



## Grant Opportunity Guidelines

# Inspiring Australia - Science Engagement Programme: Sponsorship Grants for Student Science Engagement and International Competitions grant opportunity

<b>Opening date:</b>	22 February 2021
<b>Closing date and time:</b>	5.00pm AEST on 29 April 2021 Applications can be submitted until the available funding for this grant opportunity is fully subscribed, or by the closing date, whichever occurs earlier.  Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Industry, Science, Energy and Resources
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	22 February 2021
<b>Type of grant opportunity:</b>	Demand driven

## Contents

<b>1. Inspiring Australia - Science Engagement Programme: Sponsorship Grants for Student Science Engagement and International Competitions processes</b>	<b>4</b>
<b>2. About the grant program</b>	<b>5</b>
2.1. About the Sponsorship Grants for Student Science Engagement and International Competitions grant opportunity	6
<b>3. Grant amount and grant period</b>	<b>6</b>
3.1. Grants available	6
3.2. Project period	7
<b>4. Eligibility criteria</b>	<b>7</b>
4.1. Who is eligible?	7
4.2. Additional eligibility requirements	7
4.3. Who is not eligible?	7
<b>5. What the grant money can be used for</b>	<b>8</b>
5.1. Eligible activities	8
5.2. Eligible expenditure	8
5.3. What you cannot use the grant for	9
<b>6. How to apply</b>	<b>9</b>
6.1. Timing of grant opportunity	10
<b>7. The grant selection process</b>	<b>11</b>
7.1. Who will approve grants?	11
<b>8. Notification of application outcomes</b>	<b>11</b>
<b>9. Successful grant applications</b>	<b>11</b>
9.1. Grant agreement	11
9.2. Exchange of letters grant agreement	12
9.3. Project/Activity specific legislation, policies and industry standards	12
9.3.1. Child safety requirements	12
9.4. How we pay the grant	12
9.5. Tax obligations	13
<b>10. Announcement of grants</b>	<b>13</b>
<b>11. How we monitor your grant activity</b>	<b>13</b>
11.1. Keeping us informed	13
11.2. Reporting	14
11.3. Grant agreement variations	14
11.4. Evaluation	14
11.5. Grant acknowledgement	14
<b>12. Probity</b>	<b>15</b>
12.1. Conflicts of interest	15
12.2. How we use your information	15
12.2.1. How we handle your confidential information	16

12.2.2. When we may disclose confidential information .....	16
12.2.3. How we use your personal information .....	16
12.2.4. Freedom of information .....	17
12.3. Enquiries and feedback.....	17
<b>13. Glossary .....</b>	<b>18</b>

# 1. Inspiring Australia - Science Engagement Programme: Sponsorship Grants for Student Science Engagement and International Competitions processes

**The Inspiring Australia – Science Engagement Programme is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to [Department of Industry, Science, Energy and Resources' Outcome One](#). The department works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



**The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](#) and GrantConnect.



**You complete and submit a grant application**

You complete the application form, addressing all the eligibility criteria, in order for your application to be considered.



**We assess all grant applications**

We review the applications against eligibility criteria.



**We make grant recommendations**

We provide advice to the decision maker on the eligibility of each application.



**Grant decisions are made**

The decision maker decides which applications are successful.



**We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



**We enter into a grant agreement**

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Inspiring Australia – Science Engagement Programme**

We evaluate the specific grant activity and Inspiring Australia – Science Engagement Programme as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Inspiring Australia - Science Engagement Programme (the program) provides funding for a range of initiatives delivered under the Inspiring Australia banner.

The program contributes to the government's vision for an Australian society engaged in and enriched by science. Through this program and other science engagement activities, the government aims to achieve:

- engagement by the wider Australian community with the sciences, including through major activities and events such as National Science Week
- public recognition and national awareness and pride in the achievements of our best scientists and innovators
- effective communication on key science issues, between scientists, the general public and Australian decision makers in business and government
- enhanced focus on building skills and capability in science, technology, engineering and mathematics (STEM) and digital literacy, in Australian schools and communities.

It does this by funding and supporting a range of science communication and engagement activities and events under the following program elements:

- Targeted Science Communication
- National Science Week
- Prime Minister's Prizes for Science
- Citizen Science Grants
- Maker Projects Grants
- Sponsorship Grants for Student Science Engagement and International Competitions.

