



Australian Government  
Department of Industry,  
Innovation and Science

**Business**

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Programme Guidelines

# Inspiring Australia – Science Engagement Programme Guidelines

July 2017



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

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## 1. Introduction

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

The guidelines commence on 1 July 2017. They replace the Inspiring Australia – Science Engagement Programme Guidelines dated 20 April 2017.

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 will publish the opening and closing dates of open funding rounds and any other relevant information on [business.gov.au](http://business.gov.au).

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

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

## 2. Programme overview

The Inspiring Australia – Science Engagement Programme provides funding of \$22.57 million from 2016-17 to 2018-19 and ongoing funding of \$7.23 million per year from 2019-20 for a range of activities that will be delivered under the Inspiring Australia banner. The Minister may approve additional funding for programme elements from time to time.

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 Commonwealth with grantees
- authorising payments of programme funds (including prizes) by the Commonwealth.

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 programme elements based on demand.

### 3.1 Targeted Science Communication

This programme element 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 that require scientific data collection, analysis, transformation and/or sharing
- Science Clubs which provide opportunities for informal science engagement in Australia for youth under 18 years of age
- 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<sup>1</sup>](#), 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.

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<sup>1</sup> <https://www.business.gov.au/nswkg>

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 [Prime Minister's Prizes for Science](#)<sup>2</sup> 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

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment and provide you with a recipient created tax invoice.

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](#)<sup>3</sup>. We do not provide advice on tax.

### 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.

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<sup>2</sup> <http://www.business.gov.au/scienceprizes>

<sup>3</sup> <https://www.ato.gov.au>

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

We may evaluate the programme to determine the extent to which the funded activity is contributing to the programme objectives and outcomes. We may use information from your grant 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 programme was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

## 5. Conflicts of interest

### 5.1 Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

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

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

### 5.2 Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, advisory committee members and others delivering the programme between:

- their programme duties, roles and responsibilities and
- their private interests.

We manage our 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<sup>4</sup>](https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf) on the [department's<sup>5</sup>](http://www.industry.gov.au/Pages/default.aspx) website.

Programme officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the programme.

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<sup>4</sup> <https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

<sup>5</sup> <http://www.industry.gov.au/Pages/default.aspx>

## 6. How we use your information

Unless the information you provide to us is:

- confidential information as per 6.1, or
- personal information as per 6.2,

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 programmes
- for research
- to announce the awarding of grants.

### 6.1 How we handle your confidential information

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

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

#### 6.1.1 When we may disclose confidential information

We may disclose confidential information:

- to the committee (where relevant) and our Commonwealth employees and contractors, to help us manage the programme 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.

### 6.2 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 may give the personal information we collect from you to our employees and contractors, the committee (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>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.

### 6.3 Public announcement

We will publish non-sensitive details of successful projects on [business.gov.au](http://business.gov.au) and [GrantConnect](#)<sup>7</sup>. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>8</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.

### 6.4 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.

## 7. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#)<sup>9</sup> or through our [online enquiry form](#)<sup>10</sup> 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.

The AusIndustry [Customer Service Charter](#)<sup>11</sup> is available at [business.gov.au](http://business.gov.au). AusIndustry uses customer satisfaction surveys to improve its business operations and service.

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<sup>6</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>7</sup> <https://www.grants.gov.au/>

<sup>8</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

<sup>9</sup> <https://www.business.gov.au/contact-us>

<sup>10</sup> <https://www.business.gov.au/contact-us>

<sup>11</sup> <https://www.business.gov.au/about/customer-service-charter>

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

Department of Industry, Innovation and Science

GPO Box 2013

CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>12</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>12</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 ongoing funding of \$1 million per year 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 \(ABN\)](#)<sup>13</sup> 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.

Each organisation may only submit one application per round.

#### 4.2 Who is not eligible?

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
- a non-corporate Commonwealth entity
- an individual or trust (however, a corporate trustee may apply on behalf of a trust).

#### 4.3 Eligible projects

To be eligible your project must:

- be a research project in a field of science
- include either data collection or transformation of data as an eligible activity
- include eligible expenditure
- involve participation by members of the public in either data collection or data transformation activities – 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)

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<sup>13</sup> <https://abr.gov.au/For-Business.-Super-funds---Charities/Applying-for-an-ABN/>

- 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.

#### 4.4 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.

#### 4.5 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.

You must not commence your project until your grant agreement is executed.

## 5. Merit criteria

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion using the weighting indicated.

