



# national science week 2014

National Science Week is being held from Saturday 16 August to Sunday 24 August 2014.

The aim of National Science Week is to increase the awareness and understanding of the role of science, technology and innovation in everyday life and our future.

The National Science Week NT Coordination Committee (NScWk NT CC) receives funding from the Commonwealth Department of Industry – Inspiring Australia Section to coordinate National Science Week in the NT. Of this funding, the NScWk NT CC has allocated up to \$7,000 (maximum of \$2,000 for any event) for grants to community groups to assist with the running of an event during National Science Week 2014.

## **GUIDELINES FOR APPLICANTS FILLING OUT THE 2014 GRANT APPLICATION FORM**

### **Contact details**

#### **Applicant's Name**

The name of the person / officer responsible for the grant application and for the project should the application be successful.

#### **Organisation**

For an organisation or company it must have a registered name. ABN numbers should be supplied where applicable.

#### **Postal address / Physical address / Phone / Facsimile and E-mail address**

Contact details for the applicant. The provision of a facsimile number and/or e-mail address will ensure immediate acknowledgement of receipt of application.

#### **Signature**

The applicant's signature (on hardcopy applications)

## ***The Questions***

### **1. Title of Proposal or Activity**

The title of the proposal or activity should be short and attention grabbing. Please use this same title for all National Science Week matters. The activity **must** be registered under this name online at [www.scienceweek.net.au](http://www.scienceweek.net.au) **before COB Thursday 7<sup>th</sup> August 2014.**

### **2. Total amount of Funding Requested**

The full amount of funding that is being sought from this grant.

- The **maximum amount** available per event is **\$2,000**, the minimum amount is **\$500**.
- The allocation of all grants is subject to how effectively the application fulfils the selection criteria listed below.
- The Grants Committee **may only grant an event a percentage** of what was requested, if it is deemed that is the maximum amount that is required to successfully conduct the proposed activity. It must be ensured that only the funds that are really needed to conduct the event are sought.
- The Grants Committee will calculate the Goods and Services Tax (GST) applicable to the grants. Hence your funding proposal should be GST exclusive.

### **3. National Science Week Grant Outcomes**

Describe the intended outcomes and achievements of the project and how these outcomes meet the NT National Science Week and DoI objectives stipulated in the selection criteria listed below.

### **4. Description of National Science Week proposal or activity**

This should be a short description of what the project is, what it involves and who it involves. It should give clear details of the event being proposed. It is important that the Grants Committee can clearly understand what is being planned so as to determine whether this will enable the stated outcomes above to be achieved.

### **5. Target Groups and Reach**

Detail the target audience and the geographical coverage of the project. Target audience could be children, secondary students, industry leaders, or the general public. The geographical coverage, for example, could be Katherine, Tennant Creek or Oenpelli. In addition stipulate the estimated number of people reached by the proposed event.

### **6. Project Timeframe**

Projects must be completed during National Science Week 2014, 16<sup>th</sup> – 24th August or as part of an associated NScWk event to be considered for the grant. Actual date/s of the proposed event should be stipulated.

### **7. Budget**

A detailed budget must be included. The budget should outline how NScWk NT funds will be expended (e.g. venue hire, travel costs, equipment hire, advertising etc) and what contribution is to be made by the applicant's organisation and any other sources. The more detailed the budget submission the easier it will be for the Grants Committee to see the merit of the proposed event. A suggested [budget template](#) can be found on the Science Week website

## **Selection Criteria**

A merit-based process will be used to select projects for financial support. All applications must meet the following selection criteria:

#### **1. The project must be consistent with the NT National Science Week and DOI objectives**

The objective of the NScWk NT and DOI is to increase awareness and understanding of the central role which science, technology, innovation and entrepreneurship play in Australia's economic and social wellbeing.

#### **2. Target/Reach**

Proposals should indicate the **geographical and institutional reach**.

#### **3. The project should be conducted during National Science Week 2014 or as part of an associated National Science Week 2014 event**

In 2014 National Science Week will be held from 16 - 24 August. Support will only be offered to projects being held during this time or as part of an associated National Science Week 2014 event.

#### **4. The project must be innovative and value for money.**

The Grants Committee are particularly interested in proposals that have a new or refreshing approach to meeting the National Science Week objectives and achieving value for money.

#### **5. The project must detail the overall budget.**

A budget including details of finance or other resources provided by the applicant's organisation and other organisations should be included.

