



Sample application form

Inspiring Australia - Science Engagement Programme Sponsorship Grants for Student Science Engagement and International Competitions

Version February 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.

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. 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.

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

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 - Sponsorship Grants for Student Science Engagement and International Competitions

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

The grant opportunity was announced as part of the Inspiring Australia - Science Engagement Programme. The Australian Government has announced a total of \$7.23 million per year in ongoing funding for the program. For this grant opportunity, \$1.6 million is available each year.

The objective of the grant opportunity is to provide organisations, such as schools and community groups, with funds to sponsor eligible young Australians to participate in:

- in-person and virtual STEM engagement events, activities and competitions in Australia and New Zealand (where permitted by COVID-19 restrictions)
- virtual STEM engagement events, activities and competitions overseas (student/s to participate remotely from Australia).

The maximum grant amount is \$20,000 and the minimum is \$1,500.

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

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

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.

Applications can be submitted until the available funding for this grant opportunity is fully subscribed, or by the closing date, whichever occurs earlier. The closing date is 5.00pm AEST on 29 April 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.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Sponsorship Grants for Student Science Engagement and International Competitions grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
- a primary or secondary school that is registered with the relevant authority
- an incorporated not for profit organisation
- an entity incorporated in Australia
- none of the above.

You must select one of the eligible options from a drop down menu to proceed to next question. If you select none of the above you are not eligible to apply.

- Are you applying on behalf of a student or group of students under the age of 18 (at the time of application) to attend a specific STEM event or activity that meets the requirements under these Grant Opportunity Guidelines?

You must answer yes to proceed to next question.

- Do you have confirmation from your managing board, school principal or chief executive officer (or equivalent) that:
 - the student/s attendance at the STEM event or activity is supported
 - the applicant has the capacity to meet any costs of student's participation at the STEM event or activity not covered by grant funding
 - the student/s attendance at the event or activity is reasonably expected to proceed if the grant is provided
 - the event, activity or competition to be attended by the students will adhere to COVID-19 restrictions in place at the time.

You must answer yes to proceed to next question.

- Will your event take place within one year of this application being submitted?

You must answer yes to proceed to next question.

- Are you able to enter into a grant agreement in your own right or through an affiliated entity?

You must answer yes to proceed to next section. Refer to section 4.1 of the grant opportunity guidelines for further information.

- Does your project involve an in person event?

If no, proceed to next section, if yes, must answer the following.

- Will the event take place in Australia or New Zealand (where permitted by COVID-19 restrictions)?

You must answer yes to proceed to next section.

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.

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D. 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.*

D.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 for publication. *

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 young Australians.

D.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.

D.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.

School name. *

School code.

If you have a school code please enter it here.

As provided by your state/territory registration authority.

D.4. Project duration

Your project must be completed within twelve months of submitting this application.

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Your start date cannot be earlier than the date your application is submitted.

- Estimated project start date *

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

The project length will be calculated by the start and end dates you enter. Your project can be no longer than twelve months. The project start date cannot be earlier than the date your application is submitted. You may commence preparing for the event and incurring eligible expenditure from submission date. For further details refer section 5.2 of the guidelines.

D.5. Event Details

The event must take place within twelve months of the application being submitted. The Program Delegate may allow exceptions to this requirement if satisfied that a longer lead-time is needed. Refer to Glossary for a definition of competition.

An in person event must be take place in Australia or New Zealand (where permitted by COVID-19).

- Event title *
- Description
- Estimated start date
- Estimated end date
- Type of event (in person or virtual)

Relates to event

D.6. 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 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*

E. Project budget

E.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.

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

- *The minimum grant amount is \$1,500.*
- *The maximum grant amount is \$20,000.*

The maximum grant amount per student is:

- *\$2,000 for STEM events or activities occurring within Australia*
- *\$5,000 for international STEM events or activities taking place in New Zealand.*

We cannot fund your student/s if they receive funding from another Commonwealth government grant for participating in the STEM event or activities in this application. 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 Sponsorship Grant or the other Commonwealth grant.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Travel		\$
	Event registration or tickets		\$
	Materials		\$
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.

Number of Students

Enter the total number of students you are intending to apply for.

F. Collaborators

Attention Government and Unincorporated Schools

You Must select “Add Another” Collaborator if one of the following applies to your school (otherwise your application may be found ineligible if you cannot enter into a grant agreement in your own right):

1. Government schools in New South Wales, South Australia, Tasmania or Western Australia are not legal entities in their own right. If this applies, you must include your Department of Education’s details in the Collaborators section below in order to enter into a grant agreement and meet eligibility requirements.

State	ABN	Entity name
New South Wales	18 246 198 266	NSW Government Schools
South Australia	91 814 239 978	Minister for Education
Tasmania	26 237 631 294	Department of Education Tasmania
Western Australia	69 769 481 770	Department of Education

Please enter your School Principals’ Details under the Collaborator contact section below. This is for NSW, SA and TAS government schools where agreements can be signed by their principals.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details

G. Application finalisation

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

G.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.

G.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

G.3. Supporting documentation

You must attach the following supporting documentation if applicable to you.

- Trust Documents

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of incorporated trustee to the trust.

- Incorporated Documents

You must attach document proof of your entity incorporation here, where you are classified as an Unincorporated Entity on the Australian Business Register (ABN Look Up)

H. 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

I. Application declaration

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

I.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.

1.2. 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 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.

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