The application form asks questions that relate to the merit criteria 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 sample application form displays word limits.

We will only award funding to applications that score highly against all merit criteria, as these represent best value for money.

### 5.1 Merit criterion 1

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

You should address:

- how the anticipated outcomes will advance scientific knowledge in the relevant field of study
- how the project engages citizens in science, or increases science literacy in the citizen participants
- 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>14</sup>, or priorities identified for the grant round.

### 5.2 Merit criterion 2

#### **Your capacity, capability and resources 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

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<sup>14</sup> <http://science.gov.au/scienceGov/ScienceAndResearchPriorities/Pages/default.aspx>

- how you will acknowledge the contribution of citizen participants in the project.

### 5.3 Merit criterion 3

#### Your need for funding (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.

## 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.

We will establish a departmental committee to 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. The evidence you provide to support your application should be proportional to the size and complexity of your project.

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 (or 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 amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

The Programme Delegate will not approve funding if there is insufficient programme funds available across relevant financial years for the programme.

## 7. How to apply

Before applying, you should read and understand these guidelines, the sample application form and the sample grant agreement. View the sample [grant agreement<sup>15</sup>](#) at business.gov.au.

You can only submit an application during a funding round. We will publish the [opening and closing dates<sup>16</sup>](#) for each round on business.gov.au.

To apply, you must:

- complete the online [Citizen Science Grants application<sup>17</sup>](#) form on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments.

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. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). We will investigate false or misleading information and 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<sup>18</sup>](#) at business.gov.au or by calling 13 28 46.

### 7.1 Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

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

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<sup>15</sup> <https://www.business.gov.au/assistance/inspiring-australia-science-engagement/citizen-science-grants/#keydocuments>

<sup>16</sup> <https://www.business.gov.au/assistance/inspiring-australia-science-engagement/citizen-science-grants/>

<sup>17</sup> <https://www.business.gov.au/assistance/inspiring-australia-science-engagement/citizen-science-grants/>

<sup>18</sup> <https://www.business.gov.au/contact-us>



## 8. If your application is successful

### 8.1 Grant agreement

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

We must execute a grant agreement with you before we can make any payments. You must not start any project activities until a grant agreement is executed.

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

If you enter an agreement to receive a Citizen Science grant, you cannot receive other grants for the same activities from other Commonwealth granting programmes.

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

#### 8.1.1 Simple grant agreement

We will use a simple grant agreement for Citizen Science projects.

You will have 30 days from the date of a written offer to execute this 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 sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Programme Delegate.

### 8.2 How we pay the grant

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

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

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in advance based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside five per cent (or \$5,000 whichever is greater) of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available programme funds across financial years and/or to ensure we retain a minimum five per cent (or \$5,000 whichever is greater) of grant funding for the final payment.

### 8.3 How we monitor your project

You must submit progress and financial reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](#). 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
- contributions of participants directly related to the project
- 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.

### 8.3.1 Progress reports

Progress reports must

- include evidence of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- be submitted by the report due date.

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 8.3.2 Final report

When you complete the project, you must submit a final report.

Final reports must

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted within 3 months of completing the project.
- be in the format provided in the grant agreement.

### 8.3.3 Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 8.3.4 Financial report

We may ask you to provide an independently audited financial acquittal report. A financial acquittal report will verify that you spent the grant in accordance with the grant agreement. The financial acquittal report template is attached to the sample grant agreement.

### 8.3.5 Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large and complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

## 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 of grant funds.

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

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 programme funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

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
- changes to the timing of grant payments
- availability of programme funds.

# Schedule 2 – Maker Projects

## 9. 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 ongoing funding of:

- \$800,000 per year to support the establishment of maker spaces in Australian primary and secondary schools (Stream A).
- \$200,000 per year 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.

The Minister or Programme Delegate 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).

## 10. Overview

The Maker Projects element 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 delivered in partnership with industry for the benefit of youth under 18 years of age.

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 STEM-related events in partnership with industry for the benefit of youth under 18 years of age.

## Stream A: Maker spaces for schools

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### 11. Grant amount and grant period

#### 11.1 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.

#### 11.2 Project duration

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

### 12. Eligibility criteria

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

#### 12.1 Who is eligible?

To be eligible to apply you must:

- be an Australian primary or secondary school that is registered with a state or territory registration authority
- have an Australian Business Number (ABN).

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

- the school has authority from its legal entity to apply for the grant (if applicable)
- 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.

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 primary or secondary schools.