### **Miscellaneous Items**

#### **GST and Grants**

The Goods and Services Tax (GST) is generally applicable to grants. If successful in this grant round, you will need to supply the Department with your Australian Business Number (ABN) if you/your

organisation has a gross income that exceeds \$50,000 pa (for profit) or \$100,000 (not for profit). It is your responsibility to check with the Australian Taxation Office on this matter to ensure that you have an ABN if required. Failure to supply an ABN when it is required may result in the withholding 48.5% of the value of the grant.

#### **Public Liability**

The grant recipient shall effect and maintain insurance where applicable and if, requested shall provide the NScWk NT with a copy of the policy or policies as the case may be.

#### **Activities that will not be funded**

Given the limited availability of funding, only those costs, which are directly involved in the relevant project, can be supported. Infrastructure and support costs such as general administration and salaries are the responsibility of the applicant. Research projects will not be funded, nor will conferences, lectures or seminars that are not specific to National Science Week.

#### **Obligations of successful applicants**

Successful applicants **MUST**:

- Register the event online at [www.scienceweek.net.au](http://www.scienceweek.net.au) by **COB Thursday 9th August 2014**.
- Sign a written deed, and note that progress on the project will be monitored.
- Provide confirmed event details to publicity/promotions representative of the NT NSWk committee by Friday 27 June 2014 for printed publications and promotions. ( failure to meet this deadline will exclude your event from the publicity & promotions provided by the NSWk NT CC)
- Complete an online evaluation at [www.scienceweek.net.au](http://www.scienceweek.net.au) by **C.O.B Friday 19 September 2014**.
- Submit final reports and acquittal forms to a standard acceptable to the NT NSWk Committee by **C.O.B Friday 19 September 2014**.
- Acknowledge the Commonwealth Government and the NT National Science Week Coordinating Committee in their promotions and publicity. Logos can be found on the [National Science Week Website](#)

#### **Grant allocation**

It is expected that applicants will be advised of their application's outcome by Monday 28th April 2014.

#### ***Lodging Your Application***

The application must be lodged with the NScWk NT CC Grants Committee by **C.O.B Friday 11th April 2014**.

Your application can be lodged either online at <https://engineersaustralia.wufoo.com/forms/2014-national-science-week/> or you may fill out the attached form and e-mail, post or fax to the provided address on the form.

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR CONSIDERED BY THE COMMITTEE.**

#### **Do you need further assistance?**

If you require further assistance with your application please contact either the NScWk NT CC by phone on (08) 8944 8495 or by email [paul.lyons@csiro.au](mailto:paul.lyons@csiro.au)

# National Science Week

## NT NATIONAL SCIENCE WEEK 2014 PROJECT GRANTS APPLICATION FORM

*The aim of National Science Week is to increase the awareness and understanding of the role of science, technology and innovation in everyday life and our future.*

Please read the Guidelines for Applicants before completing this form.

TITLE:	FIRST NAME:	LAST NAME:

ORGANISATION:	ABN NO: (If Applicable)

POSTAL ADDRESS:	PHYSICAL ADDRESS (IF DIFFERENT):		
STATE:	POSTCODE:	STATE:	POSTCODE:
TELEPHONE:	FACSIMILE:	EMAIL:	

1. Title of Proposal or Activity

2. Total Amount of Funding Requested

3. What are your National Science Week grant outcomes – describe the intended outcomes of your project. Please attach another page if space provided is insufficient.

**4. Description of your National Science Week proposal or activity – describe the how your activity achieves your outcomes. What does the project involve? Who does it involve?**

*Please attach another page if space provided is insufficient.*

**5. What are the target groups (eg. children, secondary school students, industry leaders, general public) and reach (eg. geographical coverage such as Katherine, Tennant Creek, and Oenpelli) of your National Science Week event or activity? What is the estimated number of people reached by your event or activity? Please attach another page if space provided is insufficient.**

**6. When and where will your event or activity be held? National Science Week 2014 is 10 – 18 August. Please give actual dates and location of event.**

**7. Please provide a detailed budget for your project. (eg. venue hire, travel costs, equipment hire costs, advertising etc). Indicate financial, in-kind or other resources provided by you and other organisations. Please attach another page if space provided is insufficient.**

SIGNATURE(S):

Once completed a signed copy must be lodged with the NT National Science Week Committee by ***COB Friday 11<sup>h</sup> April 2014.***

Please MAIL, EMAIL or FAX your application to:

MAIL: Mr Paul Lyons  
National Science Week NT Coordinating  
Committee  
c/o CSIRO Education Centre  
PMB 44, Winnellie, NT, 0822

EMAIL: [paul.lyons@csiro.au](mailto:paul.lyons@csiro.au)

FAX: 08 8944 8444

PHONE: 08 8944 8495