this grant opportunity is fully subscribed, or by the closing date, whichever occurs first. Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Industry, Science and Resources (DISR).
Administering entity:	Department of Industry, Science and Resources (DISR).

Enquiries: If you have any questions, contact us on 13 28 46.

Date guidelines released: Tuesday, 21 February 2023.

Type of grant opportunity: Demand driven

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1. Inspiring Australia – Science Engagement Program: Sponsorship Grants for Student Science Engagement and International Competitions processes

The Inspiring Australia – Science Engagement Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Industry, Science and Resources' (DISR) Outcome One: *Support economic growth, productivity and job creation for all Australians by investing in science, technology and commercialisation, growing innovative and competitive businesses, industries and regions, and supporting resources.* The Department of Industry, Science and Resources (DISR) works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and [GrantConnect](#).



You complete and submit a grant application

You complete the application form, addressing all the eligibility criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible.



We make grant recommendations

We provide advice to the decision maker on the eligibility 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 successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You complete the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Inspiring Australia – Science Engagement Program: Sponsorship Grants for Student Science Engagement and International Competitions

We will evaluate the specific grant activity and the Inspiring Australia – Science Engagement Program: Sponsorship Grants for Student Science Engagement and International Competitions as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the Inspiring Australia - Science Engagement grant program

The Inspiring Australia - Science Engagement Program (the program) provides funding for a range of initiatives delivered under the Inspiring Australia banner.

The program contributes to the Australian Government's vision for an Australian society engaged in and enriched by science. Through this program and other science engagement activities, the Government aims are:

- increasing Australian community engagement with the sciences, through activities and events
- increasing positive public sentiment and awareness of the contribution and achievements of Australian scientists and innovators
- improving communication between Australian scientists, the general public, businesses and government
- enhancing focus on building skills and capability in science, technology, engineering and mathematics (STEM) and digital literacy, in Australian schools and communities
- increasing engagement and participation in groups under-represented in STEM.

To meet the above aims the Government is supporting a range of science communication and engagement activities and events under the following program elements:

- Targeted Science Communication
- National Science Week
- Prime Minister's Prizes for Science
- Citizen Science Grants
- Maker Projects Grants
- Sponsorship Grants for Student Science Engagement and International Competitions.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](#).

The Program Delegate, who is a manager within the department with responsibility for administering the program, may agree to run a closed non-competitive grant selection process for particular activities under select program elements where:

- it can be demonstrated that the activity is consistent with the program objectives and with one of the program elements
- there is funding available under the program to support the activity
- the activity requires capabilities that are not widely available, such that it would not be cost effective to run an open application process, or relies on intellectual property that cannot be obtained through an open application process
- there is clear documentation showing the grant selection process and demonstrating that the grant represents good value for money.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

2.1. About the Sponsorship Grants for Student Science Engagement and International Competitions grant opportunity

These guidelines contain information for the Sponsorship Grants for Student Science Engagement and International Competitions (Sponsorship Grants).

The objective of the grant opportunity is to provide organisations, such as schools and community groups, with funds to sponsor a student or group of students to participate in:

- in-person and virtual STEM engagement events, activities and competitions hosted in Australia or overseas.

The intended outcomes of the grant opportunity are to:

- support Australian students to develop STEM skills
- increase the number of students applying to participate in domestic and international STEM competitions and events
- increase the number of students participating in STEM education and going on to a career in STEM
- increase engagement and participation in groups under-represented in STEM.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science and Resources (the department) is responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 13.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of \$1.6 million is available for the Sponsorship Grants for Student Science Engagement and International Competitions opportunity for the 2022-23 financial year.

3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$1,500
- The maximum grant amount is \$15,000.

The maximum grant amount per student is:

- \$2,000 for STEM engagement events, activities or competitions occurring within Australia
- \$5,000 for STEM engagement events, activities or competitions requiring international travel.

You may submit multiple applications for the same STEM event, activity or competition, noting the combined total amount of those applications cannot exceed \$15,000.

You are responsible for the remaining eligible and ineligible project costs.

We cannot fund your project if it receives funding from another Commonwealth government grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Sponsorships Grants for Student Science Engagement and International Competitions grant or the other Commonwealth grant.

Applications can be submitted until the available funding for this grant opportunity is fully subscribed, or by Tuesday, 5 April 2023, whichever occurs earlier. We encourage you to submit your application early.

3.2. Project period

You must complete your project within one year of submitting an application.

Your project period will begin from the date your grant agreement is executed and will cease four weeks following your STEM event, activity or competition that your student or group of students are attending. If the STEM event, activity or competition occurs after the submission of your application but prior to your grant agreement execution, the end date will be four weeks from the grant agreement execution.

All STEM events, activities or competitions must be attended within 12 months of submitting your application.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

The applicant must apply on behalf of a student or group of students under the age of 18 (at the time of the application) that they are sponsoring to participate in a specific STEM event, activity or competition that meets the requirements under these guidelines.

