



Australian Government  
Department of Industry,  
Innovation and Science

**Business**

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Programme Guidelines

# Inspiring Australia - Science Engagement Programme Guidelines

April 2017



This programme forms part of the National Innovation and Science Agenda.  
Visit [innovation.gov.au](http://innovation.gov.au) to find out more.

## Contents

1. Introduction.....	3
2. Programme overview .....	3
3. Programme elements.....	4
4. Other things you should know .....	6
<b>Schedule 1 - Citizen Science Grants .....</b>	<b>11</b>
1. Introduction.....	11
2. Overview .....	11
3. Grant amount and grant period .....	11
4. Eligibility criteria .....	11
5. Merit criteria.....	13
6. How we assess your application .....	15
7. How to apply.....	15
8. If your application is successful.....	16
<b>Schedule 2 – Maker Projects .....</b>	<b>19</b>
1. Introduction.....	19
2. Overview .....	19
Stream A: Maker spaces for schools .....	20
3. Grant amount and grant period .....	20
4. Eligibility criteria .....	20
Stream B: Community capability building.....	22
5. Grant amount and grant period .....	22
6. Eligibility criteria .....	22
Stream A and Stream B .....	24
7. How we assess your application (selection process) .....	24
8. How to apply.....	24
9. If your application is successful.....	25
<b>Schedule 3 - Sponsorship Grants for Student Science Engagement and International Competitions .....</b>	<b>27</b>
1. Introduction.....	27
2. Overview .....	27
3. Grant amount.....	27
4. Eligibility criteria .....	28
5. How we assess your application .....	30
6. How to apply.....	30
7. If your application is successful.....	31
Appendix A. Definitions of key terms .....	33

## 1. Introduction

These guidelines set out the funding rules for the Inspiring Australia - Science Engagement Programme.

The guidelines commence on 20 April 2017. They supersede the Inspiring Australia – Science Engagement Programme Guidelines dated 19 October 2016.

The Department of Industry, Innovation and Science (the department) is responsible for delivering the programme, in accordance with the requirements of the *Commonwealth Grants Rules and Guidelines*.

We have defined key terms used in these guidelines in Appendix A.

## 2. Programme overview

The Inspiring Australia - Science Engagement Programme provides funding of \$29.8 million from 2016-17 to 2019-20 for a range of activities that will be delivered under the Inspiring Australia banner.

The programme contributes to the broader goals of science engagement in Australia. These are to inspire, motivate and cultivate a scientifically engaged community, optimistic about its future, in which Australians:

- value science and understand that it is essential to our personal and national wellbeing
- participate in public dialogue about science, technology, engineering and mathematics (STEM), their values, policies and priorities, and their ethical use in our society.

Through this and other science engagement activities, the Australian Government aims to:

- develop in all Australians a lifelong appreciation for science and interest in STEM and innovation
- cultivate and pass on to young people a sense of wonderment and scientific curiosity
- inspire and motivate citizens to build and share their STEM knowledge and skills
- encourage young people to pursue scientific studies and careers
- allow citizens to make decisions in their lives and work based on evidence and scientific principles
- ensure our society is resilient, adaptive and responsive to changes brought about by STEM
- inspire people to be innovative, entrepreneurial and confident to seize new opportunities
- ensure our society has the confidence to discuss, shape and control its own STEM future

Australian governments at all levels have long recognised the importance of effective science communication, and public engagement with the sciences. Through the model of ‘national framework-local action’ the Australian Government encourages the business, cultural and STEM sectors and the broader public to work together, to support a genuine two-way engagement between science and the community.

The Australian Government, under the Inspiring Australia banner, delivers the goals of the national framework by implementing science engagement programmes at the national scale, with a focus on backing specific, strategically selected high-profile activities proven to have an impact.

The National Innovation and Science Agenda (NISA), announced in December 2015, continues to provide funding for activities that inspire all Australians in digital literacy and STEM. These activities

support a holistic approach to inspiring curiosity and developing STEM participation and knowledge across a range of ages from early childhood, through the school years and beyond.

Funding is available for hands on learning activities, prizes and awards for STEM, opportunities to compete internationally in the STEM arena, and initiatives aimed at inspiring the broader community to develop digital literacy and public engagement with STEM.

## 2.1 Programme objectives

The programme supports the broader goals of science engagement in Australia through science communications, inspiring wide community participation in STEM, and inspiring excellence in STEM. It will do this by funding and supporting a range of science communication and engagement activities and events.

## 2.2 Programme outcomes

The programme seeks to achieve:

- engagement of 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 STEM and digital literacy, in Australian schools and communities.

## 2.3 Programme Delegate

The Programme Delegate is the AusIndustry General Manager authorised by the Minister to administer the Programme. AusIndustry is the division within the department responsible for delivering the programme.

The Programme Delegate is responsible for:

- ensuring overall efficient and effective administration of the programme
- determining the eligibility of applications for grants under the programme
- entering into grant agreements on behalf of the Australian Government with grantees
- authorising payments of grant funds (including prizes) by the Australian Government.

The Programme Delegate may provide further information for applicants and amend programme information from time to time.

# 3. Programme elements

The programme provides funding for grants and prizes, through both open and closed application processes.

We will publish information on each open application process either as separate guidelines or as a schedule to these guidelines. This will include specific eligibility and merit criteria we use to assess applications and details of the assessment and grant agreement processes.

The Programme Delegate may agree to run a closed non-competitive selection process for particular activities where:

- it can be demonstrated that the activity is consistent with the programme objectives and with one of the programme elements identified below
- there is funding available under the programme 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 selection process used for the grant, and demonstrating that the grant represents good value for money.

Alternatively, we may use programme funds for grants under separate ad hoc guidelines.

The Programme Delegate may re-allocate funding between elements based on demand.