There will be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on [business.gov.au](https://www.business.gov.au) and GrantConnect.

The Program Delegate may agree to run a closed non-competitive grant selection process for particular activities under select program elements where:

- it can be demonstrated that the activity is consistent with the program objectives and with one of the program elements
- there is funding available under the program to support the activity
- the activity requires capabilities that are not widely available, such that it would not be cost-effective to run an open application process, or relies on intellectual property that cannot be obtained through an open application process
- there is clear documentation showing the grant selection process and demonstrating that the grant represents good value for money.

The Program Delegate may re-allocate funding between elements under the program based on demand.

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)<sup>1</sup>.

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<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

## 2.1. About the Sponsorship Grants for Student Science Engagement and International Competitions grant opportunity

These guidelines contain information for the Sponsorship Grants for Student Science Engagement and International Competitions (Sponsorship Grants).

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.

The intended outcomes of the grant opportunity is to:

- support young Australians to develop STEM skills
- help young Australians gain exposure to career opportunities in a STEM field.

This document sets out:

- the eligibility criteria
- how we consider grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) are responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 13.

You should read this document carefully before you fill out an application.

## 3. Grant amount and grant period

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.

### 3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure (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.

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.

Applications can be submitted until the available funding for this grant opportunity is fully subscribed, or by 29 April 2021, whichever occurs earlier.

### 3.2. Project period

You must complete your project within one year of submitting an application.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible?

A sponsor organisation must apply on behalf of a student or group of students.

To be eligible you must:

- have an Australian Business Number (ABN)
- be one of the following entities:
  - a primary or secondary school that is registered with the relevant authority
  - an incorporated not for profit organisation
  - an entity incorporated in Australia and
- be able to enter into a grant agreement in your own right or through an affiliated entity.

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.

### 4.2. Additional eligibility requirements

We can only accept applications:

- 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 guidelines
- which have confirmation from their managing board, school principal or chief executive officer (or equivalent) that:
  - the student's/students' 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.

We cannot waive the eligibility criteria under any circumstances.

### 4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- an unincorporated association or entity

- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a state, territory or local government agency or body (however, you may execute an agreement on behalf of a school that is not a legal entity and cannot enter into an agreement with the Commonwealth)
- a non-corporate Commonwealth entity.

## 5. What the grant money can be used for

### 5.1. Eligible activities

To be eligible your project must:

- involve the participation of a student or a group of students at an eligible event, either:
  - an in-person or virtual STEM engagement event, activity or competition in Australia or New Zealand (where permitted by COVID-19 restrictions)
  - a virtual STEM engagement event, activity or competition hosted overseas (student/s to participate remotely from Australia).
- have at least \$1,500 in eligible expenditure
- be related to the pursuit of a STEM field that promotes student engagement in STEM-related disciplines, or participation in STEM-based competitions.

Examples of eligible events include:

- STEM challenges and competitions
- STEM experience programs
- STEM conferences and festivals
- residential STEM programs
- excursions to STEM venues.

We may also approve other activities.

The Program Delegate will make a final decision on the events that are eligible and may issue additional guidance on eligible events if required.

An event is not eligible if the sponsor organisation is required to support the student/s to attend the event as part of its commercial activities or other 'business as usual' activities.

If we consider an event does not meet the objectives of the program, the Program Delegate can consider it as ineligible.

### 5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- reasonable travel expenses (including accommodation, meals, airfares and ground transport) using economy class (except in extraordinary circumstances) for the student/s attending the event and, where needed, a chaperone. Only domestic travel and travel to New Zealand is eligible for funding, provided the travel is permitted by COVID-19 restrictions.
- the cost of event registration or tickets.

- the cost of materials necessary to participate in competitions (such as equipment required for the competition or team uniforms).

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is an AusIndustry manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible, unless stated otherwise. 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. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

### 5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- expenditure incurred on past events
- business as usual events including incursions or franchised in-house events
- exchanges or visits to other schools
- salaries for the sponsor organisation or chaperone
- administration costs incurred by the sponsor organisation or chaperone
- cost of applying for the grant
- costs incurred prior to submission of your application
- international travel expenses, to all countries except for New Zealand.

This is not an exhaustive list of ineligible expenditure.

## 6. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](http://business.gov.au) and GrantConnect.

You can only submit an application during a funding round.

