

Guidelines

The Queensland National Science Week Coordinating Committee offers annual seed grants for activities undertaken during National Science Week (12-20 August 2017). The grants aim to increase the awareness, understanding and engagement with STEM-based activities during National Science Week in Queensland.

You can apply for up to \$2,000 for your organisation, which will be assessed on the following criteria.

- The reach and impact of the project, for example the ability to reach regional areas
- Ability to reach a wide and diverse audience, particularly those with less exposure to STEM
- Novelty of the initiative and interest to your target audience
- The value for money of your project
- Your capacity and resources to carry out the project

If you are successful in receiving a seed grant, you will be required to:

- Upload your event to the National Science Week website
- Provide photos and information for media promotion of your event
- Use the National Science Week and Inspiring Australia logos in event promotion
- Complete an acquittal form for the event

If you are successful in receiving a grant, we also encourage you to participate in the National Science Week Coordinating Committee in future years.

Please note that if you are applying for an event to be held solely for members of your own school community, it will not be eligible for this grant program. There is a separate grant specifically for school-based activities that you can apply for here: <https://www.scienceweek.net.au/school-grants-for-2017/>

The grant application round is open until **14 April 2017**. You can submit this grant online at <https://www.surveymonkey.com/r/ZFBH39Y> or by email to k.lembo@griffith.edu.au. You will be notified on the outcome of your application by 12 May 2017.

Applicant Information

Contact person: _____

Position: _____

Organisation: _____

Address: _____

Phone: _____

Email: _____

ABN: _____

Event Details

Name of event _____

Target audience _____

Type of event **Workshop** **Guest speaker**
 Display/exhibition **Other (please specify below)**

Date/s of event [Click here to enter a date.](#) _____

Expected no. attendees: _____

Give an outline of your event/activity that could be used for event promotion (100-150 words).

Briefly address the following criteria for your event/activity:

1. The reach and impact of the project, for example the ability to reach regional areas
2. Ability to reach a wide and diverse audience, particularly those with less exposure to STEM
3. Novelty of the initiative and interest to your target audience
4. The value for money of your project

5. Your capacity and resources to carry out the project

Budget

Please complete the following budget table. You may apply for up to \$2,000 for a seed grant from the Queensland National Science Week Committee.

Total amount requested: _____

Total contributions (cash and in-kind): _____

Project Item	Amount requested from National Science Week Qld Committee	In-kind contribution (e.g. volunteer staff hours, free use of venues, other contributions)
Labour e.g. guest speakers, specialist contractors etc.		
Production costs e.g. Materials, hire fees, venue catering etc.		
Marketing/media/promotion e.g. printing, advertising, etc.		
Administration and overheads e.g. Permits, insurance etc.		
Other (please specify)		
Total amount		

Once completed, please return this form by **Friday 14 April 2017** to the Chair of the National Science Week Coordinating Committee, Kay Lembo, at k.lembo@griffith.edu.au

Late applications will not be considered.