To be eligible you must:

- have an Australian Business Number (ABN)
- be one of the following entities:
 - a primary or secondary school that is registered with the relevant authority
 - an incorporated not for profit organisation
 - an entity incorporated in Australia, and
 - be able to enter into a grant agreement in your own right or through an affiliated entity.

Government schools in New South Wales (NSW), South Australia (SA), Tasmania (TAS) and Western Australia (WA) **are not** legal entities in their own right. You must include your relevant state or territory education department's ABN as Collaborator in your application in order to enter into a grant agreement.

Non-government schools including catholic organisations that are unincorporated entities must apply through a related incorporated entity in order to enter into a grant agreement.

4.2. Additional eligibility requirements

We will only accept applications:

- on behalf of a student or group of students under the age of 18 (at the time of application) to participate in a specific STEM event, activity or competition that meets the requirements under these guidelines
- which attach a completed declaration template signed by the managing board, school principal or chief executive officer (or equivalent) that satisfactorily demonstrates that eligibility requirements have been met (template provided on [business.gov.au](https://www.business.gov.au) and [GrantConnect](#)).

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your affiliated entity 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'
- An organisation or your affiliated entity is an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- an individual
- a partnership
- an unincorporated association
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity

4.4. What qualifications or skills are required?

If you are successful, relevant personnel working on the Sponsorship Grants for Student Science Engagement and International Competitions grant activity must maintain the following accreditation/registration/checks:

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

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- involve the participation of a student or a group of students at eligible in-person and virtual STEM engagement events, activities and competitions hosted in Australia or overseas
- have at least \$1,500 in eligible expenditure, as per section 5.2
- be related to the pursuit of a STEM field that promotes student engagement in STEM-related disciplines, or participation in STEM-based competitions

- the STEM engagement event, activity or competition must be held within 12 months after submitting your application.

Examples of eligible events include:

- STEM challenges and competitions
- STEM experience programs
- STEM conferences and festivals
- residential STEM programs
- excursions to STEM venues.

We may also approve other activities.

The Program Delegate will make a final decision on the events that are eligible and may issue additional guidance on eligible events if required.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- reasonable domestic and international travel expenses (including accommodation, meals, airfares and ground transport) using economy class (except in extraordinary circumstances) for the student or group of students attending the event, activity or competition and, where needed, a chaperone
- the cost of registration or tickets for the event, activity or competition
- the cost of materials necessary to participate in competitions (such as equipment required for the competition or team uniforms).

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

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.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is an manager within the department with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project that occurs before the project end date
- be incurred by you for required project audit activities.

You may commence preparing for the event and incurring eligible expenditure from your submission date; however, we are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- expenditure incurred on past events

- business as usual events, including incursions or franchised in-house events
- exchanges or visits to other schools
- salaries for the sponsor organisation or chaperone
- administration costs incurred by the sponsor organisation or chaperone
- cost of applying for the grant
- cost of travel insurance
- costs incurred prior to submission of your application
- cost of materials for non-STEM activities or events.

Other expenditure may be eligible as determined by the Program Delegate.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

6. How to apply

Before applying you should read and understand these guidelines, the [sample application form](#) and the [sample grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#). Applicants should read all eligibility and attach detailed evidence as requested. .

You will need to set up an account to access our online [portal](#). You can only submit an application during a funding round.

To apply, you must:

- complete and submit your application through the online portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments

You should retain a copy of your application for your own records. You can view and print a copy of your submitted application on the portal for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we may contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility. The acceptance of any additional information provided after the submission of your application is at the discretion of the Program Delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

6.1. Attachments to the application

You must provide the following documents with your application:

- a completed declaration template signed by the managing board, school principal or chief executive officer (or equivalent) that satisfactorily demonstrates that eligibility requirements have been met (template provided on business.gov.au and [GrantConnect](#)).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

6.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Applications acceptance	Applications can be submitted until the available funding for this grant opportunity is fully subscribed or by 5 April 2023, whichever occurs earlier.
Assessment, approval and notification of successful applicants	4-6 weeks
Negotiations of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Project completion date	Within one year from grant application date

7. The grant selection process

We review your application against the eligibility criteria in the order in which we receive the applications. We can only recommend eligible applications for funding.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alterations or additions.

In the event your application is deemed unsuccessful, you may submit a revised or new application for the same grant round within the stated opening and closing period. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

Applications are accepted until the available funding for this grant opportunity is fully subscribed or 5 April 2023, whichever occurs earlier.

We also consider:

- any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity

is likely to directly conflict with Australian Government policy. Where possible², we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

7.1. Who will approve grants?

The Program Delegate decides which grants to approve taking into account the application eligibility and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing.

9. Successful grant applications

9.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and [GrantConnect](#).

We will manage the grant agreement through the online [portal](#). This includes issuing and executing the grant agreement.

Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

Government schools in NSW, SA, TAS and WA are subject to their state education departments' regulations on who may enter into agreements and sign or execute such an agreement. If you are unable to comply due to delegation issues or project timing, then we may withdraw the offer.

