**National Science Week WA Small Grant Application 2020**

The Western Australian Coordinating Committee for National Science Week (WACC) is offering grants to fund regional and metropolitan online STEM activities. Proposed activities are to be held in August, preferably during National Science Week (15-23 August 2020), in Western Australia.

Suggested avenues to engage include (but are not limited to) interactive online events, podcasts, digital storytelling, videos, virtual tours, citizen science activities and webinars.

Applications should be received no later than 5pm on Friday 22 May 2020 should be sent to scienceweek@scitech.org.au. Late and incomplete applications will not be accepted.

**How to apply**

Please complete the accompanying application form, paying attention to the guidelines below. Ensure you have described your activity/event and its intended outcomes fully.

**Your activity MUST:**

* engage the community or a set demographic within the community with a STEM based activity.
* adhere to laws as outlined by the West Australian Government regarding COVID-19.
* not be a school-only event.
* be held during August 2020.
* be a free event for all attendees.
* be evaluated by collecting feedback from participants during or after the activity and a written report submitted.

**In addition, it would be desirable if your activity/event**:

* involves two or more organisations working in partnership.
* partners with, or, aimed to engage underrepresented or disadvantaged groups (e.g. minorities, multicultural, indigenous, low socio-economic, disability, regional or remote groups) or Youth.
* involves novel and/or innovative programs that have not been part of National Science Week before.
* creates an opportunity for attendees to explore further science activities in their local area after the activity/event.
* uses National Science Week as a launching point for a broader program or event with lasting impacts or outcomes.
* is recorded for use as an ongoing digital resource. In this instance, your application must provide evidence that the consent of those appearing in your footage has been considered.

If you are successful, you will be required to submit a valid tax invoice to receive funds no later than Friday 5 June 2020.

**To give your application the best chance of success please make sure your activity meets all essential criteria and as many desirable criteria as possible and all questions are answered completely.**

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Organisation name: |  |
| Organisation mailing address:  |  |
| Applicant name/s: |  |
| Applicant position: |  |
| Email: |  |
| Contact number: |  |

**ACTIVITY OR EVENT DETAILS**

|  |  |
| --- | --- |
| Name of activity: |  |
| Proposed date(s) for the activity:  |  |
| Proposed location: |  |
| Intended/target audience: |  |
| Expected number of people engaged:  |  |

**ACTIVITY DESCRIPTION**

|  |
| --- |
| **1. Please provide a detailed summary of your activity/event in plain English.****What are your objectives? What will be the activities? How do you plan to engage participants? (max. 500 words)** |
| **2. Who will be your participants and how do you propose to attract them to your event?** |
| **3. Do you plan to utilise any guest speaker(s)? Please provide details of speakers and outline if you intend to seek funds to cover the cost of a speaker.** |

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| **4. What are the anticipated outcomes of your activity/event? (e.g. learning outcomes, increased awareness, change of habits, enrolments in other activities).** |
| **5. Does this project create any future opportunities or resources for your community? Does it link to ongoing learning possibilities for the participants?** |
| **6. How will you measure the attendance and/or success of your activity or online event?** |
| **7. Have the organisers ever run an event like this before? Please outline your experience/ qualification or any evidence to show that this event will be successful.** |

**BUDGET**

**The maximum funding for an activity/event is $4000 (ex GST).**

These funds can be used to cover:

* the cost of consumables
* promotional materials (at least 10% of budget should be spent on advertising and promotion for your event e.g. flyers, media adverts, social media).
* costs associated with invited speakers
* payment for specialist contract work associated with the project (e.g. video editing)

The budget cannot be used to cover the cost of:

* Ongoing salaries for staff of the host organisation(s), associated with event coordination or other staff costs.

Events that can contribute additional cash or in-kind support (materials/infrastructure/salaries) will be looked upon favourably.

**The table below highlights what your budget may look like. Please delete the example content from the table and add your own budget. Add additional rows for extra items if required.**

**8. Complete the table below outlining your event/activity budget (examples only given)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Cash requested** | **In-Kind** | **Justification for each budget item** |
| Materials (workshop consumables) – dirt, seeds, paper/art supplies, gardening tools | 350 |  |  |
| Marketing/Promotion – newspaper advertisement in local paper | 150 |  |  |
| Speaker fee | 500 |  |  |
| Staffing |  | 60 hrs @ 25$/hr |  |
| Venue hire |  | 3 hrs @ 30 $/hr |  |
| TOTAL  | 1000 | 1590 |  |

**Please ensure that your activity will address the following mandatory criteria to be eligible for funding:**

* I confirm that my activity engages the general public with an innovative STEM based activity/event.
* I confirm that my activity will be held in August 2020, ideally during National Science Week (15 - 23August 2020).
* I confirm that my activity adheres to laws as outlined by the West Australian Government regarding COVID-19
* I confirm that the activity is free for all to attend.
* I confirm that this event is not a school-only event.
* I confirm that this grant will help to cover the cost of consumables, promotional materials, speakers, catering or venue hire, but not event coordination or other staff costs.
* I confirm that we plan to evaluate our activity by collecting feedback from participants.\*
* I understand that should I be a successful applicant I will be required to complete a report upon the conclusion of the activity\*

*\*Both participant feedback survey and reporting templates will be provided by Scitech to successful grant applicants.*

***Please sign below to indicate that you have read the mandatory criteria for support and to the best of your knowledge are eligible to receive funding support in 2020.***

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**Thank you for your interest in hosting an activity this National Science Week.**

If you have any questions while developing your application, please don’t hesitate to contact us by emailing scienceweek@scitech.org.au.