



## Sample application form

# Inspiring Australia – Science Engagement Program Maker Projects: Community STEM Engagement grants 2022

Version January 2022

This document shows the questions included in the online application form for this Maker Projects: Community STEM Engagement grants 2022 opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

# Instructions

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

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

## Completing your application

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

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

## Saving your responses

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

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

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

You can modify saved responses up until you submit your application.

## Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

## Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

## Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

## Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

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## A. Program selection

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Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)  
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

### A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select - Maker Projects: Community STEM Engagement grants 2022
- Field 2 select - Maker Projects: Community STEM Engagement grants 2022

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

The grant opportunity will run over 2 years from 2022-23 to 2023-24.

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

The objectives of the grant opportunity are to:

- deliver maker projects where students and youth under 18 years of age can develop and apply their STEM knowledge through experimentation, tinkering and hands-on learning by engaging with a range of technologies
- encourage practical skills, creativity and entrepreneurial thinking through the delivery of hands on- STEM-related events and activities
- inspire students to pursue STEM disciplines in their study and work
- ensure that maker projects are accessible to as many young people as possible, including those in regional, rural and disadvantaged areas
- make a positive and ongoing impact on youth under 18 years of age, particularly those from historically under-represented groups, including girls, Aboriginal and/or Torres Strait Islander

peoples, and youth living in regional, rural and remote locations, people with disability and people from educationally disadvantaged backgrounds.

### **Grants available**

The grant amount will be up to 80 per cent of eligible project expenditure.

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

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 9 May 2022 (closing date of opportunity). Please take account of time zone differences when submitting your application.

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## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Maker Projects: Community STEM Engagement grants 2022 grant opportunity.

*Questions marked with an asterisk are mandatory.*

- Is your lead organisation one of the following entities? \*
  - a company, incorporated in Australia?
  - an incorporated association?
  - an incorporated not for profit organisation?
  - a publicly funded research organisation (PFRO) as defined in the grant opportunity guidelines?
  - an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
  - a government or non-government vocational education and training (VET) provider as defined in grant opportunity guidelines
  - none of the above

*You must select one of the eligible options from a drop down menu to proceed to next question.*

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

*Refer to 4.2 Additional eligibility requirements in the grant opportunity guidelines. You will be asked further details of the partner/s later in the form.*

*You must answer yes to proceed to next question.*

- At the establishment of the grant can your organisation fund at least 20 per cent of eligible project costs with cash and/or in-kind contributions? \*

*You must answer yes to proceed to next section.*

## C. Applicant address

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### C.1. Applicant street address

You must provide your business street address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

### C.2. Applicant postal address

You must provide your business postal address

*When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.*

Sample

## D. About your organisation

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

### D.1. Latest financial year figures

*All values must be whole numbers. For example*

*6.5 months should be presented as 7 months*

*\$2 million should be presented as \$2,000,000*

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

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

*Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.*

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

- Sales revenue (turnover)

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

- Export revenue

*Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).*

- R&D expenditure

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

- Taxable income

*Taxable income or loss as per your organisation's income tax return form.*

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

*Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.*

### D.2. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).



- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

### **D.3. Indigenous organisation**

Is your organisation Indigenous owned?

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

Is your organisation Indigenous controlled?

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

Sample

## E. Project information

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On this page you must provide the detailed information about your proposed project.

*If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:*

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

### E.1. Project title and description

Provide a project title.

*Your response is limited to 75 characters including spaces and does not support formatting.*

Provide a brief project description.

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

*Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it will benefit the audience.*

### E.2. Detailed project description and key activities

*This information will be included in your grant agreement if your application is successful.*

Provide a detailed description of your project including the project scope and key activities.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

### E.3. Project outcomes

*This information will be included in your grant agreement if your application is successful.*

Provide a summary of the expected project outcomes.

*Your response is limited to 5000 characters including spaces and does not support formatting.*

### E.4. Project reach

- What is the expected audience size?
- Who is the target audience?
- What is the expected number of events or activities?
  - Explain how you estimated the figures for audience size and number of events or activities
- What is the geographic reach of your events?
- Select which of the groups your project targets in historically underrepresented STEM or priority equity groups as defined by the National School Reform Agreement and Advanced Women in STEM Strategy.

*You will be asked to provide further information later in the application under Assessment Criteria 1.*

## **E.5. Project duration**

*Your project must not start until you execute a grant agreement with the Commonwealth. Your project must be completed by 31 March 2024.*

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

*Your project can be no longer than nineteen months.*

## **E.6. Project milestones**

Provide details on the project milestones including the key activities occurring at each milestone.

*The milestone start and end dates must be between the project start and end dates.*

- Milestone title

*Your response is limited to 100 characters including spaces and does not support formatting.*

- Description

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

- Estimated start date
- Estimated end date

## **E.7. Project location**

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

*A project site must be a street address. Do not provide a postal address, institution or building name.*

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

## F. Project budget

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### F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project.