### 3.1 Targeted Science Communication

Targeted Science Communication includes closed non-competitive grants, to address particular identified opportunities or needs that contribute to greater public engagement with the sciences. Activities may be national, or focus on a particular state, territory, community or group and currently include:

- Citizen Science capability building to facilitate a cohesive and coordinated approach to improved public participation in science projects focussing on scientific data collection and sharing
- Science Clubs which provides opportunities for informal science engagement in Australia that focuses on engaging with youth under 18 years of age, while also connecting with families, communities or regions with science
- Decision maker engagement, to facilitate effective engagement between the science community and political, business or community decision-makers in the ACT and support better-informed decision making on science issues through such events as Science Meets Parliament held in the ACT.

The Programme Delegate may also approve support for other strategic science engagement activities that meet the programme objectives.

### 3.2 National Science Week

National Science Week runs annually as a nationwide celebration of science and technology. It highlights Australian science and provides opportunities for the community to participate in science engagement activities.

The programme includes funding for [National Science Week Grants](#), which have separate programme guidelines.

The programme also provides funding to support state and territory based National Science Week Coordinating Committees to undertake and promote local activities and events for National Science Week.

The Programme Delegate may allocate grants under this element by direct negotiation with organisations identified as having particular relevant capabilities or networks in strategic science communication for National Science Week. These could be for example, universities, state or territory based science and technology museums, or peak industry bodies in a field of science, science communication or education.

### 3.3 Prime Minister's Prizes for Science

The [Prime Minister's Prizes for Science](#) are Australia's pre-eminent annual awards for outstanding achievement in science and science teaching which include funding for monetary prizes. The Prizes have separate programme guidelines.

### 3.4 Citizen Science Grants

This programme element provides competitive grants for nationally significant citizen science projects.

Further details on how to apply are at Schedule 1.

### 3.5 Maker Projects

This programme element supports development of STEM skills in students and youth under 18 years of age in design, engineering and programming, through hands-on learning.

Further details on how to apply are at Schedule 2.

### 3.6 Sponsorship Grants for Student Science Engagement and International Competitions

This programme element assists Australian students under the age of 18 to participate in a range of science engagement activities and events including participation in international competitions.

Further details on how to apply are at Schedule 3.

## 4. Other things you should know

### 4.1 Tax obligations

Grants are subject to the Goods and Services Tax (GST). We will increase grant payments to pay for GST if you are registered.

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

On payment of grant funds we will provide you with a recipient created tax invoice (RCTI).

### 4.2 Working with children checks

Under state legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children check.

You are responsible for ensuring that you 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 programme, has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children legislation, and you are responsible for seeking your own advice from the authority in your relevant state or territory.

### 4.3 Grant Acknowledgement

If you make a public statement about a project being funded under this programme, you are required to acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

## 4.4 Evaluation

The department may conduct an evaluation of the programme to determine the extent to which the funded activity is contributing to the objectives and outcomes of the programme. We may use information from your grant applications and project reports. We may also interview you or ask you for more information to help us understand how the grant assisted you and to evaluate how effective the programme was in achieving its outcomes.

## 4.5 Conflicts of interest

For staff, technical experts and others who help to manage, assess and evaluate the programme, a conflict of interest can exist if there is a conflict between their programme duties, roles and responsibilities and their private interests (where these interests could inappropriately influence the way they manage the programme).

Private interests include an individual's own personal, professional or business interests or the interests of individuals or groups they are closely associated with. This includes relatives, friends or other affiliations.

A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

A real (or actual) conflict of interest exists when a person's private interests or their programme duties, roles and responsibilities could improperly influence how they manage, assess and evaluate the programme.

An apparent (or perceived) conflict of interest exists where it appears or is perceived by a third party that someone's private interests or their programme duties, roles and responsibilities could improperly influence how they manage, assess and evaluate the programme, even if a real or actual conflict has not, or cannot, be established.

A potential conflict of interest exists when someone has a private interest and an actual conflict of interest could arise if they make any decisions related to the programme.

## 4.6 How we manage conflicts of interest

The department manages conflicts of interest according to the *APS Code of Conduct (section 13 (7) of the Public Service Act 1999)*. We publish our conflict of interest policy on the [Department of Industry, Innovation and Science](http://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Pages/Library%20Card/ConflictofInterestInsideTradeExpectationsofInnovationEmployees.aspx)<sup>1</sup> website.

Programme advisory committee members and other officials must declare any conflicts of interest. The Programme Delegate or another authorised officer receives all declarations and assesses them to determine whether a conflict of interest exists and whether it is significant. In the event that a conflict of interest is found, that individual will be advised what they must do to manage the conflict. For example, if a conflict of interest is a cause for concern, that official will not take part in the assessment of applications under the programme.

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<http://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Pages/Library%20Card/ConflictofInterestInsideTradeExpectationsofInnovationEmployees.aspx>

## 4.7 How we treat customer information

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

1. You clearly identify specific information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.
4. You provide the information with an understanding that it will stay confidential.

We may share the information you give us with other Commonwealth agencies for any purposes including government administration, research or service delivery and according to Australian laws, including the:

- *Public Service Act 1999* (Cth)
- *Public Service Regulations 1999* (Cth)
- *Public Governance, Performance and Accountability Act 2013* (Cth)
- *Privacy Act 1988* (Cth)
- *Crimes Act 1914* (Cth)
- *Criminal Code Act 1995* (Cth).

## 4.8 When we may reveal confidential information

We may reveal confidential information:

- to selection committees and other Commonwealth employees and contractors, to help us manage the programme effectively
- to employees and contractors of our department, so we can research, assess, monitor and analyse our programmes and activities
- to employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- to other Commonwealth, state, territory or local government agencies in programme reports and consultations
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Parliamentary Secretary
- to a House or a Committee of the Australian Parliament.

We may also reveal confidential information if:

- we are required or allowed by law to reveal it, or
- you agree to the information being revealed before we reveal it, or
- someone other than us has made the confidential information public.

## 4.9 How we use your personal information

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

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



We collect personal information from you, and may give that information to our employees and contractors, committee members (where relevant), and other Commonwealth employees and contractors, so we can:

- manage the programme
- research, assess, monitor and analyse our programmes and activities.

