

# Science Week Community Grants NT

# National Science Week is being held from 12 to 20 August 2023.

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.

These grants aim to assist with the running of in-person events and activities **or** the production and launch of online/physical STEM material during National Science Week 2023. If events are not possible (for instance due to COVID-19), in-person events and activities will be allowed to be converted towards the production of online or physical materials (e.g.: books, websites, apps, online videos/talks), which should be ready for its online launch during Science Week. A maximum of two grants per applicant is allowed.

**Brief for projects aiming to produce online and physical materials:**

Online material is content that can be made available on the internet such as websites, videos and live/recorded talks. The production of physical materials such as books, pamphlets, arts projects (paintings, sculptures etc.) with a clear STEM link as well as science kits (STEM materials that families can use at home) will be also considered. Project applications with a focus on indigenous science and technology are highly recommended.

If the material needs to be distributed (e.g.: books, kits), please specify how, and include the costs in your budget. If the final product is stationary (e.g.: sculptures, paintings), please specify where it is going to be exhibited and how its message will be passed to a wider audience (e.g.: an online video explaining the STEM link).

All online and physical materials should include the Inspired NT, Science Week, and other sponsor logos. Once submitted, online materials will be publicly available on the NT Science Week/Inspired NT website (https://www.inspirednt.com.au/) for 12 months.

All online/physical materials produced for Science Week MUST be accompanied by a video celebrating its launch (maximum 5 minutes), submitted to the National Science Week NT Coordinating Committee before 31 July. This video will be made available during Science Week at the NT Science Week/Inspired NT website (<https://www.inspirednt.com.au/>) and it will be shared at Science Week/Inspired NT social media channels. If needed, we can provide support for the editing of the video.

National Science Week

NT NATIONAL SCIENCE WEEK 2023 PROJECT

 COMMUNITY 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.*

*Ignite your imagination to the possibilities.*

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| **Please read the grant guidelines before filling in this form.****Ensure all sections are completed before submission.** | Enquiries please contact Inspired NT Australia Manager: **Carla Eisemberg** |
| **Phone:** 0401 737 884 |
| **Email:** **carla.eisemberg@cdu.edu.au** |

**SECTION 1 – GRANT SELECTION**

Please select the grant that you believe is most relevant to your proposed event. If, during the review process, the committee agrees that one of the other grant categories is more suitable they may propose adapting your application to suit the appropriate category.

Please indicate which **ONE** of the following grants you are applying for:

( ) **Remote Science Week Community Grant** (minimum of $250 and maximum of $3,000 per application). Towns and communities outside of major centres.

( ) **Major Centers Science Week Community Grant** (minimum of $250 and maximum of $1,500 per application). We will consider major cities and towns those with a population more than 10,000 people.

**SECTION 2 – APPLICANT INFORMATION**

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| Please indicate a primary contact person for this project.  |
| The ‘organisation’ is the company, group or person applying for the grant and undertaking the proposed project or activity.  |
| **Title** | **First Name** | **Last Name** |
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| **Name of Organisation (if applicable):** |  |
| **ABN (if applicable):**  |       |
| **Postal Address:** |       |
| **Physical Address** **(if different):** |       |
| **Email Address:** |       |
| **Telephone** **(business hours):** |       |
| **After hours contact:** |       |

**SECTION 3 – PROJECT INFORMATION**

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| ***1.*** | ***Title of the Project or Activity*** | ***2. Total Amount of Funding Requested*** |
| Provide the name of the project for which a grant is sought. (one sentence only) | Please use whole dollar amounts  |
|  |  |
| ***3.*** | ***Brief Description of the Project or Activity*** |
|  | Describe your National Science Week proposal or activity – What are the intended outcomes of your project, and how will you ensure these are achieved? What does the project involve? Who does it involve? |
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| ***4.*** | ***What are your National Science Week grant outcomes*** Describe the intended outcomes of your project and how they meet the NT Science Week objective. (Refer to the selection Criteria in the Guidelines attached) |
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| ***5.*** | ***What are the target groups and audience reach of your National Science Week event or activity or physical/online material?*** |
|  | What is the estimated number of people reached by your event or activity? |
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| ***6. When will your event or activity or material be held/launched?*** ***National Science Week 2023 is 12 – 20 August****.*Please give dates. | ***7. Where will your event or activity be held?*** Please give location if applicable. If this involves the production of online/paper material, please identify the location where it is going to be produced. |
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| ***8. What are the marketing strategies and media channels (including social media) that you are planning to use to promote your project/event?*** |
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**SECTION 4 – PROJECT BUDGET DETAILS**

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| **7. Budget***Please list the major cost components of your event or activity or material production* (please attach another page if space insufficient). |
| ***Budget Item*** | **Total Cost (excl.GST)** |
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| Please calculate **Total Project Cost** |  |
| *Please include your total costs if different from grant amount requested please fill in below as to how your shortfall will be covered.* |
| ***8. Other Funding and In Kind Support***Please include your organisation’s contribution to project (where applicable) or if other funds are to be raised |
| **Item** | **Cost** |
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**SECTION 5 – COVID19 CONTINGENCY PLAN**

***10. COV19 isolation circumstances***

Would a potential lockdown affect your project activities?

