



national science week 2024

National Science Week WA Small Grant Application 2024

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National Science Week WA

Small Grant Application 2024

Overview

Inspiring Western Australia (Inspiring WA) is offering small grants of up to \$4,000 to fund community science activities in Western Australia (WA). Please read this document in full before beginning your application, pay particular attention to the section '*Requirements of successful grant recipients*' at the end of this document to ensure that, if successful, you are aware of the requirements that come with the grant funding.

National Science Week is Australia's major national celebration of the sciences, occurring in August each year. National Science Week will be held from 10 to 18 August 2024. National Science Week provides the opportunity for community participation in high profile science engagement activities across the nation.

Proposed activities are to be held in August 2024, preferably during National Science Week (10-18 August 2024). Preference will be given to activities that engage or promote groups that have been historically under-represented in STEM. This includes but is not limited to initiatives:

- That highlight First Nations contributions to STEM in Australia or are for First Nations communities
- Based in regional and remote communities
- For women and girls, that highlight women's contributions to STEM in Australia, or that showcase women's place in the STEM industry
- For Culturally and Linguistically Diverse (CaLD) People
- For people with disability
- For neurodivergent people
- For people from low socio-economic backgrounds
- For LGBTQIA+ people
- For people who face age-based discrimination.

Applications for virtual or hybrid activities are also welcome, including (but not limited to) interactive online events, podcasts, digital storytelling, videos, virtual tours, citizen science activities and webinars.

Please complete the online application form at www.inspiringwa.org.au/nationalscienceweek-small-grant, paying attention to the guidelines below. Ensure you have described your project and its intended outcomes fully. The required essential criteria, desirable criteria, general criteria, applicant details and questions that will need to be answered in the online application are described below.

Applications must be submitted no later than **Monday 22 April 2024, 5pm AWST**. Late and incomplete applications will not be accepted.

Key Dates

Date	Milestone
Monday 18 March 2024	Applications open
5.30pm - 6.30pm, Wednesday 27 March 2024	Applicant information session *
Monday 22 April 2024	Applications close, 5pm AWST
Friday 17 May 2024	All applicants notified of outcome
<u>Before</u> Friday 31 May 2024	Send tax invoice
August 2024 (ideally between 10 to 18 August)	Delivery activity
<u>Before</u> Saturday 29 September 2024	Post-activity evaluation & report

* Please follow the link for more details about the sessions and to register:

<https://events.humanitix.com/national-science-week-wa-2024-grant-applicant-information-session>

Criteria

The following criteria should be reviewed before completing the application. To give your application the best chance of success, ensure your activity meets all essential criteria and as many desirable and general criteria as possible. Ensure all questions are answered completely.

Essential Criteria

Your activity **MUST** include the following or it will be ineligible and removed from assessment.

Activities must:

- Engage the community with a STEM-based activity or project.
- Be held during August 2024, ideally during National Science Week (10 – 18 August).
- Adhere to the budget guidelines (which excludes event coordination and staff delivery costs).
- Not be a school-only activity.*
- Be evaluated by collecting feedback from participants during or after the activity and include a post-event report.**

**A school-only activity is an activity or 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:

- It partners with, engages, or promotes historically underrepresented groups in STEM as outlined in the overview.
- It involves two or more organisations working in partnership.
- It has not previously been part of National Science Week in the applicant's region.
- It is a free event for all attendees.
- The program has longevity and can create future opportunities for attendees to further explore STEM activities in their local area or can be used as a launch point for a broader program with long term and sustainable outcome.
- The program minimises the environmental impact by eliminating plastic, promoting sustainable practices, and considering travel options to the program.
- There is an efficient and effective use of resources with respect to the number of people, or depth of engagement, or length of engagement.

General Criteria

The following criteria will also be considered when assessing your application:

- Clarity of the description of the proposed activity.
- The STEM content featured in your activity and the expertise of the personnel contributing to or delivering the content.
- Clarity of the proposed outcomes.
- Clarity of the proposed target audience.
- Your capacity to deliver the activity.
- The effectiveness of the proposed marketing strategy.

If you are successful, you will be required to submit a valid tax invoice to receive funds **no later than Friday 31 May 2024**.

Application

The below questions reflect those that will appear in the online application form. Please ensure you submit your application via the online form on the Inspiring WA website. Responses can not be saved in the online form, it is recommended that you prepare your responses beforehand and only complete the form when you are ready to submit.

