

Inspiring Western Australia STEM Grant Application 2023

Overview

Inspiring Western Australia (Inspiring WA) is offering STEM grants (up to \$8,000) for organisations or community groups to support community STEM (Science, Technology, Engineering & Maths) engagement activities and initiatives in Western Australia (WA).

Proposed activities are to be held from July 2023 to January 2024, but not during the month of August when National Science Week activities will take place. Preference will be given to events run for underrepresented groups in STEM. This includes but is not limited to events:

- For regional and remote communities
- For First Nations communities
- That highlight First Nations contributions to STEM in Australia
- For women and girls
- That showcase women’s place in the STEM industry
- That highlight women’s contributions to STEM in Australia.

Outstanding activities and events which do not serve these groups will also be considered. Grants may be used to fund an activity or amplify existing activities.

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. All questions must be answered completely.

Key Dates

Date	Activity
15 May 2023	Applications open
16 June 2023, 5pm AWST	Applications close
7 July 2023	All applicants notified of outcome
<u>No later than 28 July 2023</u>	Successful applicants send valid tax invoice via email
July 2023 to 31 January 2024	Successful applicants run event or project
<u>No later than 16 February 2024</u>	All successful applicants send through post-event feedback and reports

Please complete the online application form, paying attention to the guidelines below. Ensure you have described your activity/ event and its intended outcomes fully. The required essential criteria, desirable criteria, applicant details and questions that will need to be answered are described below.

Applications must be submitted no later than Friday 16 June 2023, 5pm AWST. Late and incomplete applications will not be accepted.

Criteria

The following criteria should be reviewed before completing the application.

Essential criteria

Your activity MUST include the following, or it will be ineligible and removed from assessment. Activities must:

- Engage a set demographic within the community with a STEM-based activity or project
- Not be held in August 2023
- Adhere to the budget guidelines
- Not be a school-only event*
- Be evaluated by collecting feedback from participants during or after the activity**
- Include a post event report with event images, photography consent forms and evaluation**.

**A school-only event is an event exclusively or primarily for the benefit of school students, hosted at or run by the school at which these students are enrolled. Schools are welcome to submit applications for events open to the wider community, hosted on their premises.*

***Both participant feedback survey and reporting templates will be provided by Inspiring WA to successful grant applicants. Noncompliance will be taken into consideration should the awardee submit an application to a future grant round.*

Desirable criteria

Your activity will be scored preferentially if it includes any of the following:

- Partners with, or engages, underrepresented or disadvantaged group in STEM, as outlined in the above overview
- Involves two or more organisations working in partnership
- Involves new or emerging programs that have not previously had a chance to be implemented
- Creates an opportunity for attendees to further explore STEM activities after the event or project
- Can be used as a launch point for a broader program with long term and sustainable outcomes
- The environmental impact has been considered, e.g., eliminate plastic waste, plastic freebies, plastic gifts in goodie bags, plastic catering, or plastic packaging; consider waste recycling; reduce paper trail; consider options for public transport etc.

Application

How to apply

- Read the guidelines and below application questions.
- When you've collated all the information, input your information into the online form that will be available on the [Inspiring WA Website](#). Unfortunately, you cannot save your response and return to it before submitting, so allow yourself enough time to enter **all the information at once**.
- To apply, complete the application form online by Friday 16 June 2023, 5pm AWST. Incomplete forms will not be eligible for funding.

If you are successful, you will be required to submit a valid tax invoice to received funds no later than 28 July 2023.

If you have any questions about these grants, please contact wainspiringaustralia@scitech.org.au.

Application questions (please submit online)

The questions below mirror those in the online application form. The form will be available on the Inspiring WA website under 'Grants, STEM Grant'.