² Subject to national security and other considerations.

If you enter an agreement under the Sponsorship Grants for Student Science Engagement and International Competitions grant, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement. The Commonwealth will recover any unspent grant funds identified in the end of project report, or in the case of a mutual termination of the grant agreement.

9.2. Exchange of letters grant agreement

We will use an exchange of letters grant agreement. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed from the date we receive your signed document. For this grant agreement the process of signing will be completed through our online portal. You will have 30 days from the date of our letter to sign and return to us, otherwise the offer may lapse.

9.3. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- Working with Vulnerable People registration
- COVID-19 measures in place when participating in project activities (where applicable).

9.3.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)³ endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

9.4. How we pay the grant

The grant agreement will state:

³ <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

- grant payments to government schools in NSW, SA, TAS and WA are made to their state education departments. It is the responsibility of the school and its department thereafter to arrange subsequent transfers including repayment of unspent funds in the event a project did not complete or grants are not acquitted in full, and its recovery becomes necessary.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

9.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁴.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

10. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

11. How we monitor your grant activity

11.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation. This includes if the event organisers have cancelled the event, or if COVID-19 restrictions mean that you cannot attend the event, activity or competition.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name

⁴ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

11.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- project progress
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

11.3. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- extending the timeframe for completing the project up to six months beyond the original project end date
- changing project activities

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. You can submit a variation request via our online portal.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

11.4. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

11.5. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

12. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

12.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)⁵](#) of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy⁶](#) on the department’s website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

12.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.2.1, or

⁵ <https://www.legislation.gov.au/Details/C2019C00057>

⁶ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- personal information as per 12.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

12.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

12.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

12.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public

- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁷ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

12.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

12.3. National security

Collaboration with foreign entities must be transparent, undertaken with full knowledge and consent, and in a manner, that avoids harm to Australia's national interests. It is your responsibility to consider the national security implications of the proposed project and identify and manage any risks, including risks relating to the unwanted transfer of sensitive knowledge technology.

You should ensure that you are informed about who you are collaborating with by undertaking appropriate due diligence, proportionate to the risk and subject to available information, of your global partners and their personnel participating in the project. This should take into account any potential security, ethical, legal and reputational risks, and, where necessary, you should be prepared to demonstrate how you will manage and mitigate any identified risks.

You and any entities participating in the project must disclose all foreign ownership (including foreign government ownership), affiliations with foreign governments, organisations, institutions or companies, or membership of foreign government talent programs. You must report any material changes in the nature of the activity or key personnel involved, including affiliations/links with foreign governments or companies.

12.4. Disclosure of Commonwealth, State or Territory financial penalties

You must disclose whether any of your board members, management or persons of authority have been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity. If this is the case, you must provide advice to the department regarding the matter for consideration.

⁷ <https://www.industry.gov.au/data-and-publications/privacy-policy>

12.5. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager
Portfolio Program Delivery
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)⁸ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁸ <http://www.ombudsman.gov.au/>

13. Glossary

Term	Definition
Affiliated entity	<p>Government schools in New South Wales (NSW), South Australia (SA), Tasmania (TAS) and Western Australia (WA) are not legal entities in their own right. You must include your relevant state or territory education department's ABN as Collaborator in your application in order to enter into a grant agreement.</p> <p>Non-government schools including Catholic organisations that are unincorporated entities must apply through a related incorporated entity in order to enter into a grant agreement.</p>
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Business as usual	<p>A business activity/service that is performed in the course of the business.</p> <p>In relation to schools, this includes in-class activities relating to the school curriculum, held during school hours, on school grounds.</p>
Collaborator	A Collaborator is the relevant state or territory education department or related incorporated entities in which the Commonwealth can enter into a grant agreement on behalf of the individual schools. Details of the Collaborator are to be included in the relevant section of the application.
Competitions	An event in which participants undertake a set challenge, task or project. Each participant's performance may be rated, this may be used to determine a winner.
Decision maker	The person who makes a decision to award a grant.
Demand driven	A grant process where applications that satisfy stated eligibility criteria receive funding up to the limit of available appropriations.
Department	The Department of Industry, Science and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.

Term	Definition
Franchised in-house events	An activity where the sponsor organisation pays a fee (e.g. registration/license) to host a branded event on their premises.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Groups historically under-represented in STEM	<p>The National School Reform Agreement and Advancing Women in STEM strategy defines under-represented groups to include;</p> <ul style="list-style-type: none"> ▪ women and girls ▪ Aboriginal and/or Torres Strait Islander Peoples ▪ people living in regional and rural or remote areas ▪ people with disability ▪ people from educationally disadvantaged backgrounds.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Incursions	An activity organised by the school or sponsor, whereby an outside body is employed to come into the school to run an educational activity for the students.
Minister	The Commonwealth Minister for Industry and Science
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the department with responsibility for administering the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Project start date	That date from which you can incur eligible expenditure on the funded activity. This date cannot be earlier than the application date.
Student	A person who is learning at a school, or is being home-schooled, and is under 18 years of age at the time of application.