



ACT National Science Week 2021 grant guidelines

Opening date:	Sunday 11 April 2021
Closing date and time:	Sunday 2 May 2021, 11.59pm AEST
Enquiries:	If you have any questions, contact us at actscienceweek@gmail.com

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You should read this document carefully before you complete your application.

About the grant program

National Science Week is Australia's annual celebration of science and technology. Running each year in August, it features more than 1000 events around Australia.

This celebration aims to raise the profile and increase the public understanding and public appreciation of science, innovation, engineering and technology, and their role in maintaining and improving our society, economy and environment.

Events are delivered by universities, schools, research institutions, libraries, museums and science centres. These events attract a wide audience from children to adults, and science amateurs to professionals. National Science Week provides an opportunity to acknowledge the contributions of Australian scientists to the world of knowledge.

It also aims to encourage an interest in science pursuits among the general public, and to encourage young people to become fascinated by the world we live in.

National Science Week contributes to the government's vision for an Australian society engaged in and enriched by science. ACT National Science Week aims to achieve:

- Engagement of the ACT community with the sciences, including through major activities and events
- Greater engagement opportunities for groups that are underrepresented in STEM
- Improved participant experiences from science engagement activities
- Creation of sustainable changes in the science engagement ecosystem

It does this by funding and supporting a range of science communication and engagement activities.

Across the ACT, audiences get to have diverse and inclusive access to:

- Accessible events for all ages
- See 'behind the scenes' into the labs, offices, observatories, and out in the field where STEM happens
- Meet scientists and STEM professionals from various backgrounds
- Experience STEM in a positive way, interactive, and engaging way
- Participate in activities that can be done at home
- Take part in activities from multiple STEM disciplines

Grant amount and grant period

Seed grants are available of up to \$2000 (excl GST). Several special seed grants of up to \$3000 (excl GST) are available for events targeting underrepresented audiences including disadvantaged youth, Aboriginal and Torres Strait Islander peoples, the LGBTIQ+ community, people with disability, or girls/women in STEM. Our objective is to fund a set of events that reach as diverse an audience as possible, and funding will be allocated accordingly.

Your event must be held during National Science Week (14-22 August 2021). However, if your event is the week before or after these dates, you can still apply and your event may be considered.

Eligibility criteria

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

To be eligible you must meet the following conditions:

- You must be 18 years of age or older.
- You must have an Australian Business Number (ABN). If you don't already have an ABN, you can [apply online](#).
- Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply.
- Your event needs to be open to the general public and aimed at ACT residents.
- The event must be run between 14-22 August 2021 (or the week before or after).
- All events should have a contingency plan for virtual/online attendance or participation if required to adhere to COVID-19 restrictions in August.
- All in-person events will need to adhere to the current ACT Health regulations in regards to COVID-19, as well as incorporating a COVID-safe plan into your application.
- Each event is required to be submitted as an individual application. Note that related events run over multiple days can be submitted as a single application, but unrelated events should be submitted separately. If you are unsure, please contact the ACT National Science Week Committee to discuss before submitting your application.
- To be eligible for a seed grant of up to \$3000, events targeting underrepresented audiences must:
 - Specifically advertise to the underrepresented group
 - Have the majority of intended participants be from the underrepresented group
 - Have a member of the underrepresented group involved in the organisation of or consultation for the event

Eligible expenditure

What the grant money can be used for

You can only spend grant funds on eligible expenditure you have incurred for the agreed project as outlined in your grant agreement.

Eligible expenditure items are:

- External venue/venue security hire and equipment hire
- Consumable materials used during/for your event (for example, workbooks, chemicals, postage to participants etc.)
- Speaker/content creator/facilitator(s) gifts/honoraria
- Prizes (e.g. trivia, lucky door). Up to \$20 per prize can be requested. (Note that the ACT National Science Week Coordinating Committee has a variety of National Science Week merchandise, e.g. books, STEM kits, pencils, that can be used for prizes.)
- Event promotional material and advertising (e.g. design, printing, distribution). Up to \$200 can be requested.
- Online platform subscriptions/software/online storage costs (for the duration of the event)
- Catering (due to limited funding, catering will not be funded unless there is clear evidence of improving equity and inclusion e.g. events targeting underrepresented audiences.)

For events targeting underrepresented audiences, your budget should ideally reflect efforts to increase access for these audiences.

Due to the exceptional challenges of COVID-19, small amounts may be spent on audiovisual equipment (microphones and webcams) and lighting. Amounts requested must be within reason and will be approved at the discretion of the committee. The committee may be able to loan some audiovisual equipment to grant recipients.

Due to the limited availability of funding, the costs of salaries, capital equipment, etc, are unlikely to be fully funded.

Not all expenditure on your project may be eligible for grant funding. The grant assessment committee will make the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required. Some projects may be partially funded at the discretion of the committee.

To be eligible, expenditure must:

- Be a direct cost of the project
- Be incurred by you for required project activities

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

What you cannot use the grant for

Expenditure items that are not eligible include the costs of:

- Infrastructure and support costs associated with ongoing activities
- Internal charges such as venue hire
- Training programs or professional development for teachers
- Teaching resources and curriculum development materials
- Capital expenditure for the purchase of assets such as office furniture and equipment, production designs or technologies, computers, printers, photocopiers, construction, renovations or scientific equipment
- Activities of a solely commercial nature
- Research projects including surveys (unless they have a public engagement element attached)
- Conferences and meetings

Assessment criteria

The application form asks questions that relate to the assessment 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. Some projects may be partially funded at the discretion of the committee.