We, or our Minister, may:

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

Please read our [Privacy Policy](#)<sup>2</sup> on the department's website for more information on:

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

#### 4.10 Public announcement

We will publish non-sensitive details of funded projects on [business.gov.au](http://business.gov.au) and the [Department of Industry, Innovation and Science](#)<sup>3</sup> website as per the reporting requirements of the *Commonwealth Grants Rules and Guidelines* and consistent with the [Australian Government Public Data Policy Statement](#)<sup>4</sup>, unless otherwise prohibited by law. This information may include:

- name of the person or organisation being funded
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- location
- industry or research sector or field of science.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

#### 4.11 Freedom of information

The *Freedom of Information Act 1982* (FOI Act) applies to all documents we create, receive or store about the programme. If someone requests a document under the FOI Act, we will release it (though we may need to consult with you or other parties first) unless it meets one of the exemptions set out in the FOI Act.

#### 4.12 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](http://business.gov.au).

We may publish questions you ask us with our answer on our website as Frequently Asked Questions.

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<sup>2</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>3</sup> <http://www.industry.gov.au/Pages/default.aspx>

<sup>4</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

The AusIndustry [Customer Service Charter](#) is available at [business.gov.au](http://business.gov.au). AusIndustry uses customer satisfaction surveys to improve its 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 - Business Services  
GPO Box 9839  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>5</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>5</sup> <http://www.ombudsman.gov.au/>

# Schedule 1 - Citizen Science Grants

## 1. Introduction

This schedule sets out the specific funding rules for the Citizen Science Grants element of the Inspiring Australia - Science Engagement Programme for applicants. You should read this schedule in conjunction with the main body of the guidelines.

The Citizen Science Grants element was announced as part of the National Innovation and Science Agenda – Inspiring all Australians in Digital Literacy and Science, Technology, Engineering and Mathematics (STEM).

The Australian Government will provide funding of up to \$4 million over 4 years (\$1 million per year) from 2016-17 to 2019-20 for Citizen Science Grants. This programme element aims to provide opportunities for the public to engage in science by participating in scientific research projects that include the collection or transformation of data in Australia.

You can only submit an application during a funding round. We will publish the opening and closing date for each round on [business.gov.au](http://business.gov.au). In opening a round, the Minister or Programme Delegate may announce particular priority areas of research that we may give preference to in the merit assessment.

We will assess all eligible applications against the merit criteria and against other eligible applications in a funding round.

## 2. Overview

Citizen Science Grants are competitive grants to support community participation in scientific research projects that have a national impact. Participants will be able to take part in scientific research projects by a range of means, including collecting and analysing data, formulating questions and organising research teams. Research projects are expected to be peer-reviewed and produce credible, reliable data that will be shared (as appropriate) with participants, the science community and the public. Participants will be empowered by learning new skills, forming new networks, being acknowledged for their participation, and by receiving updates on their participation in specific research projects.

## 3. Grant amount and grant period

### 3.1 Grants available

- The minimum grant amount is \$50,000.
- The maximum grant amount is \$500,000.

### 3.2 Project duration

The maximum project duration is 3 years.

## 4. Eligibility criteria

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

## 4.1 Who is eligible?

To be eligible you must have an [Australian Business Number \(ABN\)](#) and be one of the following:

- an entity incorporated in Australia
- an eligible research organisation as defined in Appendix A
- a publicly funded research organisation (PFRO) as defined in Appendix A
- an incorporated not for profit organisation
- a local government agency or body (including government business enterprises)

You must also provide confirmation from the applicant's governing Board or faculty head (or Chief Executive Officer or equivalent if there is no Board) that the project is supported, and that the applicant can complete the project and meet the costs of the project not covered by grant funding.

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible as per the list above.

You are not eligible to apply as a lead applicant if you are:

- a Commonwealth or state/territory agency or body that does not undertake publicly funded research
- an individual or trust (however, a corporate trustee may apply on behalf of a trust).

## 4.2 Eligible projects

To be eligible your project must:

- be a scientific research project
- include either data collection or transformation of data as an eligible activity
- include eligible expenditure
- involve participation by members of the public – that is, participation is not restricted to scientists specialising in the relevant subject matter
- include a core activity or core activities that take place in Australia.

You must also:

- commit to share results publicly and comply with open science principles. You may identify proprietary materials that would not be published, by exemption
- identify how you will evaluate the performance of your project
- commit to conform to the principles outlined in the NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (2007) and successor documents
- commit to conform to the following if applicable and their successor documents:
  - the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (2007, updated 2015)
  - NHMRC Values and Ethics: Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research (2003)
  - Australian Institute of Aboriginal and Torres Strait Islander Studies Guidelines for Ethical Research in Australian Indigenous Studies (2012)
  - Australia Council for the Arts Indigenous Cultural Protocols for Producing Indigenous Music; Writing; Visual Arts; Media Arts; and Performing Arts (2007)
  - the Australian Code for the care and use of animals for scientific purposes (2013) endorsed by the NHMRC, the ARC, the Commonwealth Scientific and Industrial Research Organisation and UA.

The project must not place an unreasonable financial burden on citizen participants.

### 4.3 Eligible activities

To be eligible your project must include one of the following eligible activities:

- data collection or
- transformation of data

Your project may also include any of the following eligible activities:

- dissemination of results/outcomes
- network building activities
- other activities as deemed eligible by the Programme Delegate.

Ineligible activities include:

- projects with identified unacceptable ethical concerns
- core research infrastructure development activities where the primary purpose is not related to the project
- activities that generate a profit.

### 4.4 Eligible expenditure

You can only spend grant funds on eligible expenditure. We will only fund eligible expenditure directly related to an approved project.

Eligible expenditure includes:

- salaries
- contract expenditure
- project management
- travel directly relating to the project
- project related equipment

Examples of expenditure that are not eligible for support include:

- infrastructure and support costs associated with ongoing activities
- equipment and material that is not directly related to the project
- administrative costs including the cost of applying for the grant
- costs incurred prior to project approval

This is not an exhaustive list of eligible or ineligible expenditure. The Programme Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must keep payment records of all eligible expenditure, and must be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

You must incur the project expenditure between the project start and end date for it to be eligible. If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

## 5. Merit criteria

To be competitive, you will need to address each merit criterion in your application. The application form asks questions that relate to the merit criteria. We will assess your application against each merit criterion using the weighting indicated below.