To apply, you must:

- complete the online application form via [business.gov.au](http://business.gov.au)
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

## 6.1. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

All eligible grants will be awarded by 30 June 2021.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Applications accepted	Applications can be submitted until the available funding for this grant opportunity is fully subscribed or by 29 April 2021, whichever occurs earlier.
Assessment of application	4 weeks
Approval of eligible applications	2 weeks
Award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	By 30 June 2021
Earliest start date of grant activity	Grant application date
End date of grant commitment	One year from grant application date

## 7. The grant selection process

We review your application against the eligibility criteria in the order in which we receive the applications. We may ask for additional evidence to determine your eligibility. We can only recommend eligible applications for funding.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

Applications are accepted until the available funding for this grant opportunity is fully subscribed or 29 April 2021, whichever occurs earlier.

### 7.1. Who will approve grants?

The Program Delegate decides which grants to approve, taking into account the application assessment and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there are insufficient program funds available across relevant financial years for the program.

## 8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing.

## 9. Successful grant applications

### 9.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

Government schools in NSW, SA, TAS and WA are subject to their state education departments' regulations on who may enter into agreements and sign or execute such an agreement. If you are unable to comply due to delegation issues or project timing, then we may withdraw the offer.

If you enter an agreement under the Sponsorship Grants, you cannot receive other grants for the student/s for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement. The Commonwealth will recover any unspent grant funds identified in the end of project report, or in the case of a mutual termination of the grant agreement.

## 9.2. Exchange of letters grant agreement

We will use an exchange of letters grant agreement. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed from the date we receive your signed document. You will have 14 days from the date of our letter to sign and return to us otherwise the offer may lapse.

## 9.3. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- COVID-19 social distancing measures and restrictions that are in place when participating in project activities

### 9.3.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)<sup>2</sup> endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

## 9.4. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

Grant payments to government schools in NSW, SA, TAS and WA are made to their state education departments. It is the responsibility of the school and its department thereafter to arrange subsequent transfers including repayment of unspent funds in the event a project did not complete or grants are not acquitted in full, and its recovery becomes necessary.

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<sup>2</sup> <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

## 9.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>3</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 10. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 11. How we monitor your grant activity

### 11.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation. This includes if the event organisers have cancelled the event, or if COVID-19 restrictions mean that you cannot attend the event, activity or competition.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

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<sup>3</sup> See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

## 11.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

## 11.3. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- extending the timeframe for completing the project but within the maximum year period
- changing project activities.

The program does not allow for:

- an increase of grant funds
- an extension beyond 12 months from the date of your application.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. We can provide you with a variation request template.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

## 11.4. Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

## 11.5. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

## 12. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 12.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>4</sup> of the *Public Service Act 1999* (Cth). Committee members and other officials, including the decision maker, must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>5</sup> on the department’s website.

### 12.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.2.1, or
- personal information as per 12.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

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<sup>4</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>5</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

### 12.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 12.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 12.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>6</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

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<sup>6</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

#### 12.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

#### 12.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry – Support for Business  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>7</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>7</sup> <http://www.ombudsman.gov.au/>

## 13. Glossary

Term	Definition
Affiliated entity	<p>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.</p> <p>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.</p>
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Business as usual	<p>A business activity/service that is performed in the course of the business.</p> <p>In relation to schools, this includes in-class activities relating to the school curriculum, held during school hours, on school grounds.</p>
Collaborator	A Collaborator is the relevant state or territory education department or related incorporated entities in which the Commonwealth can enter into a grant agreement on behalf of the individual schools. Details of the Collaborator are to be included in the relevant section of the application.
Competitions	An event in which participants undertake a set challenge, task or project. Each participant's performance may be rated, this may be used to determine a winner.
Demand driven	A grant process where applications that satisfy stated eligibility criteria receive funding up to the limit of available appropriations.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.

Term	Definition
Franchised in-house events	An activity where the sponsor organisation pays a fee (e.g. registration/license) to host a branded event on their premises.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Incursions	An activity organised by the school, whereby an outside body is employed to come into the school to run an educational activity for the students.
Minister	The Commonwealth Minister for Industry, Science and Technology.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Project start date	That date from which you can incur eligible expenditure on the funded activity. This date cannot be earlier than the application date.
Student/s	Students under 18 years of age at the time of application.