



Application Form

Maker Projects Stream A

An element of the Inspiring Australia – Science Engagement Programme

Version October 2018

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

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

About Maker Projects

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

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

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

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

Funding is provided in two on-going streams:

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

Stream B: \$200,000 per year to run events in partnership with industry for youth under 18 years of age.

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

We may set targeted funding for a specific year that will focus on a particular theme, group or sector. We will publish any relevant information on business.gov.au.

This application form is for Stream A of Maker Projects.

Completing this form

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

This application form contains the following:

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

Disclosure of personal and confidential information

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

¹ <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>.

Getting help

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

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

Submitting your application

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

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

A. Contact details

A.1. Details of primary contact

Person authorised to act on behalf of the lead applicant. (This is the primary contact at the school).

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

Provide details of the primary contact.

Would you like to use the school principal's details here? yes no

Additional information: if yes is checked, prefill these details with the school principal details provided at B6

Title

Given name

Family name

Position title

Phone number

Mobile number

Email address

Provide the postal address of the primary contact

Address

Suburb/ town

State/ territory

Postcode

Country Australia

A.2. How did the applicant hear about the programme?

--- Please select ---

If Other, please specify:

B. Eligibility

B.1. Eligible entities

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

You are required to answer all questions in this section.

Are you an Australian government or non-government primary or secondary school that is registered with a state or territory registration authority? yes no

Does your organisation have an ABN? yes no

For some schools this might be the ABN of another entity (e.g. your state department of education or school council), in which case you can still select yes.

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

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

If you answered 'yes' to the question above you are **not** eligible to apply for this programme.

B.2. Additional eligibility criteria

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

You are required to answer all questions in this section.

Will your project do all of the following? yes no

- establish a STEM-related maker space in your school to benefit students under 18 years of age?
- identify and use an appropriate maker space, either dedicated or portable?
- identify and assign at least one staff member with appropriate skills/experience and drive to be the project lead (a Maker Project Champion) and be responsible for how the maker space runs?
- have a plan for how students under 18 years of age will be encouraged and involved in the maker space and how it will be sustainable beyond the life of the project?
- include eligible activities and at least \$2,000 in eligible expenditure?

Do you declare that: yes no

-
- the project is supported by the school's executive or equivalent decision-making body
 - the school has the capacity to meet any costs of the project not covered by grant funding
 - the school has not received a grant under the Maker Projects Stream A program

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

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

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

SAMPLE

C. Applicant information

C.1. Joint applications

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. All parties to a joint application must also be registered government or non-government primary or secondary schools.

Is this a joint application? yes no

If you answered 'yes' to this question the lead applicant must complete this form. If you are unsure whether your application is a joint application please contact us on 13 28 46 or at business.gov.au.

For joint applicants only:

If the lead applicant for your project is a school that is not a legal entity, enter the details of your legal entity. This could be your state department of education or a school council. We will capture your school's details later.*

If any project partners are also schools that are not legal entities, please enter the school's name under 'Entity name' and leave the ABN and ACN fields blank.

** A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and to be held responsible for its actions.*

C.2. Name and type of school

Name of applicant school

School code (or other unique identifier) if applicable

School sector

- Government
- Non-Government Catholic
- Non-Government Independent
- Non-Government Other (please specify)

School type

- Primary
- Secondary
- Primary and Secondary Combined

Additional information

Please tick all that apply

- All boys

-
- All girls
 - Co-educational
 - Selective
 - Special
-

C.3. School address

Provide your **School's Street Address** (Main campus).

Address

Suburb/ town

State/ territory

Postcode

Provide your **School's Postal Address**.

- Same as your school's street address, go to next section.
- Different to your school's street address, provide details below.

Address

Suburb/ town

State/ territory

Postcode

Country Australia

C.4. Website address

Provide your school's website address.

C.5. School ABN details

Additional information: This section should only appear for applicants who checked any type of **"Non Government"** in School Sector Section of B2
OR
"Government schools" in section B2 **and also** selected either **Queensland, Victoria, Northern Territory** or the **A.C.T.** in their school address details at section B3.

Australian Business Number (ABN)

Australian Company Number (ACN) If applicable

Legal/ registered entity name

Business/ trading name

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

GST registered?

yes no

Additional information: This following section should only appear for applicants who checked “**Government schools**” in section B2 and also selected **New South Wales** in their school address details at section B3.

The form is to prefill the ABN, registered entity name and the schools name in the trading name field taken from B2.

Form is not to allow customers to change these fields.

You have stated you are a government school in New South Wales.