The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. The application form displays word limits. We will only award funding to applications that score highly against all merit criteria.

## 5.1 Merit criterion 1

### **The reach and impact of the project (40 points)**

You should address:

- how the anticipated outcomes will advance the knowledge base
- how the project engages citizens in science, or increases science literacy in the general public
- how the project benefits citizen participants, including how citizens will learn new skills in the project
- how the results will be published and shared with participants, the science community and the general public
- the national benefits of the project, including whether the proposed research will:
  - contribute to public policy formulation and debate
  - build new international research collaboration or links between research and industry
  - contribute to economic, environmental, social, health and/or cultural benefits to Australia
  - contribute to the [National Science and Research Priorities](#)<sup>6</sup>, or priorities identified for the grants round.

## 5.2 Merit criterion 2

### **The capacity of the applicant to carry out the project (30 points)**

You should address:

- the skills and experience of the applicant and other parties involved in the project, including any track record with previous Citizen Science projects
- access to infrastructure, capital equipment, technology, intellectual property and ability to meet any regulatory requirements of the project
- the project budget including key expenditure items
- the conceptual framework, design, methods and analyses for the project
- how will data be used, stored, and made available to project participants and the general public
- the plan for communication with citizen participants during and after the project
- how you will grow participant involvement in the project over time
- how you will acknowledge the contribution of citizen participants in the project.

## 5.3 Merit criterion 3

### **The value for money offered by grant support for your project (30 points)**

You should address:

- why the project would not go ahead without the grant funding, or how the grant will impact the project in terms of its scope and outcomes
- the total contributions the applicant and project partners will bring to the project. This may include both cash and in-kind contributions.

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<sup>6</sup> <http://science.gov.au/scienceGov/ScienceAndResearchPriorities/Pages/default.aspx>

## 6. How we assess your application

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

A programme independent committee will be established comprising representatives from the science, research, education and business communities. The committee will assess your application against the merit criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

To recommend it for funding your application must score highly against each merit criterion. While we assess all applications against the same merit criteria, we will score your application relative to the project size, complexity and grant amount requested. Larger and more complex projects should include evidence that is more detailed.

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.

### 6.1 Final decision

The Programme Delegate decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

If you are successful, you will receive a written offer.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us. You can submit a new application for the same project (or a similar project) in any future funding rounds. You should include new or more information to address the weaknesses identified in your previous application. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for merit assessment.

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

- the approval of applications for funding
- the grant funding amount to be awarded
- the terms and conditions of funding.

The Programme Delegate must not approve funding if they reasonably consider the programme funding available across financial years will not accommodate the funding offer.

We cannot review decisions.

## 7. How to apply

Before applying, you should read and understand these guidelines and the grant agreement. View the [grant agreement](#) at [business.gov.au](http://business.gov.au).

To apply, you must:

- complete the online [Citizen Science Grants application](#) form on [business.gov.au](http://business.gov.au)
- provide all the information that is needed for us to assess your application
- address all eligibility and merit criteria, ensuring each requirement has been considered
- ensure all attachments are included

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.

You are responsible for making sure your application is complete and accurate. We will investigate false or misleading information and may not consider your application for the grant. If you find an error in your application after submitting it, you should phone 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. This should not change the nature of your application. However, we can also refuse any additional information or requests from you to change submissions 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 or call the contact centre on 13 28 46.

## 7.1 Joint applications

We recognise that some organisations may want to join together as a group to deliver activities. If you are submitting an application on behalf of a group, you must appoint a lead organisation. Only the lead organisation will enter into, and be responsible for the grant agreement with the Commonwealth. The lead organisation must complete the application form and identify all other members of the proposed group in their application. The application should also include a letter of support from each project partner organisation and other organisations involved in the proposal. Each letter of support should include:

- details of the project partner organisation
- an overview of how the organisation will work with the lead organisation and any other project partner organisations to successfully complete the project
- an outline of the relevant experience and/or expertise the organisation will bring to the group
- the roles/responsibilities the organisation will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

## 8. If your application is successful

### 8.1 Grant agreement

You must enter into a grant agreement with the department acting on behalf of the Commonwealth. A sample [grant agreement](#) will be available on business.gov.au.

You will have 30 days from the date of a written offer to execute a grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not execute the grant agreement within this time. Under certain circumstances, we may extend this period.

We will not make any grant payments until we have a written agreement to the terms on which the funding is being offered and accepted. If you choose to incur expenditure before this, you do so at your own risk.

If you enter an agreement with us to receive grant funding under these programme elements, you cannot receive other grants for the same activity from other Commonwealth granting programmes.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

The funding approval may have specific conditions as a result of the assessment process or other considerations made by the Programme Delegate. We will identify these in the offer of funding.



## 8.2 How the grant will be paid

The grant agreement will state:

- the maximum grant amount to be paid
- when grant funding will be paid
- the reporting requirements and any other conditions that must be met to receive each scheduled payment

We will make an initial payment on execution of the grant agreement. We will make subsequent payments based on your progress reports.

Five per cent of the grant (or \$5,000 whichever is greater) is set aside for the final payment. We will pay this when you submit a satisfactory final report.

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

## 8.3 How we monitor your project

You must submit progress and financial reports in line with the grant agreement. We will expect you to report on:

- progress against agreed project milestones
- contributions of participants directly related to the project
- eligible 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 provide you with templates during the grant agreement process.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits if necessary.

Where we require progress reports we will only make grant payments when you submit a satisfactory progress report.

You must submit the final project report within three months of completing the project.

We may request an independent audit certificate of the total eligible expenditure to verify that you spent grant funds and matching financial contributions on the approved project

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

## 8.4 Project variations

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

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

The programme does not allow for an increase to the agreed amount of grant funds. We will not normally consider requests for variation made after the grant agreement end date.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough funding in the relevant year to allow for the revised payment schedule.

