



# national science week 2024

## National Science Week WA Mid-Tier Grant Application 2024

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# National Science Week WA Mid-Tier Grant Application 2024

## Overview

Inspiring Western Australia (Inspiring WA) is offering Mid-tier grants (up to \$10,000) for organisations or community groups to support community STEM (Science, Technology, Engineering & Maths) engagement projects in Western Australia (WA) during National Science Week. In exceptional circumstances, you may request up to \$15,000. 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.

Your project must be focussed on conducting eligible activities that take place during National Science Week 2024, or where appropriate, in the week before or after National Science Week 2024. Your activity must commence no earlier than 3 August 2024 and be completed no later than 25 August 2024. Activities should aim to service a historically under-represented group in STEM. This includes but is not limited to projects:

- 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.

A grant may be used to fund a new project or amplify existing activities. In your application you must be able to demonstrate who your target audience is and how you will reach them.

To give your application the best chance of success please make sure your project meets all essential criteria and as many desirable criteria as possible. The selection criteria are outlined on the next page. All questions must be answered completely.

Please complete the online application form at [www.inspiringwa.org.au/nationalscienceweek-midtier-grants](http://www.inspiringwa.org.au/nationalscienceweek-midtier-grants) paying attention to the guidelines below. Ensure you have described your project 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 **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	<a href="#">Applicant information session</a> *
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)	Deliver project
<u>Before</u> Saturday 29 September 2024	Post-project 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.

### Essential Criteria

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

- Engage a set under-represented group within the community with a STEM-based project as outlined in the overview
- Not be a school-only event\*
- Be held during National Science Week (10-18 August 2024), or no earlier than 3 August and no later than the 25 August.
- Adhere to the budget guidelines
- The project will be evaluated by collecting feedback from participants, and following reporting requirements\*\*

\* 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 project will be scored preferentially if it includes any of the following:

- Partners with one or more of the historically underrepresented groups / organisations in STEM, as outlined in the above overview.
- The project 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 outcomes.
- A demonstrated ability to run this type of project, including access to personnel with the right skills and experience, and any similar events or projects you have run previously.
- Access to appropriate venues, infrastructure, capital equipment and technology.
- The project considers the environmental impact through sustainable event planning and reducing environmental impact by eliminating plastic, promoting sustainable practices, and considering travel options to the program.
- It is a free project for all attendees.
- There is an efficient and effective use of resources with respect to the number of people, or depth of engagement, or length of engagement.

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

*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 and all questions are answered completely.*

## 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 cannot 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 position:
Email:
Contact number:

### Project details

Name of project:
Proposed date(s) for the project:
Proposed location:
Intended target audience:
Expected number of people engaged:

### Project description

1. Please provide a detailed summary of your project in plain English.
  - a) Explain the project that will be undertaken, include the STEM-related content that will be covered (*up to 200 words*)
  - b) Objectives and anticipated outputs of your project (measurable), and how will you collect evaluation from participants (*up to 250 words*)
  - c) Outline the purpose of your project (*up to 200 words*)
  - d) Does this project create an opportunity for attendees to explore further STEM after the project? Is the project a launching point for a broader program with lasting impacts or outcomes? Is so, please explain (*up to 100 words*)
2.
  - a) Which underrepresented group does your project target, what is your expected attendance and how do you plan to reach this audience (*up to 200 words*)
  - b) Which additional audience(s) does your project target, engage, or promote? (*up to 100 words*)
3.
  - a) What will be the marketing and communication strategy for your project? (*up to 200 words*)
  - b) Please provide links to your organisation's website and social media platforms

- 4.
- a) Have the organisers ever run a project like this before? Please outline your experience and/ or qualifications or any evidence to show that this project will be successful  
(up to 200 words)
  - b) What resources do you have in place to deliver this project? (up to 100 words)
5. Have you considered the environmental impact of your project? If so, please explain  
(up to 200 words)
6. If your project could be affected by poor weather, or a change in resourcing (such as staffing), please provide a contingency

### Budget

The available funding for an activity is \$5,000 - \$10,000 (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
- Payment for specialist contract work associated with the project (e.g. video production or photographer).
- Payment for specialist accessibility services and/or practitioners, such as Auslan translators.
- 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)

Projects that can contribute additional cash or in-kind support (materials/ infrastructure/ salaries) will be looked upon favourably. You may request additional funding, up to \$5,000, if you believe you have an exceptional project and can demonstrate the need for funding of between \$10,000 - \$15,000. Please provide justification in the space provide below the table. Please be aware that the assessment panel may not offer you the full requested amount.

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.

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.

Complete the table below outlining your project budget

Item	Cash requested	Monetary Contribution	In-Kind	Justification for each budget item
Guest speaker	3,000			STEM specialist
Consumables	800			Equipment for hands on activities
Equipment hire	500			Not provided by venue
Staffing			240hrs @ 45\$/hr	80 hours prep/delivery x3 organisations
Videographer	600			Post event video content
Marketing	500		10hrs @55\$/hr	Promotion prior to event. Graphics developed in house
Tickets		2,000		200 x tickets @ \$10. This funding will cover catering costs.
Catering			2,000	Funded by ticket cost.
<b>TOTAL</b>	<b>\$total</b>	<b>\$total</b>	<b>\$total</b>	

7. If you would like to request additional funding, beyond \$10,000, please explain what the funding will contribute towards and justify how these funds will amplify the impact of your project. You may request a further \$5,000 beyond the maximum of \$10,000.

*Please note that we will only consider additional funding for exceptional project and that your request may not be granted.*

## 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 during National Science Week (10-18 August 2024), or no earlier than 3 August and no later than the 25 August.
- I confirm that my project engages the Western Australian public with an innovative STEM based activity or initiative.
- I confirm that this project is not a school-only event.
- I confirm that my project 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 delivering a project this National Science Week. If you have any questions, please contact us at [wainspiringaustralia@scitech.org.au](mailto:wainspiringaustralia@scitech.org.au)

## Requirements of successful grant recipients

### Summary of project for website

When notified of the successful outcome of your grant application, we will ask for a summary (no more than 150 words) of your project to be posted on the Inspiring WA website. This will be due **three days** after the notification of your grant.

### 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 the Western Australian Coordinating Committee for National Science Week and other grant recipients. The session will go for approximately 1.5 hours. 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 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 on, 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 under-represented 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 the majority of 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 on 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 these funds to Inspiring WA, unless agreed otherwise.

In your report you will be asked if the anticipated project objectives outlined in your grant application were met. When writing your answer to question 1.b. - *'Objectives and anticipated outputs of your project'* please consider how you can measure whether the objective has been achieved.

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