New South Wales schools can lodge their own applications, but must submit them using ABN 18 246 198 266.

Australian Business Number (ABN)

18 246 198 266

Additional information: This following section should only appear for applicants who checked “**Government schools**” in section B2 and also selected **South Australia** in their school address details at section B3.

The form is to prefill the ABN, registered entity name and the schools name in the trading name field taken from B2.

Form is not to allow customers to change these fields.

You have stated you are a government school in South Australia.

South Australian schools can lodge their own applications, but must submit them under the legal entity ‘Minister for Education and Child Development’ using ABN 91 814 239 978.

Australian Business Number (ABN)

91 814 239 978

Legal/ registered entity name

Minister for Education and Child Development

Business/ trading name

[prefill School Name from B2]

Additional information: This following section should only appear for applicants who checked “**Government schools**” in section B2 and also selected **Tasmania** in their school address details at section B3.

The form is to prefill the ABN, registered entity name and the schools name in the trading name field taken from B2.

Form is not to allow customers to change these fields.

You have stated you are a government school in Tasmania.

Tasmanian schools can lodge their own applications, but must submit them under the legal entity 'Dept of Education Tasmania' using ABN 26 237 631 294.

Australian Business Number (ABN)	26 237 631 294
Legal/ registered entity name	Dept of Education Tasmania
Business/ trading name	[prefill School Name from B2]

Additional information: This following section should only appear for applicants who checked "Government schools" in section B2 and also selected **Western Australia** in their school address details at section B3.

The form is to prefill the ABN, registered entity name and the schools name in the trading name field taken from B2.

Form is not to allow customers to change these fields.

You have stated you are a government school in Western Australia.

Western Australian schools can lodge their own applications, but must submit them under the legal entity 'Department of Education' using ABN 69 769 481 770.

Australian Business Number (ABN)	69 769 481 770
Legal/ registered entity name	Department of Education
Business/ trading name	[prefill School Name from B2]

C.6. School principal details

Provide the contact details of your school principal.

Note: You must provide at least one phone or mobile number. The fields below are mandatory.

Title	
Given name	
Family name	
Position title	Principal
Phone number	
Mobile number	
Email address	

C.7. Project site address

Will your Maker space be established at the school address (main campus)? yes no

If you answered 'yes' go the next question. If you answered 'no', complete the following table.

Project site address must be a street address not a postal address.

Site address 1

Address

Suburb/ town

State/ territory

Postcode

Country

Australia

C.8. Project partner organisation details

If in **B1** you answered **'yes'** to the question relating to joint applications you are required to provide details of the joint project partner organisations in the following table.

School name	Government School	Non-government School

D. Project details and funding

D.1. Project title and description

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

- name of the applicant
- Australian Business Number
- title of the project
- a description of the project and aims
- amount of funding awarded
- location

Provide a project title.

25 word limit

Provide a brief project description for publication on our website.

Ensure your description focusses on the type of maker space you will establish and how the space will be used. If the application is successful, this project description will be used by the Australian Government in published material.

125 word limit

D.2. Summary of activities and outcomes

Provide a summary of your project that explains:

- the type of maker space you intend to establish and type of equipment you wish to purchase
- when and how the maker space will be used
- where it will be located and whether it will be permanent or portable
- who you identified and assigned to be the project lead (Maker Project Champion) and why
- how students under 18 years of age will be encouraged to be involved in the maker space and how it will be sustainable beyond the life of the project

400 word limit

D.3. Project duration

Nominate project start and end dates that will cover the period in which you will incur and pay for your project costs. Projects must be completed within 12 months from the project start date.

Project start date	Project end date
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D.4. Project budget

Provide details of your eligible project costs.

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

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

Note, the minimum grant amount under the programme is \$2,000 and the maximum grant amount is \$5,000.

Cost item	Cost	Total
Tools	\$	\$
Science equipment	\$	\$
Consumables	\$	\$
Furniture	\$	\$
Other	\$	\$
Total	\$	\$

If your application is successful, you may be required to submit documentation to help justify your estimated project costs.

D.5. Conflicts of Interest

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

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

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

85 word limit

E. Applicant declaration

E.1. Privacy and confidentiality provisions

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

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

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

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

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

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

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

E.2. Applicant declaration

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

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

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

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

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

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

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

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

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

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

Additional information: The following signature block is only required for the word-fillable form. The smartform allows for a digital signature through the addition of the applicant's name and email address and a statement saying

"By including my name in this application it is deemed to be my signature for the purpose of this application. "

E.3. Signature

Name of signatory

Email address of signatory

Date

Signature