

Inspiring Western Australia STEM Grant Application 2024

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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). 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.

Proposed activities are to be held from May 2024 to January 2025, but not during the month of August when National Science Week activities will take place. Activities must service a historically under-represented group 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.

A grant may be used to fund a new activity 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 activity 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/inspiringwa-stem-grant paying attention to the guidelines below. Ensure you have described your activity/ initiative 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 **Thursday 28 March, 5pm AWST** via the form on the Inspiring WA website. Late and incomplete applications will not be accepted.

Key Dates

Date	Activity
Monday 26 February 2024	Applications open
Thursday 28 March, 5pm AWST	Applications close
Monday 15 April 2024	All applicants notified of outcome
<u>No later</u> than Monday 6 May 2024	Successful applicants send valid tax invoice via email
May 2024 to January 2025	Successful applicants deliver activities
<u>No later</u> than 16 February 2025	All successful applicants send through post-event feedback and reports

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:

- The program's primary purpose is to engage the community with STEM.
- The program engaged at least one of the defined under-represented groups in STEM.
- The activity is held between April 2024 - Jan 2025, but not in August 2024.
- Applicant's submitted budget adheres to budget guidelines
- The activity is not a school-only event that primarily benefits a school group/s*
- The activity will be evaluated by collecting feedback from participants, and applicant agreed to 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 that target the wider community, hosted on their premises.*

***Both participant feedback surveys 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

If all essential criteria are met, your application will be judged against the below criteria by an assessment panel. These criteria have been broken into three subcategories; Impact, Quality, and Capacity. Applicants are encouraged to consider how they can design their program to meet as many of the criteria as possible.

Impact

- The applicant will partner with, or engage, one or more under-represented groups as outlined in the overview. Applications which demonstrate that they are working with more than one under-represented group or who propose a project that has clear benefits to the target audience will be looked upon favourably.
- The proposed program has not previously been implemented in the applicant's region.
- 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 considers the environmental impact by eliminating plastic, promoting sustainable practices, and considering travel options to the program.

Quality

- The description of the proposed activity provides a clear understanding of the program.
- The anticipated outcomes and benefits to the community are achievable through the proposed program.
- The proposed STEM content featured in the program clearly connects community to science and is delivered by a qualified person.
- The number of expected participants is realistic.
- There is an efficient and effective use of resources with respect to the number of people, or depth of engagement, or length of engagement.
- There is an outlined strategy to collect feedback from participants to share with Inspiring WA.
- The program's budget is logical and outlines in-kind contributions.

Capacity

- The activity involves two or more organisations who have formed a partnership/s that clearly support the ability to deliver the program.
- The applicant has experience and/or a proven ability to deliver the program.
- The applicant has access to the required resources to deliver the program (e.g. venue, staff).
- There is a proposed marketing and promotion strategy which are likely to reach the target audience and the proposed budget for marketing is adequate.

Application

How to apply

- Read the guidelines and below application questions.
- When you have 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 Thursday 28 March 2024, 5pm AWST. Incomplete forms will not be eligible for funding.
- You will not receive receipt of your application once submitted. If you wish to receive a copy of your submitted application, please email wainspiringaustralia@scitech.org.au.

If you are successful, you will be required to submit a valid tax invoice to received funds no later than Monday 6 May 2024.

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

Application questions

The questions below mirror those in the online application form. The form will be available on the Inspiring WA website under 'Grants, STEM Grant'. If you would like to collate your responses in a document prior to submitting them online, you may download this template available on the [STEM Grant webpage](#).

Applicant details

Name of lead organisation

Organisation mailing address

Applicant name/s

Applicant(s) position(s)

Email

Contact number

Program details

Name of program

Proposed timeframe for the program (include dates of proposed events)

Proposed location, include town name and postcode.

Activity description

Referring to the **Impact** criteria of which you will be marked against please answer the following two questions.

1. Describe who your target audience will be, how your program will support them in engaging with STEM. Please include whether this, or a similar program, has been delivered in your region previously.

2. Describe the intended long-term outcomes of the program and any opportunities for future STEM engagement that this event will lead to for your community. Please include any environmental considerations for your program.

Referring to the **Quality** criteria of which you will be marked against, please answer the following two questions.

3. Provide a description of what your program is and the anticipated outcomes of the program to your community. Highlight the STEM content that will be featured and which qualified personnel will deliver the content.
4. Provide details of the expected number of participants, the anticipated length of the engagement and outline a strategy for how you will collect feedback from participants.

Referring to the **Capacity** criteria of which you will be marked against, please answer the following two questions.

5. Provide details of any partner organisations involved in your program, the combined experience you possess which makes you suitable to deliver this program, and your access to relevant resources (such as a venue or qualified staff).
6. Outline a marketing strategy for how you will reach your target audience.

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.

Template

Complete the table in the 'Grant budget template' word document outlining your event/activity budget. The budget template is available on the [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	

Certification

- I confirm that I have reviewed the 'Requirements of successful grant recipients' section of the Inspiring WA STEM Grant guidelines and understand the requirements, if I am successful.
- I confirm that this event is not a school-only event.
- I confirm that my activity will be held prior to 31 January 2025.
- 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 requested, evidence of adherence to the National Principles for Child Safe Organisations, such as a child safety and wellbeing policy, a child safe code of conduct, risk management strategies or equivalent will be provided.
- 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, including deadlines, will be taken into consideration should I apply to a future Inspiring WA grant round.

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.