*If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the grant opportunity guidelines for guidance on eligible expenditure.*

*The financial years below are derived from the project start and end dates you entered on the previous page. If incorrect, you must ensure all amounts below are zero before going back to the previous page to update your project duration.*

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

*The grant amount will be up to 80 per cent of eligible project expenditure.*

*The minimum grant amount is \$20,000*

*The maximum grant amount is \$100,000*

*You must fund at least 20 per cent of eligible project costs with cash and/or in-kind contributions.*

*You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.*

*Domestic travel costs cannot exceed 20 per cent of your total eligible expenditure.*

*You must only include eligible expenditure items in 'other eligible expenditure costs'. Further details of this expenditure should be included in your detailed project budget. Ineligible expenditure items (for example, salary costs) as detailed in Appendix B of the grant opportunity guidelines will not be accepted.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Venue and equipment hire		\$
		2022/23	\$
		2023/24	\$
	Domestic Travel		\$
		2022/23	\$
		2023/24	\$
	Tools and Equipment		\$
		2022/23	\$
		2023/24	\$
	Materials		\$
		2022/23	\$
		2023/24	\$
	Graphic Design		\$
		2022/23	\$
		2023/24	\$
	Prizes		\$
		2022/23	\$
		2023/24	\$
	Advertising and promotion		\$
		2022/23	\$
		2023/24	\$
	Displays		\$
		2022/23	
		2023/24	\$
	Contractor costs		\$
		2022/23	
		2023/24	\$
	Other eligible expenditure		\$
Total			

## **F.2. Source of funding**

In this section you must provide details of how you will fund the project.

*The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:*

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

## **F.3. Grant amount sought**

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.

*The minimum grant amount under this grant opportunity is \$20,000. The maximum grant amount under this grant opportunity is \$100,000.*

## **F.4. Contributions**

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

*Contributors are divided into the following types*

- *Your contribution*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

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

## G. Assessment criteria

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We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

*The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.*

### G.1. Assessment criterion 1 (50 points)

*Your response is limited to 5000 characters including spaces and does not support formatting.*

#### **The reach and impact of your project**

You should demonstrate this through identifying the following:

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

You must also attach a project plan to support your response later in the application.

### G.2. Assessment criterion 2 (30 points)

*Your response is limited to 5000 characters including spaces and does not support formatting.*

#### **Capacity, capability and resources to deliver the project**

You should demonstrate this through identifying:

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

### **G.3. Assessment criterion 3 (20 points)**

*Your response is limited to 5000 characters including spaces and does not support formatting.*

#### **Impact of grant funding**

You should demonstrate this through describing:

- a. how the grant will impact the scale, reach, timing and lasting value of your project on the audience, including ongoing development of STEM knowledge and skills through inquiry based learning.*
- b. total cost of the project including justification of any in-kind contributions. This should include a justification of how you calculated the dollar value of any in-kind contributions.*
- c. the nature of any cash and/or in-kind contributions from proposed partnerships.*

Sample



## H. Project partners/ collaborators

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You must provide details about your project partner/s. We can only accept applications where:

- you deliver the project through a collaborative partnership (refer to glossary in the grant opportunity guidelines):
  - the partnership must be established prior to the submission of your application
  - the partnership must include at least one partner organisation during the life of the project
  - you can partner with organisations such as libraries, private companies, schools, and not-for-profit bodies to deliver collaborative projects (internal organisation partnerships are not eligible)
  - the partnering organisation/s must be active participants in the delivery of the project and not just beneficiaries of the proposed activities.

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

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached [www.business.gov.au](http://www.business.gov.au). Letter to include details of partner contributions.

## I. Bank account details

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### I.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

*We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.*

### I.2. Account details

Account name

BSB

Account number

### I.3. Payment contact

Given name

Family name

Email address

Phone number

## J. Application finalisation

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

### J.1. Conflict of interest

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

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

If yes, describe the perceived or existing conflicts of interest.

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

If yes, describe how you anticipate managing this conflict.

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

### J.2. Program feedback

How did you hear about the grant opportunity?

*You may select from a drop-down menu.*

### J.3. Supporting information

You must attach the following supporting documentation. You should only attach documents we have requested

*The total of all attachments cannot exceed 20 MB.*

*Individual files must be smaller than 2.0mb, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.*

*Filenames should only include letters or numbers and should be fewer than 40 characters.*

- project plan outlining delivery of your project, and including:
  - the roles of project partner/s
  - a plan of how the project will benefit youth under 18 years of age
  - identification of an appropriate venue/s to hold the events
  - risk mitigation strategies, including a contingency plan if the event delivery format must change
- project budget
- certificate of incorporation (where applicable for incorporated associations and incorporated not for profit organisations)

- trust deed (where applicable)

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## K. Primary contact

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

*The primary contact is the person authorised to act on behalf of the applicant. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include*

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

Sample

## L. Application declaration

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

### L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

### L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current Australian Government sanctions.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

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

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.