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 programme policy objective and any relevant policies of the department
- changes to the timing of grant payments
- availability of programme funds.

# Schedule 2 – Maker Projects

## 1. Introduction

This schedule sets out the specific funding rules for the Maker Projects element of the Inspiring Australia - Science Engagement Programme for applicants. You should read this schedule in conjunction with the main body of the guidelines.

The Maker Projects element 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 Australian Government will provide funding of:

- \$3.2 million over 4 years (\$800,000 per year) from 2016-17 to 2019-20 to support the establishment of maker spaces in Australian primary and secondary schools (Stream A).
- \$800,000 over 4 years (\$200,000 per year) from 2016-17 to 2019-20 to encourage participation in STEM and innovation related events and activities by youth under 18 years of age (Stream B).

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

You can submit an application at any time, and we will assess and approve applications in the order we receive them, subject to the funding limit of the relevant stream. We will close applications when the funding for that year runs out.

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](http://business.gov.au).

## 2. Overview

The Maker Projects aims to foster creativity and inquiry based learning in Australian schools and communities 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 and education activities delivered in partnership with industry for youth under 18 years of age. These will build capability and leverage off the skills gained by organisations who have previously participated in delivering innovation, entrepreneurship and enterprise focused education activities for young people.

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

In meeting its objective, the Maker Projects will:

- allow students to gain practical knowledge and skills in design, technology, innovation and entrepreneurship
- encourage students to pursue STEM disciplines in their study and work

The intended outcomes are to:

- encourage experimentation and tinkering amongst young people
- encourage young people to 'make' and engage with a range of technologies
- ensure maker spaces and maker projects are accessible to young people, including those in regional locations
- encourage teachers to gain professional development in STEM to benefit students.

The funding will be provided in two streams:

**Stream A:** 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:** for Australian communities and regions to run events and education activities in partnership with industry for youth under 18 years of age. These events and activities will build on existing capabilities developed through participating in programmes such as the Questacon [Smart Skills Invention Convention](https://www.questacon.edu.au/outreach/programmes/questacon-smart-skills/questacon-invention-convention)<sup>7</sup> or other similar capability building programmes.

## Stream A: Maker spaces for schools

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### 3. Grant amount and grant period

#### 3.1 Grants available

- The minimum grant amount is \$2,000.
- The maximum grant amount is \$5,000.

You can only receive one grant over the life of this programme element.

#### 3.2 Project duration

- The maximum project duration is 12 months.
- We measure project duration from the project start date as identified in the grant agreement.

### 4. Eligibility criteria

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

#### 4.1 Who is eligible?

To be eligible to apply you must:

- be a primary or secondary school that is registered with a state or territory registration authority
- have an Australian Business Number (ABN)
- not have received Maker Projects funding before under these programme guidelines.

You must also provide confirmation from the school board or school principal that:

- 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 will support relevant staff members to attend appropriate professional development where necessary.

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<sup>7</sup> <https://www.questacon.edu.au/outreach/programmes/questacon-smart-skills/questacon-invention-convention>

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 be registered government or non-government primary or secondary schools.

## 4.2 Eligible projects

To be eligible your project must:

- establish a STEM-related maker space at your school to benefit students under 18 years of age
- identify an appropriate maker space – either dedicated or portable
- identify at least one staff member with appropriate skills/experience and drive to be the project lead (a Maker Project Champion) and responsible for how the maker space runs
- include a plan for 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
- include a minimum of \$2,000 in eligible expenditure.

## 4.3 Eligible expenditure

You can only spend grant funds on eligible expenditure. We will only fund eligible expenditure on an approved project.

Due to the range of equipment and consumables that may be eligible, it is not possible to provide a complete list of the types of expenditure that may be eligible.

Examples of expenditure that are eligible for support are the equipment and material directly related to the set up and use of a maker space including:

- tools such as hammers, screwdrivers, saws, lathes, 3D printers and other ICT equipment, plasma and laser cutters, welders, grinders, sanders, joiners, drills, bench vices, soldering stations, glue guns
- science equipment such as crucibles, flasks, microscopes, scalpels, tweezers, chemicals
- consumables such as timber, nails, glue, foil, paper, matches, scissors, batteries, string, cardboard, wire, rulers, pliers, paperclips, duct tape, sticky tape, metal sheeting, plastic, wheels, plastic or metal piping, electronic and solar kits
- furniture such as benches, tables, cupboards, trolleys or tubs to support the establishment of the maker space.

Examples of expenditure that are not eligible for support include:

- equipment and material that is not directly related to the set up and use of the maker space
- salaries
- administrative costs including the cost of applying for the grant
- costs incurred prior to project approval.

These are not exhaustive lists of eligible or ineligible expenditure. The Programme Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must keep payment records of all individual eligible expenditure items above \$100 in value and must be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

You must incur the project expenditure between the project start and end date for it to be eligible. You may start your project from the date of your letter of approval.

## Stream B: Community capability building

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### 5. Grant amount and grant period

#### 5.1 Grants available

- The minimum grant amount is \$5,000.
- The maximum grant amount is \$20,000.

You can only receive one grant over the life of this programme element.

The grant amount will be up to 50% of eligible project costs.

You must at least match grant funds received under this stream with cash or in-kind contributions for eligible project activities conducted by project partners. We treat proposed cash and in-kind resources from you equally for determining the 'matching' contributions against the grant funding.

#### 5.2 Project duration

- The maximum project duration is 12 months.
- We measure project duration from the project start date as identified in the grant agreement.

### 6. Eligibility criteria

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

#### 6.1 Who is eligible?

To be eligible to apply under Stream B you must have an Australian Business Number (ABN) and be one of the following entities:

- an entity incorporated in Australia
- an incorporated not for profit organisation
- a publicly funded research organisation (PFRO) as defined in Appendix A.

To be eligible under Stream B you must also:

- have at least one industry organisation as a project partner
- be the lead applicant in a joint application with your project partner/s
- provide confirmation from your governing or managing Board (or Chief Executive Officer or equivalent if there is no Board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding
- provide confirmation that you as the lead applicant has previously attended, delivered, created or organised an innovation, entrepreneurship or enterprise education programme for young people (such as the Questacon Smart Skills Invention Convention).