Applicant details

Organisation name

Organisation mailing address

Applicant name/s

Applicant(s) position(s)

Email

Contact number

Activity or event details

Name of activity

Proposed date(s) for the activity

Proposed location



Activity description

1. Please provide a detailed summary of your activity/event in plain English.
What is your activity? What is the key STEM (Science, Technology, Engineering & Maths) content involved in your activity? What STEM concepts will be conveyed, and how? (*Recommend 500 words*)
2. What are the anticipated outcomes of your activity? How will you know if these outcomes have been achieved?
3. Who is your target audience? If you are targeting an underrepresented audience, or highlighting an underrepresented group's contributions to STEM, how will you work with this community to reach and work with this audience?
4. How many people do you expect to engage at the event/s?
5. Are you partnering with any other organisations, or utilising any guest speakers? Who will be delivering the STEM content for this event? Please provide details of speakers, outline if you intend to seek funds to cover the cost of a speaker and include this information in the budget.
6. Have you experience in running this kind of event? Please outline your experience, or any evidence to show this event will be successful.
7. Do you have access to the required resources? (e.g. venue, equipment)
8. How does this project create future STEM learning opportunities for participants? What steps will you put in place to raise awareness of these possibilities in your community?
9. How will you promote your event? (e.g., social media platform, paid advertisement)
10. How will you measure the attendance and success of your activity?

Certification

- " I confirm that my activity engages the Western Australian public with an innovative STEM based activity/event.
- " I confirm that this event is not a school-only event.
- " I confirm that my activity will be held prior to 31 January 2024.
- " I confirm that my activity adheres to the budget guidelines.
- " I confirm that we will evaluate and report on our activity.
- " I confirm that, if successful, I will notify Inspiring WA of any change to the proposal within 10 business days.
- " I confirm that, if successful but unable to deliver the event, I will return all funds to Inspiring WA within one-month.
- " I understand that, if successful, failure to comply with all reporting and evaluation requirements will be taken into consideration should I submit an application to a future Inspiring WA grant round.

Budget

Guidelines

The maximum funding for an activity is \$8,000 (excl GST). These funds can be used to cover:

- The cost of consumables
- Costs associated with invited speakers and contractors
- Promotional materials, e.g. posters, radio adverts, social media adverts
- Catering (*a maximum of 15% of your requested amount is suggested for catering*)
- Project officer salaries and wages (*a maximum of 20% of your requested amount can contribute towards this expense*)

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

The event may be ticketed if **all** the revenue received from ticket sales is spent on the event. Tickets must be a reasonable price to ensure that the event/ initiative is accessible to the whole community. Please specify the amount that tickets will be sold for.

To complete

Complete the table in the 'Grant budget template' word document* outlining your event/activity budget. Template available on the [Inspiring WA STEM Grant webpage](#).

Please indicate whether you can deliver your event without the full requested amount.

The table below shows an example budget.

Item	Cash requested	In-kind	Justification for each budget item
Lab reagents	500		Lab components for workshops
Consumables	200		Equipment for lab (8 x beakers, 15 x pipettes, 100 x paddle-pops)
Guest speaker	200		Name of speaker, cost per hour, number of hours
Staffing		120hrs @ 25\$/hr	60 hours prep, cost per hour/delivery x 2 organisations
Post event instruction sheets	50		Number of sheets to be printed
Marketing/graphic design flyers	200		Promotion prior to event. Social media ad.
Venue hire	150		
TOTAL	1300	3000	

Submission.

Evaluation and reporting requirements

To ensure that we continue to provide our communities with engaging events and create ongoing opportunities for historically underrepresented groups to engage in STEM, funded activities must be evaluated. All grant recipients are required to submit participant evaluation, along with an activity report.

A report template will be provided for recipients to complete. An evaluation survey will also be provided, organisations may wish to have participants of their grant funded activity complete this form. Inspiring WA welcome grant recipients to evaluate their events through methods other than through surveys.

To build a community of best practice, Inspiring WA will invite all grant recipients to join ongoing sessions to discuss evaluation methods, event promotion, and how to run successful events.