Sample application form

Inspiring Australia – Science Engagement Programme
National Science Week Grants

Version September 2021

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.

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.

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 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.

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. 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 - National Science Week Grants 2022
- Field 2 select - National Science Week Grants 2022

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

This grant opportunity has ongoing funding and up to $500,000 is available each year.

The grant opportunity was announced as part of the Inspiring Australia – Science Engagement Programme.

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 must have additional funding or in-kind contributions from sources other than the grant to support any ineligible expenditure on the project. We treat proposed cash and in-kind resources from applicants equally. You will need to provide a dollar value for any in-kind contributions.

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.

The application requires a contingency project plan to be submitted, outlining a change in delivery method to adhere to COVID-19 social distancing measures and restrictions (e.g. virtual tours and online streaming of events), in the event of COVID-19-related impacts to any part of your proposed project activities. The plan should include associated costs and communication strategies for any impacts from the change of delivery.

You may submit your application at any time up until 5.00pm AEDT on 21 October 2021. 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 National Science Week 2022 grant opportunity.

- Is your organisation a Commonwealth entity that does not undertake publicly funded research?

Refer to definition of publicly funded research organisation (PFRO) at glossary in guidelines. If you answer yes to this question, you are not eligible to apply for the National Science Week Grants 2022.

You must answer no to proceed to next question.

- Will you be undertaking science-related activities during National Science Week (13 to 21 August 2022) or in the week before or after? *

You must answer yes to proceed to next question.

- Are you able to cover the cost of any ineligible expenditure not covered by the grant funding?*

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.

- Do you have a contingency project plan in place if the event delivery format must change to adhere to COVID-19 restrictions?*

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
  - Provides 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 section.

Questions marked with an asterisk are mandatory.

- 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 2022. 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.

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.

D.   About your organisation

D.1.   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).
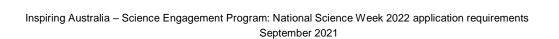
D.2.   Indigenous organisation

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.

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.

You may upload supplementary information to your project description as attachments later in the application.

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. COVID-19 contingency project plan

This information will be used as part of Assessment Criterion 2 and is expected to be implemented as required.

Provide a description of how your project, or parts of your proposed project activities, would need to change to adhere to any COVID-19 social distancing measures and restrictions. This could include

- plans for virtual/online attendance or participation
- virtual tours
- online streaming of events.

The description should include costs associated with the change in delivery method.

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

You must upload your full COVD-19 contingency project plan as an attachment later in the application.

E.5. Project duration

Your project must be focussed on conducting eligible activities that take place during National Science Week 2022 (13 to 21 August 2022), or where appropriate, in the week before or after National Science Week 2022. Your project period will begin from the date your grant agreement is executed and will cease 4 weeks following the end of National Science Week 2022, unless other otherwise agreed by the Program Delegate. Eligible expenditure cannot be incurred prior to grant agreement execution.

The extended project period is to accommodate for any work required to prepare for your National Science Week 2022 activities and to allow you to finalise any payments following the completion of your activities. All National Science Week 2022 activities must be completed by the end of the week following National Science Week 2022.

- Estimated project start date (6 August 2022)
- Estimated project end date (26 September 2022)
- Estimated project length (in months) 1 week.

The project length will be calculated by the start and end dates you enter. Your project must be completed by 26 September 2022.

E.6. Project location

You must provide the address where your project will be developed or 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. If you project is online, please provide your place of project development or management.

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

E.7. 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 2021.

- Planned Event start date
- Planned Event end date

E.8. Audience Size

- What is the expected audience size? (insert number)
- Who is your target audience? (750 characters)

E.9.   Media and Promotion

Please provide details of your media/promotion strategy (1500 characters)

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 value of your project should exceed the grant you are seeking to cover any ineligible expenditure. 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, if required to adhere to COVID-19 social distancing measures and restrictions, should be detailed separately to this budget (in your COVID-19 contingency project plan attached separately later in the application).*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Travel and accommodation		$
		2021/22	$
		2022/23	$
	External venue and equipment hire		$
		2021/22	$
		2022/23	$
	Consumable materials used during event		$
		2021/22	$
		2022/23	$
	External presenter fees and travel		$
		2021/22	$
		2022/23	$
	Prizes		$
		2021/22	$
		2022/23	$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Event advertising and promotion		$
		2021/22	$
		2022/23	$
	Displays		$
		2021/22	$
		2022/23	$
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.

Will there be a cost change if you need to adhere to COVID-19 social distancing measures and restrictions?

[Y/N checkbox]

If you need to change the delivery method of your project to adhere to COVID-19 restrictions, describe the impacts to the budget above.

Your response is limited to 2000 characters including spaces and does not support formatting.

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 information will be used as part of Assessment Criterion 3.

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

- o *Your contribution*
- o *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

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 you responses you must include mandatory attachments later in the application..

G.1. Assessment criterion 1 (50 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 through identifying:

- the size and composition of your intended audience, including geographical reach and whether the project targets historically underrepresented groups in STEM
- the quality of your National Science Week project, including the likely impact and benefit of your activities on your intended audience.

G.2. Assessment criterion 2 (30 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 through 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
- your COVID-19 contingency project plan.

G.3. Assessment criterion 3 (20 points)

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

Impact of funding on your project

You should demonstrate this through identifying:

- how the grant will impact the quality, size and reach of your project
- 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.

H. Project partners

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) where applicable
- 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

H.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.

Account details

Account name

BSB

Account number

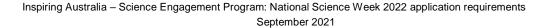### Payment contact

Title

Given name

Family name

Position Title

Email address

Phone Number

Mobile number

J. Application finalisation

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 documentation

You must attach the following supporting documentation.

▪ Trust deed (where applicable)

[Description of document]

▪ Letter of support from partners (where applicable for joint applications)

[Description of document]

▪ Copy of identification as proof that you are 18 years of age or older (if you are an individual with no ABN)

[Description of document]

▪ A COVID contingency project plan outlining a change in delivery method to adhere to COVID-19 social distancing measures and restrictions (e.g. virtual tours and online streaming of events), in the event of COVID-19-related impacts to any part of your proposed project activities. The plan should include associated costs and communication strategies for any impacts from the change of delivery.

[*Description of document*]

▪ Supplementary project information (If required)

[Description of document]

K. 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

L. Application declaration

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, 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.

L.2. Applicant declaration

I declare that I have read and understood the 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 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 /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. 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.