



Application Form

Inspiring Australia – Science Engagement Programme Maker Projects: Community STEM Engagement grants 2020

Version December 2019

This document shows the questions included in the online application form for this Maker Projects: Community STEM Engagement grants 2020 opportunity. It will help you prepare your responses and the mandatory attachments you need 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 Maker Projects: Community STEM Engagement grants 2020 opportunity is open to applications.

Instructions

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

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

Completing your application

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

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

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

You can save your changes at any time by using the Save button.

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

We need to first identify what type of entity is applying. If you are a trustee applying on behalf of a trust the details are slightly different.

A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

A.3. Australia and New Zealand Standard Industrial Classification (ANZSIC) Details

You must select 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](#)).

A.4. Program selection

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

- Field 1 select Maker Projects: Community STEM Engagement grants 2020
- Field 2 select Maker Projects: Community STEM Engagement grants 2020.

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

The Maker Projects: Community STEM Engagement grants aim to foster creativity and inquiry-based learning and support the development of STEM skills in students and youth under 18 years of age in design, engineering and programming, through hands-on learning.

- The minimum grant amount is \$20,000
- The maximum grant amount \$100,000.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Maker Projects: Community STEM Engagement grants 2020 grant opportunity.

Questions marked with an asterisk are mandatory.

- Is your organisation one of the following?
 - a company, incorporated in Australia?
 - an incorporated association?
 - an incorporated not for profit organisation?
 - a publicly funded research organisation (PFRO) as defined in the grant opportunity guidelines?

You must answer yes to proceed to the next question.

- Is your project collaborative in nature and include at least one partner organisation during the life of the project? *

You will be asked further details of the partner/s later in the form..

C. Applicant address

C.1. Business street address

You must provide your business street address (Australian Head Office).

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. Business postal address

You must provide your business postal address (Australian Head Office).

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. Applicant financials

D.1. Latest Financial Year Figures

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

D.2. Recent trading performance

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

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

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

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

- Sales Revenue (Turnover)

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

- Export revenue

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

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

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

- No of employees (headcount)

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

- No of independent contractors (headcount)

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

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](#). 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. Explain what it is you are going to do and how it will benefit the audience.

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 must also provide a project plan which you should attach later in your 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. Project reach

- What is the expected audience size?
- Who is the target audience?
- What is the expected number of events or activities?
 - Explain how you came to this figure
- What is the geographic reach of your events?

E.5. Project duration

Your project must not start before 1 May 2020 and must be completed by 30 April 2022.

- Estimated project start date
- Estimated project end date
- Estimated project length (in months)

Your project must start within one month of executing your grant agreement.

E.6. Project milestones

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

- Milestone title
- Description
- Estimated start date
- Estimated end date

E.7. Project location

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

A project site must be a street address not a postal address.

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

F. Project budget

F.1. Project budget summary

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

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.

The minimum project expenditure for this grant opportunity is \$25,000.

You will also be required to attach a detailed project budget later in the application form.

Domestic travel costs are limited to 20 per cent of your total eligible expenditure.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Venue and equipment hire		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Domestic Travel		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Equipment		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Materials		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Graphic design		\$
		2019/20	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2020/21	\$
		2021/22	\$
	Prizes		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Advertising and promotion		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Displays		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
	Other		\$
		2019/20	\$
		2020/21	\$
		2021/22	\$
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.

If you have provided figures in the 'Other Eligible Expenditure Costs' field you must provide details of those expenses

You must only include eligible expenditure items in 'other eligible expenditure costs'. Ineligible expenditure items (for example, salary costs) as detailed in Appendix A of the Grant Opportunity Guidelines will not be accepted.

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.

Where you have project partners or collaborators, their contribution will be recorded later in the application (if applicable).

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

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

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 Maker Projects: Community STEM Engagement grants or the other Commonwealth grant.

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
- Details

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

G. Assessment criteria

To be competitive you will need to score highly against each assessment criterion and score at least 50 per cent on each criterion, as these applications 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.

Your application will be assessed against the indicators listed beneath each assessment criterion.

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

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

G.1. Assessment criterion 1 (50 points)

The reach and impact of your project

You should demonstrate this through identifying:

- how your project will increase access and participation of youth under 18 years of age in STEM events. Greater weighting will be given to projects targeting groups historically underrepresented in STEM and priority equity groups as defined by the National School Reform Program and Advancing Women in STEM strategy including: girls; Aboriginal and Torres Strait Islanders; people living in regional and rural or remote areas; people with disabilities.
- the impact of your project on the audience, including sustainable development of STEM knowledge and skills through inquiry based learning
- how you will evaluate the impact and reach of your project.

G.2. Assessment criterion 2 (25 points)

Capacity, capability and resources to deliver the project

You should demonstrate this by identifying:

- how you will deliver the events and your track record managing similar projects. Include whether this is a new project or an expansion of existing business as usual activities
- your access to personnel with the right expertise and experience, including management and technical staff
- your access, or future access to, any infrastructure, capital equipment and technology.

G.3. Assessment criterion 3 (25 points)

Impact of grant funding on your project

You should demonstrate this through identifying:

- how the grant will impact the project in terms of size and timing
- total cost of the project including justification of any in-kind contributions. This should include a justification of how you calculated the dollar value of any in-kind contributions

- the nature of any contributions from proposed partnerships.

H. Project partners/ Collaborators

You must provide details about your project partners where possible. We recognise some organisations may not be able to nominate a project partner at the time of application. Where you cannot nominate a project partner in your application, you must provide evidence of a formal partnership as part of your first milestone report.

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

You must provide

- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

I. Application finalisation

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

I.1. Conflict of interest

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

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

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

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation.

- project plan outlining delivery of your project, and including:

Your project plan must include the roles of project partner/s, a plan of how the project will benefit youth under 18 years of age, identification of an appropriate venue/s to hold the events and risk mitigation strategies.

- project budget

You must attach a copy of your detailed project budget.

- certificate of incorporation (where applicable for incorporated associations and incorporated not for profit organisations)

You must attach a copy of your certificate of incorporation if this is applicable to your business.

- trust deed (where applicable).

You must attach a copy of your trust deed if this is applicable to your business.

I.4. Indigenous organisation

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

J. Primary contact page

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

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

K. Application declaration

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

K.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department 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 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.

K.2. Applicant declaration

I declare that I have read and understood the [program/grant opportunity] guidelines, including the privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's Board 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 1995* (Cth).

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

I understand that I am responsible for ensuring that I have 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. I am 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 Standard and Commonwealth 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.