#### 12.2 Who is not eligible?

You are not eligible to apply if you have received Maker Projects funding before under the programme.

### 12.3 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.

### 12.4 Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred 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 must not commence your project until your grant agreement is executed.

## Stream B: Community capability building

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### 13. Grant amount and grant period

#### 13.1 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 and/or in-kind contributions for eligible project activities. We treat proposed cash and in-kind resources from you equally for determining the 'matching' contributions against the grant funding.

#### 13.2 Project duration

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

### 14. Eligibility criteria

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

#### 14.1 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 to apply under Stream B you must also:

- provide confirmation from your governing board (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
  - the event/s are not part of the applicant's normal business activities.

#### 14.2 Who is not eligible?

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 the programme.

#### 14.3 Eligible projects

To be eligible your project must be aimed at delivering STEM-related events:

- for the benefit of youth under 18 years of age
- that include at least one industry project partner that is an entity incorporated in Australia and

- where participants can work with technical experts, inventors, innovators or entrepreneurs to gain practical knowledge and skills in design, technology, innovation and entrepreneurship.

To be eligible your project must also include:

- a project plan which includes the roles of the project partner/s
- identification of an appropriate venue to hold the events
- identification of at least one employee with appropriate skills/experience and drive to be the project lead
- a plan for how youth under 18 years of age from the wider region or community will be encouraged to participate and
- at least \$10,000 in eligible expenditure.

Projects that are not eligible include those:

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

#### 14.4 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
- tools and equipment such as science equipment, hammers, screwdrivers, 3D printers and other ICT equipment, electronics, robotics, soldering irons and glue guns,
- 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.

## Stream A and Stream B

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### 15. 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.

#### 15.1 Stream A selection process

Stream A applications will be assessed on a continuous basis through a non-competitive process against the eligibility criteria.

#### 15.2 Stream B selection process

Stream B applications will be assessed on a continuous basis through a non-competitive process with regard to how well the application demonstrates:

- how the event will benefit youth under 18 years of age and how they will be encouraged to be involved
- the skills and experience of the applicant and project partner/s to deliver the event.

We may not accept your application, or we may ask you to provide more information, if:

- the above criteria are not demonstrated
- there are concerns about the quality of the proposed project.

#### 15.3 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 Stream A application is eligible, you will receive a written offer

if your Stream B application is eligible and demonstrates sufficient merit, 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 will not approve funding if there is insufficient programme funds available to accommodate the funding offer.

We cannot review decisions.

## 16. How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement. View the Makers A sample [grant agreement](#)<sup>19</sup> and Makers B sample [grant agreement](#)<sup>20</sup> at [business.gov.au](http://business.gov.au).

To apply, you must:

- complete the online Maker Projects application form for [Stream A](#)<sup>21</sup> or [Stream B](#)<sup>22</sup> on [business.gov.au](http://business.gov.au).
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

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. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). We will investigate any false or misleading information and 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](#)<sup>23</sup> at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

### 16.1 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.

### 16.2 Joint applications

Where you are submitting an application on behalf of a group, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group.

#### 16.2.1 Stream B only

The application should also include a letter of support from each project partner. Each letter of support should include:

- details of the project partner

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<sup>19</sup> <https://www.business.gov.au/mp/#keydocuments>

<sup>20</sup> [www.business.gov.au/mpb/#keydocuments](http://www.business.gov.au/mpb/#keydocuments)

<sup>21</sup> <https://www.business.gov.au/mp/>

<sup>22</sup> <https://www.business.gov.au/mpb/>

<sup>23</sup> <https://www.business.gov.au/contact-us>

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

## 17. If your application is successful

### 17.1 Grant agreement

You must enter into a grant agreement with the Commonwealth. A sample grant agreement is available on [business.gov.au](http://business.gov.au).

We must execute a grant agreement with you before we can make any payments. You must not start any project activities until a grant agreement is executed.

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

If you enter an agreement 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.

#### 17.1.1 Exchange of letters grant agreement – Stream A projects

We will use an exchange of letters grant agreement for Stream A projects. 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 (take effect) from the date you sign the letter.

#### 17.1.2 Approval letter grant agreement – Stream B projects

We will use an approval letter grant agreement for Stream B projects. This grant agreement comprises your completed application form and the approval letter we send advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our approval letter.

### 17.2 How we pay the grant

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

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 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.

### 17.3 How we monitor your project

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](http://business.gov.au). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- project expenditure, including 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. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 17.3.1 Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted within 60 days of completing the project.
- be in the format provided in the grant agreement.