You are not eligible to apply if you:

- are an individual, partnership or trust (however, an incorporated trustee may apply on behalf of a trust)
- a primary or secondary school that is registered with a state or territory registration authority, or
- have received Maker Projects funding before under these programme guidelines.

#### 6.2 Eligible projects

To be eligible your project must be aimed at delivering eligible workshops or events and include:

- identification of an appropriate venue to hold the workshops

- identification of at least one employee with appropriate skills/experience and drive to be the project lead
- the involvement of industry partner organisations, mentors or sponsorships
- a project plan which includes the roles of the partner organisations
- a plan for how the wider region or community will be encouraged to participate and
- eligible activities and at least \$10,000 in eligible expenditure.

### 6.3 Eligible activities

Eligible activities must directly relate to the project and include the delivery of STEM-related workshops and events:

- that target youth under 18 years of age
- where participants can work with technical experts, inventors, innovators, and entrepreneurs to gain practical knowledge and skills in design, technology, innovation and entrepreneurship
- that encourage participation of youth under 18 years of age from towns and communities across the region and
- that include local industry partners and other organisations from the region.

We may also approve other activities.

Activities that are not eligible include:

- those where the primarily beneficiaries are not youth under 18 years of age
- events and workshops that are part of the applicant's normal business activities.

### 6.4 Eligible expenditure

You can only spend grant funds on eligible expenditure. We will only fund eligible expenditure directly related to an approved project.

Due to the range of expenses that may be eligible, it is not possible to provide a complete list of the types of expenditure that may be eligible.

Eligible expenditure includes:

- venue and equipment hire
- guest speaker and performer fees and travel
- consumable materials such as workbooks, chemicals, timber, nails, glue, foil, paper, matches, scissors, batteries, string, cardboard, wire, rulers, pliers, paperclips, duct tape, sticky tape, metal sheeting, plastic, wheels, plastic or metal piping, electronic and solar kits.
- graphic design
- prizes
- event advertising and promotion
- displays.

Ineligible expenditure includes:

- salaries
- administrative costs including the cost of applying for the grant
- costs incurred prior to project approval.

These are not exhaustive lists of eligible or ineligible expenditure. The Programme Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must keep payment records of all individual eligible expenditure items above \$100 in value and must be able to explain how the costs relate to the agreed project activities.

At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

You must incur the project expenditure between the project start and end date for it to be eligible. You may start your project from the date of your letter of approval. If you choose to start your project before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

## Stream A and Stream B

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### 7. How we assess your application (selection process)

We will assess applications against the eligibility criteria in the order in which we receive them. We may ask for additional evidence to determine your eligibility.

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.

#### 7.1 Final decision

The Programme Delegate decides which applications to approve taking into account the eligibility criteria and the availability of grant funds.

Subject to the availability of funds, if your application is eligible, you will receive a written offer.

If your application is ineligible, or unsuccessful due to lack of funding, we will notify you in writing. You can submit a new application for the same project (or similar project) if the eligibility issues have been addressed and funding is available. If a new application is substantially the same as a previous ineligible application we may refuse to consider it.

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

- the approval of applications for funding
- the grant funding amount to be awarded
- the terms and conditions of funding.

The Programme Delegate must not approve funding if they reasonably consider the programme funding available across financial years will not accommodate the funding offer.

We cannot review decisions.

### 8. How to apply

Before applying you should read and understand these guidelines and the grant agreement. View the [grant agreement](#) at business.gov.au.

To apply, you must:

- complete the online [Maker Projects application form](#) on business.gov.au.
- provide all the information that is needed for us to assess your application
- address all eligibility criteria, ensuring each requirement has been considered
- ensure all attachments are included



When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.

You are responsible for making sure your application is complete and accurate. We will investigate false or misleading information and may not consider your application for the grant. If you find an error in your application after submitting it, you should phone 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. This should not change the nature of your application. However, we can also refuse any additional information or requests from you to change submissions 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 or call the contact centre on 13 28 46.

## 8.1 Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents.

## 8.2 Joint applications

We recognise that some organisations may want to join together as a group to deliver activities. If you are submitting an application on behalf of a group, you must appoint a lead organisation. Only the lead organisation will enter into, and be responsible for the grant agreement with the Commonwealth. The lead organisation must complete the application form and identify all other members of the proposed group in their application.

### 8.2.1 Stream B only

The application should also include a letter of support from each of the project industry partner and other organisations involved in the proposal. Each letter of support should include:

- details of the project partner organisation
- an overview of how the organisation will work with the lead organisation and any other project partner organisations to successfully complete the grant activity/project
- an outline of the relevant experience or expertise the organisation will bring to the group
- the roles and responsibilities the organisation will undertake, and any resources it will contribute
- details of a nominated management level contact officer

## 9. If your application is successful

### 9.1 Grant agreement

You must enter into a grant agreement with the department acting on behalf of the Commonwealth.

The information that you provided in your application forms the basis for the approval of your grant. Your application together with the letter of approval will form the grant agreement.

We will not make any grant payments until there is a grant agreement in place. If you chose to incur expenditure before this, you do so at your own risk.

The funding approval may have specific conditions as a result of the assessment process or other considerations made by the Programme Delegate. We will identify these in the letter of approval.

If you enter an agreement with us to receive grant funding under Maker Projects, you cannot receive other grants for the same activity from other Commonwealth granting programmes.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

## 9.2 How the grant will be paid

The grant agreement will state the maximum grant amount to be paid.

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

Grant funding will be paid as a single payment on execution of the grant agreement.

## 9.3 How we monitor your project

You must submit reports in line with the grant agreement. We will provide you with templates during the grant agreement process. We will remind you of your reporting obligations before a report is due. We will expect you to report on

- eligible expenditure of grant funds
- the activities that have been delivered.

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

We will assess your reports and may conduct site visits to confirm details of your reports if necessary.