Grant applications will be assessed against the following selection criteria:

- Level of explanation: the event is thoroughly described and well explained

- Unique/Innovative: the event is unique and shows creativity in content/format, ideally with some measure of interactivity
- Diversity in audience: the event targets and caters to a typically underrepresented audience in STEM
- Diversity in presentation/organisation: the event organisers, content creators, and presenters reflect the diversity and inclusivity of the STEM community
- Feasibility: the event can be achieved as proposed and has considered changes/alternative options due to potential COVID-19 restrictions or lockdowns in August. The applicant has plans to ensure the feasibility. Hybrid (i.e. has both in-person and online elements) events are preferred.
- Safety: the event takes into account participant safety in both online and in-person settings. You can find a [risk assessment template online](#), which may assist you.
- Privacy: the event takes into account participant safety (as appropriate) including consideration for particular vulnerable groups e.g. minors.
- Accessibility: the event is highly accessible and has few barriers to participation for both in-person (e.g. accessible via public transport, venue has lifts/ramps) and online (e.g. no/minimal technological or financial barriers to participation, closed captioning or sign language interpretation available) audiences. Events should consider ways that the material will be accessible to audiences after the event has occurred (i.e. recorded and posted online after the event).
- Community impact: there is a clear indication of how the idea/event provides community impact.
- Value for money: the event provides a high-quality outcome for the funding requested.
- Target audience: the event provides a clear and detailed overview of how the specific target audience will be reached.

Sample application forms

We have put together some examples to help you complete the seed grant application form.

[Example 1: Online event for families](#)

[Example 2: In-person event for an underrepresented audience](#)

Notification of application outcomes

The outcome of the grant funding will be announced by mid-May.

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

Successful applicants should expect payment within 30 days of receipt of a tax invoice showing ABN and GST amount if applicable.

If your application is successful, you will receive support from the ACT National Science Week committee with event and promotion planning and evaluation as needed.

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 years' funding rounds. You should include additional information to address the weaknesses that

prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

Terms and Conditions

If your application is successful, you must adhere to the following:

1. The event must take place between 14-22 August 2021 (though events held the week before or after may be considered).
2. All project activities must adhere to current ACT Health COVID-19 public health measures and restrictions. Ensure you have contingency plans in place for pivoting face-to-face activities and events to online or at-home equivalents if COVID-19 lockdown measures and restrictions are in place. A COVID-safe plan must be included in your application.
3. You must only spend the grant funds on materials and services as outlined in the grant proposal.
4. You must promptly notify the National Science Week committee of anything reasonably likely to affect the performance of the grant activity. We recognise that unexpected events (particularly COVID-19 restrictions) may affect project progress. In these circumstances, you can request a variation to your agreed grant activities.
5. The aforementioned event/activity will be supported by National Science Week and Inspiring Australia. To further our commitment to greater diversity in STEM, this support is conditional on the final speaker/panel member list reflecting the diversity of the STEM community, and may be withdrawn if not achieved.
6. You must have a Working With Vulnerable People registration with the ACT Government. All events must have public liability insurance.

Publicity

1. List your event on the National Science Week website (www.scienceweek.net.au) by 30 June, 2021. Failure to do so:
 - a. Will exclude your event from the free publicity and promotions provided by the ACT National Science Week Committee
 - b. May result in the ACT National Science Week Committee withdrawing funding and support for your event.
2. Ensure that the National Science Week logo and the Australian Government/Inspiring Australia logo appear on all event materials (these can be downloaded here www.scienceweek.net.au/get-involved/graphics-logos/).
3. Written material or public statements must acknowledge the funding you received from this grant using the line “This Inspiring Australia initiative is supported by the Australian Government as part of National Science Week” OR “This National Science Week project is supported by the Australian Government”.
4. We encourage all applicants to create a Facebook event to increase promotion. If you do, then you must add National Science Week ACT as a co-host. When sharing the event on Facebook, tag [@NationalScienceWeekACT](https://www.facebook.com/NationalScienceWeekACT) and on Twitter tag [@nswk_act](https://twitter.com/nswk_act) and/or [@Aus_ScienceWeek](https://twitter.com/Aus_ScienceWeek), or use the hashtag #scienceweek.
5. We encourage you to film and take photos at your event so that they can be used to showcase and raise the profile of National Science Week in the ACT, noting that all

identifiable photos of individuals must have photo consent forms, as images may be used on social media or for other promotional material by Inspiring the ACT, National Science Week and the Department of Industry, Science, Energy and Resources. A sample form for over 18s and one for under 18s is available at:

<https://drive.google.com/drive/folders/1jOJmbCawTa19zWEFbI937bN5Uezt-4Ph?usp=sharing>

Evaluation

1. Complete an evaluation of your event, resources are available at:
<https://www.scienceweek.net.au/evaluation/>
 - a. Additional assistance with evaluation can be provided by the ACT National Science Week Coordinating Committee
2. Submit a post-event report outlining your event/program outcomes along with an expenditure report before 5 September 2021.
 - a. Budget template available at: https://www.scienceweek.net.au/wp-content/uploads/2020/03/science_week_budget_template.xls
 - b. Online reporting template will be provided by the ACT National Science Week Coordinating Committee.