### 17.3.2 Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

## 17.4 Compliance visits

We may visit you during the project period, or after you finish your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 17.5 Project variations

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

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

The programme does not allow for an increase of grant funds.

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

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

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 objectives
- changes to the timing of grant payments
- availability of programme funds.

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

## 18. 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 ongoing funding of:

- \$1 million per year for student participation in STEM engagement activities and events that take place in Australia or overseas.
- \$600,000 per year 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.

## 19. 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, such as 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.

## 20. Grant amount

The minimum grant amount per application is \$1,000.

The maximum grant amount per student is:

- \$1,500 for STEM events or activities occurring within Australia
- \$5,000 for international STEM events or activities.

The maximum grant amount per application is \$20,000.

## 21. Eligibility criteria

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

### 21.1 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 for funding but may execute an agreement on behalf of a school that is not a legal entity and cannot enter into an agreement with the commonwealth.

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
- 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.

Where the student/s attendance at the event is not yet confirmed you may still submit an application. However funding approval may be subject to sufficient evidence being provided prior to execution of a grant agreement.

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:

- the nominated student/s is already receiving support to attend the event either under this programme or from another source of Australian Government funding.

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.

### 21.2 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.

### 21.3 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.

## 21.4 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.

Expenditure items that are not eligible include:

- 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 submission of your application.

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 incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise. You may commence preparing for the event and incurring eligible expenditure from the date your application is submitted. If you choose to commence before you enter into a grant agreement with the Commonwealth, you do so at your own risk.

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.

## 22. 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.

### 22.1 Final decision

The Programme Delegate decides which grants to approve taking into account the eligibility criteria and the availability of programme 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 (or 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 amount of grant funding
- the terms and conditions of funding.

The Programme Delegate will not approve funding if there is insufficient programme funds available across financial years for the programme.

We cannot review decisions.

## 23. How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement. View the sample [grant agreement](#)<sup>24</sup> at business.gov.au.

To apply, you must:

- complete the online [Student Sponsorships application form](#)<sup>25</sup> on business.gov.au
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments

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.

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<sup>24</sup> <https://www.business.gov.au/assistance/inspiring-australia-science-engagement/student-sponsorship/#keydocuments>

<sup>25</sup> <https://www.business.gov.au/assistance/inspiring-australia-science-engagement/student-sponsorship/#keydocuments>



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 1995* (Cth). We will investigate false or misleading information and 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 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<sup>26</sup>](#) at business.gov.au or by calling 13 28 46.

### 23.1 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.

### 23.2 Joint applications

If you are submitting an application on behalf of a group, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group.

## 24. If your application is successful

### 24.1 Grant agreement

You must enter into a grant agreement with the Commonwealth. A sample [grant agreement<sup>27</sup>](#) is available on business.gov.au.

We must execute a grant agreement with you before we can make any payments. If you choose to start your project before you have an executed grant agreement, 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.

#### 24.1.1 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 (take effect) from the date you sign the letter.

### 24.2 How we pay the grant

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

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

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<sup>26</sup> <https://www.business.gov.au/contact-us>

<sup>27</sup> <https://www.business.gov.au/assistance/inspiring-australia-science-engagement/student-sponsorship/#keydocuments>

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

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

### 24.3 How we monitor your project

You must submit a final report in line with the grant agreement.

You must submit a final report within two months after the student/s attendance at the event. We will provide a sample template of this report as an appendix in the grant agreement. You will also be able to download it from [business.gov.au](http://business.gov.au). We will remind you of your reporting obligations before a report is due. 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 monitor your project by assessing the report you submit and may conduct site visits to confirm details of your report if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

### 24.4 Project variations

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 of grant funds.

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

We will not consider changes after the event start date.

If a delay in the project causes 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 programme funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that your 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 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 an Australian Cooperative Research Centre; Australian State-Territory-funded research organisation; partly Commonwealth funded research organisations (excluding non-corporate Commonwealth entities); 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.

**Industry project partner** means an entity incorporated in Australia with experience relevant to the STEM related activities being delivered through the project. An industry project partner cannot be a Commonwealth or state/territory or local government agency or body (including a government business enterprise).

**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 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 corporate Commonwealth entities, and 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.

**Science** means natural, physical and life sciences, including medical and health sciences, mathematics, engineering and technology related disciplines

**Student/s** means students under 18 years of age at the time of application.