## 9.4 Project changes

We recognise that unexpected events may affect project progress. In these circumstances, you can request minor changes to your project, including:

- changing project milestones
- extending the timeframe for completing the project (up to the maximum period allowed under each Stream)
- changing project activities

The programme does not allow for an increase to the agreed amount of grant funds.

If you want to propose changes to accepted grant offer, you must put them in writing before the grant agreement end date.

We will not consider changes after the grant agreement end date.

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

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

# Schedule 3 - Sponsorship Grants for Student Science Engagement and International Competitions

## 1. Introduction

This schedule sets out the specific funding rules for sponsorship grants under the Science Engagement and International Competitions elements of the Inspiring Australia - Science Engagement Programme for applicants. You should read this schedule in conjunction with the main body of the guidelines.

Support for Science Engagement and International Competitions was announced as part of the National Innovation and Science Agenda - Inspiring all Australians in Digital Literacy and Science, Technology, Engineering and Mathematics (STEM). The Australian Government will provide funding of:

- \$4 million over 4 years (\$1 million each year) from 2016-17 to 2019-20 for student participation in STEM engagement activities and events that take place in Australia or overseas.
- \$2.4 million over 4 years (\$600,000 each year) from 2016-17 to 2019-20 for student participation in international STEM competitions taking place outside Australia.

You can submit applications at any time, and we will assess them in the order we receive them. We will close applications when the funding for that year runs out.

## 2. Overview

The intended outcome of these elements is to support young Australians to develop skills and potential career opportunities in a field of STEM.

It will do this by providing grants to organisations, for example, schools and community groups, to sponsor eligible young Australians to participate in conferences, competitions and other STEM-related events.

The Science Engagement element will support Australian students under the age of 18 to attend or participate in significant STEM related activities or events in Australia and overseas, including for example, support for a senior student to pitch an innovation to an entrepreneur. The element also supports participation at Australian-based STEM competitions.

The International Competitions element will support talented Australian students under the age of 18 to participate in high profile STEM competitions outside Australia.

## 3. Grant amount

The minimum grant amount available is \$1,000.

The maximum grant amount is \$5,000 per student, and a maximum of \$20,000 per application.

For grants over \$10,000, you must at least match grant funds received with cash and/or in-kind contributions towards the total cost of attending a relevant event. For example, a grant of \$20,000 would require \$40,000 in eligible expenditure.

We treat proposed cash and in-kind resources from you equally for determining the 'matching' contributions against the grant funding.

## 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 an eligible sponsor organisation (applicant) you must have an Australian Business Number (ABN) and be one of the following:

- a primary or secondary school that is registered with a state or territory authority
- an incorporated not for profit organisation
- an entity incorporated in Australia

State/territory and local government agencies and bodies are not eligible to apply.

To be eligible the sponsor organisation must also:

- be 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 guidelines
- have not already received in the same financial year either Science Engagement or International Competitions funding under these guidelines for the same student/s or event; and
- provide confirmation from their 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.

Joint applications are acceptable, provided you appoint a lead applicant. The lead applicant must be eligible as per the list above, be the main driver for the application and be responsible for the students' attendance at the event.

A sponsor organisation is not eligible to apply if:

- any of the nominated students has received a grant under either Science Engagement or International Competitions in the same financial year, including through a different sponsor organisation
- the sponsor organisation or a nominated student has received support from other sources of Australian Government funding to attend the event.

The Programme Delegate can refuse to accept an application from an organisation that has been in breach of a previous grant agreement under the Sponsorship Grants for Student Science Engagement and International Competitions element.

### 4.2 Eligible projects

To be eligible your project must involve:

- the participation of a student or a group of students under the age of 18 at an eligible event
- a minimum of \$1000 in eligible expenditure.

### 4.3 Eligible events

An eligible event must:

- be related to the pursuit of a field of STEM and one that promotes student engagement in STEM-related disciplines, or participation in STEM-based competitions both in Australia and overseas
- take place within one year of the application being submitted. The Programme Delegate may allow exceptions to this requirement if satisfied that a longer lead-time is needed (for example, for the student to register for an early bird rate at a major conference).

Given the wide range of events that may be eligible it is not possible to provide a complete list of eligible events. Examples of events that are eligible include:

- INTEL International Science and Engineering Fair
- I-SWEEEP International Science Fair
- Google Science Fair
- World Science Festival
- International and domestic Makers Fairs
- Australian National Space Camp
- International Youth Science Forums
- STEM-based Camps

The Programme 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 normal 'business as usual' activities.

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

### 4.4 Eligible expenditure

You can only spend grant funds on eligible expenditure. We will only fund eligible expenditure directly related to an approved application.

Eligible expenditure includes:

- 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 chaperon
- event registration or tickets.

Ineligible expenditure includes:

- business as usual activities
- salaries for the sponsor organisation or chaperon
- administration costs incurred by the sponsor organisation or chaperon
- cost of applying for the grant
- costs incurred prior to project approval.

This is not an exhaustive list of eligible or ineligible expenditure. The Programme Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must keep payment records of all eligible expenditure, and must be able to explain how the costs relate to your attendance or participation at an eligible event. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure

You may commence preparing for the event and incurring eligible expenditure from the date of your letter of offer. If you choose to commence before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

## 5. How we assess your application

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

If the assessment 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.

### 5.1 Final decision

The Programme Delegate decides which grants to approve taking into account the eligibility criteria and the availability of grant funds.

Subject to the availability of funding, if your application is eligible, you will receive a written offer.

If your application is ineligible or unsuccessful due to lack of funding, we will notify you in writing. You can submit a new application for the same event (or a similar event), if the eligibility issues have been addressed and funding is available.

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

- the approval of applications for funding
- the grant funding amount to be awarded
- the terms and conditions of funding.

The Programme Delegate must not approve funding if they reasonably consider the programme funding available across financial years will not accommodate the funding offer.

We cannot review decisions.

## 6. How to apply

Before applying you should read and understand these guidelines and the grant agreement. View the [grant agreement](#) at [business.gov.au](http://business.gov.au).

