



Australian Government  
Department of Industry,  
Science and Resources

**AusIndustry**

## Sample application form

# Inspiring Australia – Science Engagement Program National Science Week Grants 2023

Version September 2023

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

## Instructions

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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.

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.

### Saving your responses

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.

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.

You can modify saved responses up until you submit your application.

### 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, Google Chrome and Microsoft Edge
- 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.

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## A. Program selection

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

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

To be eligible you must:

- Australian Business Number (ABN), or
- Be an individual 18 years of age or older.

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. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Inspiring Australia – Science Engagement Program: National Science Week Grants 2023
- Field 2 select - Inspiring Australia – Science Engagement Program: National Science Week Grants 2023

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

The grant opportunity was announced as part of the Inspiring Australia – Science Engagement Program. The Australia Government announced a total of \$7.23 million per year in ongoing funding for the program.

For National Science Week 2023 grants up to \$500,000 is available over one year.

The objectives of the grant opportunity are to:

- inspire wide community participation in STEM
- provide an opportunity to acknowledge and celebrate the contributions of Australian scientists to the world of knowledge
- encourage an interest in science pursuits among the general public
- encourage younger people to become fascinated by the world we live in.

The maximum grant amount is \$20,000 and the minimum is \$2,000.

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 15 December 2022, the closing date of the opportunity. Please take account of time zone differences when submitting your application.

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## B. Eligibility

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We will ask you the following questions to establish your eligibility for the National Science Week Grants 2023 grant opportunity.

*Questions marked with an asterisk are mandatory.*

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

- Is your organisation a non-corporate Commonwealth entity (unless you are a publicly funded research organisation, as defined in Section 14 of the grant opportunity guidelines)?

*You must answer no to proceed to the next question.*

- Will you be undertaking science-related activities during National Science Week (12 to 20 August 2023) or in the week before or after? \*

*You must answer yes to proceed to next question.*

- Are all your project activities in Australia?\*

*You must answer yes to proceed to next question.*

- Does your project engage the general public and will it be delivered in at least one of the following formats?
  - an in-person event involving physical attendance
  - an online event involving two-way audience participation or involvement\*

*You must answer yes to proceed to next question.*

- Have you developed a contingency project plan if the event format must change?\*

*We may request the contingency plan should changing circumstances require its review*

*You must answer yes to proceed to next question.*

- Does your project address one or more of the following National Science Week purposes?\*
- draws the nation's attention towards the sciences
- sparks broad interest and engagement in the sciences
- provide an opportunity for all Australians, including those historically underrepresented in the sciences (such as girls and women, Aboriginal and/or Torres Strait Islander people, people with disability, people residing in regional or remote locations, and those from culturally and linguistically diverse backgrounds), to participate in science events and activities
- fosters partnerships between the community, research organisations and industry
- trials new and innovative science communication activities.

*You must answer yes to proceed to next question.*

- Do you have an Australian Business Number (ABN)? \*
- Are you an individual 18 years of age or older? \*

*If you answered yes to either of the questions above, you are eligible to apply for the National Science Week Grants 2023. If you are applying as an individual you will need to include a copy of your identification as proof that you are 18 years of age or older.*

*You must answer yes to proceed to next section.*

## C. Applicant address

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### 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.*

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## D. About your organisation

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*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.*

### D.1. 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.*

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## E. Project information

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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 meet National Science Week objectives and outcomes.*

### 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.*

### 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 Event Details

Your project must be focussed on conducting eligible activities that take place during National Science Week, or where appropriate, in the week before or after National Science Week in 2023. This means, between 5 August 2023 and 27 August 2023.