Applicant details

Organisation name
Organisation mailing address
Applicant name(s)
Applicant(s) position(s)
Email
Contact number

Activity details

Name of activity
Proposed date(s) for the activity
Proposed location

Activity description

1. Please provide a detailed summary of your activity in plain English.
What is your activity? What is the key STEM (Science, Technology, Engineering & Maths) content involved in your activity and how will you ensure accuracy of the delivery of this STEM content?
(recommended no more than 500 words)
2. What are the anticipated outcomes of your activity? What do you expect the benefits of this event to be to your community?
3. Who is your target audience? If you are targeting an under-represented audience, who are they and how will you effectively partner with, engage, or promote this audience?
4. How many people do you expect to engage through this activity and for what length of time? Please demonstrate how the grant funding and any in-kind support will be used to efficiently engage participants.
5. Do you have access to the required resources? (e.g. venue, equipment, personnel with suitable experience)
6. 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?

7. Outline a marketing strategy for how you will reach your target audience and which avenues you will use. If you intend to engage an under-represented group in STEM, explain how you will promote your activity to them.
8. How will you collect feedback from participants to ensure your activity is evaluated in line with the grant guidelines?

Budget

The available funding for an activity is up to \$4,000 (ex GST). These funds can be used to cover:

- The costs of consumables.
- Venue hire.
- Promotional materials, 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).
- Payment for specialist accessibility services and/or practitioners, such as Auslan translators.
- Catering (only for activities targeting an under-represented group, or regional, rural or remote events).

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.

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

If you are hosting an event, it 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 project is accessible to the whole community. Please specify the amount that tickets will be sold for.

Where possible please attach a quote supporting each budget entry for costs over \$500 to your application.

Complete the table in the 'Grant budget template' word document* outlining your event/activity budget.

* Template available at: www.inspiringwa.org.au/nationalscienceweek-small-grant

The table below shows an example budget. Please delete content from the table and add your own budget. Add additional rows for extra items if required.

Item	Cash requested	In-kind	Justification for each budget item
Lab reagents	500		For lab component
consumables	200		Equipment for lab (8 x beakers, 15 x pipettes, 100 x paddle-pops)
Guest speaker	200		
Staffing		120hrs @ 25\$/hr	60 hours prep/delivery x2 organisations
Post event instruction sheets	50		Printing costs
Marketing/graphic design flyers	200		Promotion prior to event – printing and graphic design costs
Tickets		250	25 x tickets @ \$10
TOTAL			

Certification

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

- I confirm that my project will be held in August.
- I confirm that this activity is not a school-only event.
- I confirm that my activity adheres to the budget guidelines.
- I confirm that I will take photos at funded activities and share these with Inspiring WA.
- I confirm that we will collect evaluation from participants 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 project, 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, including deadlines, will be taken into consideration should I apply to a future Inspiring WA grant round.

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

If you have any questions, please contact us at wainspiringaustralia@scitech.org.au

Requirements of successful grant recipients

Grant Agreement

When notified of the outcome of your grant application, you will be sent a grant agreement to sign. This agreement includes key dates for your grant, public acknowledgment of the grant, evaluation of your initiative, the collection of photos, and reporting requirements. It will also include details to generate an invoice to receive your funds.

Failure to comply with all items in the agreement, including timelines, collection of evaluation and reporting will be taken into consideration should you apply to a future Inspiring WA grant round.

Presentations and Collaboration Sessions

If successful, you will be invited to join a virtual session to deliver a 5-minute presentation on your activity to all other grant recipients. The session will go for approximately 1.5h. You will also be invited to a follow up session with the group to discuss best practice for promoting, delivering, evaluating, and reporting on your event. Attendance at this session is optional but strongly encouraged for all first-time grant recipients.

Promotion & Delivery

Inspiring WA will be in touch with from time to time to request an update on the progress of your activity. If you need to make any changes to the delivery of your activity or if there is a change in what your grant funding is being spent, you must inform Inspiring WA via email at your earliest convenience to ensure the new expenditure aligns with the program.

If grant funds are spent on products or services that were not included in your initial application and are not submitted to Inspiring WA for approval, you may be required to return these funds to Inspiring WA.

Evaluation

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. An evaluation survey will be provided, it is expected that participants of your grant funded activities will be encouraged to complete this form. Inspiring WA welcome grant recipients to evaluate their events through methods other than surveys. If you do not intend to collect surveys, you will need to inform Inspiring WA of your alternate evaluation method.

Reporting

A report template will be provided for you to complete. You must submit a completed report of your funded activity or initiative no later than one-month after the completion of the activity or initiative. The report will include a financial acquittal. Invoices and receipts for major expenses, such as guest speakers or venue hire, will need to be provided. If you do not spend the full granted amount, you will be required to return this to Inspiring WA.

In your report you will be asked if the anticipated project objectives outlined in question two of your grant application were met. When writing your answer to question two - *'What does your activity or initiative aim to achieve?'* please consider how you can measure whether the objective has been achieved.

Inspiring WA reports on all grant activities to the Commonwealth Government Department of Industry, Science and Resources, who the program receives funding from. The above outlined requirements are necessary to demonstrate the impact of Inspiring WA and to ensure funding for science engagement remains a national priority.