To apply, you must:

- complete the online [Student Sponsorships application form](#) on [business.gov.au](http://business.gov.au)
- provide all the information that is needed for us to assess your application
- address all eligibility criteria, ensuring each requirement has been considered
- ensure all attachments are included

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application.

You are responsible for making sure your application is complete and accurate. We will investigate false or misleading information and may not consider your application for the grant. If you find an error in your application after submitting it, you should phone 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. This should not change the nature of your application. However, we can also refuse any additional information or requests from you to change submissions 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 or call the contact centre on 13 28 46.

## 6.1 Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents.

## 6.2 Joint applications

If you are submitting an application on behalf of a group, you must appoint a lead organisation. Only the lead organisation will enter into, and be responsible for the grant agreement with the Commonwealth. The lead organisation must complete the application form and identify all other members of the proposed group in their application.

# 7. If your application is successful

## 7.1 Grant agreement

You must enter into a grant agreement with the department acting on behalf of the Commonwealth.

The information that you provided in your application forms the basis for the approval of your grant. Your application together with the letter of approval will form the grant agreement.

We will not make any grant payments until there is a grant agreement in place. If you chose to incur expenditure before this, you do so at your own risk.

The funding approval may have specific conditions as a result of the assessment process or other considerations made by the Programme Delegate. We will identify these in the letter of approval.

If you enter an agreement with us to receive grant funding under Sponsorship Grants for Student Science Engagement and International Competitions, you cannot receive other grants for the same activity from other Commonwealth granting programmes.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

## 7.2 How the grant will be paid

The grant agreement will state the maximum grant amount to be paid.

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

We will pay grants as a single payment following your written agreement to the grant offer and execution of the grant agreement.

We can recover some or all grant funds should the student/s not attend the event or expenditure is not undertaken as outlined in the grant agreement.

### 7.3 How we monitor your project

You must submit a report within two months after the student/s attendance at the event. We will expect you to report on:

- the students funded to attend the event
- contributions of participants directly related to attending the event
- eligible expenditure of grant funds.

You may also be asked to submit evidence of event attendance.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount. We will provide you with templates during the grant agreement process.

### 7.4 Project changes

We recognise that unexpected events may affect project progress. In these circumstances, you can request minor changes to your project, including:

- extending the timeframe for completing the project but within the maximum 12 month period
- changing project activities

Note the programme does not allow for an increase to the agreed amount of grant funds

If you want to propose changes to the accepted grant offer, you must put them in writing before the grant agreement end date.

We will not consider changes after the event date end date.

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

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



## Appendix A. Definitions of key terms

In these *guidelines* unless otherwise defined:

**Applicant** means an entity that submits an *application* for Inspiring Australia - Science Engagement Programme funding.

**Application Form** means the document issued by the *Programme Delegate* that *applicants* use to apply for funding under the *programme*.

**AusIndustry** means the division of the same name within the *department*.

**Conflict of Interest** means the exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association.

**Department** means the Department of Industry, Innovation and Science.

**Eligible Activities** means the activities undertaken by a *grantee* in relation to a *project* that are eligible for funding support. This is decided by the *Programme Delegate* in accordance with these *guidelines* and the *grant agreement*.

**Eligible Applicant** means an *applicant* that satisfies the requirements described in the Eligible Applicant section of the Schedule 1, 2 and 3 of these *guidelines*.

**Eligible Application** means an application or proposal for *grant funding* under the *programme* that the *Programme Delegate* has determined is eligible for assessment in accordance with these *guidelines*.

**Eligible Expenditure** means the expenditure incurred by a *Grantee* on a *project* and which is eligible for funding support. This is decided by the *Programme Delegate* in accordance with these *guidelines* and the *grant agreement*.

**Eligible Research Organisation** means Australian Cooperative Research Centre; Australian State-Territory-funded research organisation; Partly Commonwealth funded research organisations; Australian public research company; Australian private research company and Australian not-for-profit research organisation.

**Grant Agreement** means a single agreement for a grant received under the *programme* for a *project*.

**Grant Funding** or **Grant Funds** means the funding made available by the Commonwealth of Australia to successful *applicants* under the *programme*.

**Grantee** means an entity that has been offered funding and has entered into a *grant agreement* with the Commonwealth in relation to the *programme*.

**Letter of Approval** means a written grant offer to a successful applicant.

**Maker spaces** are places where students can come together to create, experiment, tinker and invent. They can use, or learn to use, a range of materials, including both new and old technologies and tools, and collaborate with others. Maker spaces can inspire curiosity, creativity and encourage open-ended experimentation, imagination and problem solving. They draw on the skills and capabilities from a range of disciplines, particularly STEM alongside the arts. Maker spaces attract students to engage with STEM ways of thinking, by uniquely uniting design-based and innovative ideas and competence, with practical, scientific and engineering based skills to solve problems creatively and teaches cross-curricular skills through engagement and hands-on learning.

**Minister** means the Minister for Industry, Innovation and Science.

**Personal Information** means the same as in the *Privacy Act 1988 (Cth)*.

**Programme** means the Inspiring Australia - Science Engagement Programme.

**Programme Independent Committee** means the body by the same name established by the *Minister* to consider and assess *Eligible Applications* and make recommendations to the *Minister* for funding under the *Programme*.

**Programme Delegate** means the AusIndustry General Manager authorised by the *Minister* to administer the *Programme*.

**Programme Funding** or **Programme Funds** means the funding made available by the Commonwealth for the *programme* in any given financial year. This is the funding specified in the Portfolio Budget Statement (as varied by any Portfolio Additional Estimates Statement or by the *Minister*) for that year.

**Programme Guidelines or Guidelines** means these *guidelines* that the *Minister* gives to the *department* to provide a framework to operate and administer the *programme*, as in force from time to time.

**Project** means a project described in an *application* for a programme element of the Inspiring Australia – Science Engagement Programme *funding*.

**Publicly Funded Research Organisation (PFRO)** means all higher education providers listed at Table A and Table B of the *Higher Education Support Act 2003 (Cth)* as well as Commonwealth, state and territory government departments or agencies that undertake publicly funded research.

**Research** means creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society.

**Students** means students under 18 years of age at the time of application.