



National Science Week WA

Small Grant Application 2023

The Western Australian Coordinating Committee for National Science Week (WACC) is offering small grants (up to \$4000 for regional events, up to \$3000 for metropolitan events) to fund community science activities in Western Australia (WA).

Proposed activities are to be held in August 2023, preferably during National Science Week (12-20 August 2023). Preference will be given to events held in rural, regional or remote WA, although outstanding events held in metropolitan Perth will be considered. We encourage metropolitan organisations to consider partnerships with rural/regional organisations. Multiple small grants per organisation will only be awarded in exceptional circumstances.

Live in-person events must be held in line with health advice from WA Department of Health at the time of the event. Applications for virtual or hybrid events are also welcome, including (but not limited to) interactive online events, podcasts, digital storytelling, videos, virtual tours, citizen science activities and webinars.

Key Dates

Date	Milestone
Tuesday 14 March 2023	Applications open
Wednesday 22 March 2023, 5.30pm	Applicant information session*
Tuesday 11 April 2023, 5:30pm	Applicant information session*
Monday 17 April 2023	Applications close, 5pm AWST
Friday 5 May 2023	All applicants notified of outcome
<u>Before</u> Wednesday 31 May 2023	Send tax invoice
August 2023 (ideally between 12 to 20 August)	Run event
<u>Before</u> Saturday 29 September 2023	Post-event evaluation & report

* Details of the sessions and the registration links are available at: www.inspiringwa.org.au/nationalscienceweek-small-grant

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 activity/event and its intended outcomes fully. The required essential criteria, desirable 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 17 April 2023, 5pm AWST. Late and incomplete applications will not be accepted.

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 the community or a set demographic within the community with a STEM-based activity or project.
- be held during August 2023, ideally during National Science Week.
- adhere to the budget guidelines (which excludes event coordination and staff delivery costs).
- #not be a school-only event.
- *be evaluated by collecting feedback from participants during or after the activity.
- *include a post-event report.

#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:

- It partners with, or aims to engage underrepresented or disadvantaged groups e.g. CALD (Culturally and Linguistically Diverse), Indigenous, LGBTQIA+, low socio-economic, disability & accessibility, older adults, regional or remote groups.
- It involves two or more organisations working in partnership.
- It involves novel and/or innovative programs that have not previously been part of National Science Week in your region.
- It is a free event for all attendees.
- It creates an opportunity for attendees to explore further STEM activities in their local area after the activity/event.
- It uses National Science Week as a launching point for a broader program or event with lasting impacts or outcomes.
- You have considered the environmental impact of your activity, 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.

If you are successful, you will be required to submit a valid tax invoice to receive funds no later than Tuesday 31 May 2023.



To give your application the best chance of success, ensure 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(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?
(recommended 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, how will you work with this community to reach and work with this audience?
4. How will your event promote the diversity of people working in STEM? (e.g., women, people from CALD backgrounds, people with disability/accessibility needs)
5. How many people do you expect to engage at this event?
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. Who will be delivering the science content for this event? Are you partnering with any other organisations, or utilising any guest speakers? 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.
8. Do you have access to the required resources? (e.g. venue, equipment)
9. 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?
10. How will you promote your event? (e.g. social media platform, local newspaper)
11. How will you measure the attendance and success of your activity or online event?

BUDGET

The funding for an activity/event is up to \$4000 (ex GST) for events in regional, rural or remote locations in Western Australia, and up to \$3000 (ex GST) for events in metropolitan Perth. These funds can be used to cover:

- Costs of consumables.
- Venue hire.
- Equipment hired or purchased specifically for running a virtual/hybrid event.
- 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. Additional funds may be available for proposals with these items.
- Catering (only for 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.

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

Where possible please attach a quote supporting each budget entry 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.

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
Venue hire	150		
TOTAL	1300	3000	

Certification

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

- “ I confirm that my activity engages the community or a set demographic within the community 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 in August 2023, ideally during National Science Week (12-20 August 2023).
- “ I confirm that my activity adheres to the budget guidelines and excludes event coordination and staff delivery costs.
- “ I confirm that we will evaluate and report on our activity.

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

If you have any questions while developing your application, please contact us at scienceweek@scitech.org.au.