[ ]  Yes / [ ]  No

Please provide details:

If the impact of a potential lockdown affects your activity, can you provide an alternative to your project that can be run under these circumstances?

[ ]  Yes / [ ]  No

Please provide details:

**SECTION 6 – DECLARATIONS and Submission**

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| **Once completed a signed a copy must be lodged with the NT National Science Week Committee by** ***COB Friday 31 March 2023*****AGREEMENT & DECLARATION**: |
| Name: |       |
| Signature: |  |
| Date: |       |

**Please EMAIL your application to:**

**EMAIL:** **carla.eisemberg@cdu.edu.au**

**RECEIPT OF APPLICATIONS WILL BE ACKNOWLEDGED**

**The application period will close at**

**COB Friday 31 March 2023**

GUIDELINES FOR APPLICANTS FILLING OUT THE 2023 GRANT APPLICATION FORM

***Contact details***

**Applicant’s Name**

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

**Organisation**

An organisation or company must have a registered name. ABN should be supplied.

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

Contact details for the applicant. The provision of an e-mail address will ensure immediate acknowledgement of receipt of application.

***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. If you would like to change the name at any time, please consult with Inspired NT first. The activity **must** be registered under the name given to Inspired NT online at

[www.scienceweek.net.au](http://www.scienceweek.net.au) **before COB Monday 24 July 2023. However early registrations are encouraged. Earlier registrations allow our team to provide more marketing, resources (National Science Week t-shirts, cups etc.) and logistical support.**

**2. Total amount of Funding Requested**

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

The **maximum amount** available per project depends on the type of grant selected:

* **Remote Science Week Community Grant**: minimum of $250 and maximum of $3,000 per application).
* **Major Centers Science Week Community Grant**: minimum of $250 and maximum of $1,500 per application.

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. 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.

**4. National Science Week Grant Outcomes**

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

**5. Target Groups and Reach**

Detail the target audience and the geographical coverage of the project. Target audience could be children, families, young adults, 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. Events targeting underrepresented audiences will be given special consideration.

**6. Event Date - Project Timeframe**

Projects must be completed during National Science Week 2023, 12-20 August or as part of an associated Science Week event to be considered for the grant. Actual date/s of the proposed event should be stipulated.

**7. Event Location**

Projects must be within the Northern Territory.

**8. Budget**

A detailed budget must be included. The budget should outline how National Science Week 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.

**Declaration and Submission**

**Signature**

The applicant’s signature (on hardcopy applications) or the applicants name must be typed if submitting electronically to acknowledge that you have understood the grant guidelines and agree to the conditions as stipulated by this grant.

***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 objectives***

The objective of the National Science Week in the NT 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 2023 or as part of an associated National Science Week 2023 event***

In 2023 National Science Week will be held from 12-20 August. Support will only be offered to projects being held during this time or as part of an associated National Science Week 2023 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.

**Public Liability**

The grant recipient shall effect and maintain insurance where applicable and, if requested, shall provide the National Science Week NT Coordinating Committee 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 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 Monday 24 July 2023**.

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 National Science Week Committee by **Monday 3 July 2023** for printed publications and promotions. (Failure to meet this deadline will exclude your event from the publicity & promotions provided by the Committee)

Complete an online evaluation by **C.O.B Friday 22 September 2023** (survey link to be provided)**.**

Submit final reports and acquittal forms to a standard acceptable to the NT National Science Week Committee by **C.O.B Friday 22 September 2023**.

Acknowledge the Sponsors and the NT National Science Week Coordinating Committee in their promotions and publicity. Logos found at the [National Science Week Website](http://www.scienceweek.net.au/get-involved/graphics-logos/)

**Grant allocation**

It is expected that applicants will be advised of their application’s outcome by:

**Friday 7 April 2023**

***Lodging Your Application***

The application must be lodged with the National Science Week NT Coordinating Committee Grants Committee by

***COB Friday 31 March***

Your application should be lodged by e-mail to Carla.eisemberg@cdu.edu.au

**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 the National Science Week NT Coordinating Committee by phone on 0401737884 or by email Carla.eisemberg@cdu.edu.au