- Planned Event start date
- Planned Event end date

## E.5. Activity purpose and delivery

Select one or more from the below list which best represents how your project will meet the purposes for 2023 National Science Week:

- draw the nation's attention towards the sciences
- spark broad interest and engagement in the sciences
- provide an opportunity for all Australians, including those historically under-represented in the sciences, to participate in science events and activities
- foster partnerships between the community, research organisations and industry
- trial new and innovative science communication activities

Select one or both of the delivery formats your project will engage

- an in-person event involving physical attendance
- an online event involving two-way audience participation or involvement

## E.6. Project duration

Your project must be focussed on conducting eligible activities that take place during National Science Week 2023 (12 to 20 August 2023), or where appropriate, in the week before or after National Science Week 2023. Your project period will begin from the date your grant agreement is executed and will cease four weeks following the end of National Science Week 2023, unless otherwise agreed by the Program Delegate. Eligible expenditure cannot be incurred prior to grant agreement execution.

The project period is longer than the activity period to accommodate for any work required to prepare for your National Science Week 2023 activities and to allow you to finalise any payments following the completion of your activities. All National Science Week 2023 activities must be completed by the end of the week following National Science Week 2023.

- Earliest estimated project start date (1 March 2023)
- Estimated project end date (18 September 2023)
- Estimated project length (6 months)

*Your project can be no longer than 6 months .*

## E.7. 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 your project will be delivered online, list your host location. 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.

## F. Project budget

### F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

*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.*

*The minimum project expenditure for this grant opportunity is \$2,000. The maximum grant amount under this grant opportunity is \$20,000. Expenditure items that are not eligible are listed in 5.3 of the guidelines.*

You should **not** include contingency costs in the project budget. Costs associated with a change in delivery method, should be detailed separately to this budget summary.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Travel and accommodation		\$
		2022/23	\$
		2023/24	\$
	External venue and equipment hire		\$
		2022/23	\$
		2023/24	\$
	consumable materials used during events		\$
		2022/23	\$
		2023/24	\$
	External presenter fees and travel		\$
		2022/23	\$
		2023/24	\$
	Prizes		\$
		2022/23	\$
		2023/24	\$
	Event advertising and promotion		\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2022/23	\$
		2023/24	\$
	Displays		\$
		2022/23	\$
		2023/24	\$
Total			\$

## F.2. Source of funding

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- grant amount sought
- your contribution
- other contributions as allowed in the grant opportunity guidelines

## F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

*The minimum grant amount under this grant opportunity is \$2,000. The maximum grant amount under this grant opportunity is \$20,000.*

## F.4. Contributions

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.*

## G. Assessment criteria

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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.

To support your responses you should include attachments where necessary later in the application.

*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.*

### 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:

- the size and composition of your intended audience, including geographical reach and whether the project targets historically under-represented groups in the sciences
- the quality of your National Science Week project, including the likely impact and benefit of your activities on your intended audience
- details of any proposed linkages with key cohorts (such as Aboriginal or Torres Strait Islander community groups or Traditional Owners)
- the nature of any proposed partnerships with other people/organisations in delivering the project and the expected benefits, as well as any relevant cash and in-kind contributions that are applicable.

### G.2. Assessment criterion 2 (40 points)

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

#### Your capacity, capability and resources to carry out the project

You should demonstrate this by identifying:

- your access to personnel with the right skills and experience
- your access to appropriate venues, infrastructure, capital equipment, technology, and any required regulatory or other approvals.

## H. Project partners

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You must provide details about your project partners.

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

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

## I. Bank account details

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### I.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

*We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.*

### I.2. Account details

Account name

BSB

Account number

### I.3. Payment contact

Given name

Family name

Email address

Phone number

## J. Application finalisation

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

### J.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.

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

If yes, describe how you anticipate managing this conflict.

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

### J.2. Program feedback

How did you hear about the grant opportunity?

*You may select from a drop-down menu.*

### J.3. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

*The total of all attachments cannot exceed 20 MB.*

*Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.*

*Filenames should only include letters or numbers and should be fewer than 40 characters.*

- proof of age for individuals 18 years or older (where applicable)
- trustee deed (where applicable)

## K. Primary contact

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

*The primary contact is the person authorised to act on behalf of the applicant. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include*

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

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## L. Application declaration

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

### L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science 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.

### L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, 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 applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

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

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

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 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 providing a letter of agreement with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](https://www.business.gov.au). On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

- this application
- the grant opportunity guidelines in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.