# Project Proposal EOI

# Inspired NT Target Science Communication Grants

**Background**
The aim of Inspired NT Target Science Communication Grants is to increase the awareness and understanding of the role of science, technology and innovation in everyday life and our future.

Inspired NT receives funding from the Commonwealth Department of Industry, Innovation and Science through the Inspiring Australia Strategy – to coordinate Target Science Communication projects in the NT. Inspired NT are interested in supporting projects that target science communication (maximum of $4,000 per application) to assist with the running of STEM event(s). workshops, materials, etc. in the community.

Inspired NT Target Science Communication Projects must happen between May to December 2024 outside Science Week (10-18 August; projects during Science Week should apply for  Science Week NT Grants).

We are looking to fund and collaborate on projects that help to achieve our **NT Priorities for Science Engagement:**

* Increase cooperation between organisations and individuals involved in science engagement in the Northern Territory
* Drive authentic partnerships
* Increase STEM capacity and sharing best practice
* Improve diversity of STEM engagement, with particular focus on enabling greater indigenous participation
* Inspire and strengthen innovation and engagement with STEM in the bush

Projects that are innovative and engage key target audiences will be given preference.

Please carefully read the GUIDELINES FOR APPLICANTS FILLING OUT THE 2024 GRANT APPLICATION FORM at the end of this document before filling out the application form.

Ensure all sections are completed before submission.

For all enquiries and applications please contact the Inspired NT manager:

Sarah Sutcliffe

Sarah.sutcliffe@cdu.edu.au

0498578030

Charles Darwin University Casuarina Campus, Building Red 1, Level 3.

**Please submit your application via EMAIL with the subject line
‘***TSC Application- name of organisation’* **to** **sarah.sutcliffe@cdu.edu.au** **by**

**COB April 12 2024**

#### SECTION 1 – APPLICANT INFORMATION

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| --- |
| Please indicate a primary contact person for this project. The ‘organisation’ is the company, group or person applying for the grant and undertaking the proposed project or activity.  |
| **Title** | **First Name** | **Last Name** |
|        |       |       |
| **Name of Organisation (if applicable):** |  |
| **ABN :**  |       |
| **Postal Address:** |       |
| **Physical Address** **(if different):** |       |
| **Email Address:** |       |
| **Telephone** **(business hours):** |       |
| **After hours contact:** |       |

#### SECTION 2 – PROJECT INFORMATION

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| ***1.*** | ***Title of the Project or Activity*** |
| Provide the name of the project for which a grant is sought. (one sentence only) |
|  |
| ***2. Total Amount of Funding Requested***Please use whole dollar amounts |
|  |
| ***3.*** | ***Brief Description of the Project or Activity*** |
|  | Describe your proposal or activity – What are the intended outcomes of your project, and how will you ensure these are achieved? What does the project involve? Who does it involve? (Max 200 words) |
|       |
| ***4.*** | ***How does this project address the NT Science Engagement Priorities?***Please tick all that apply, and include justification. |
| **NT Science Engagement Priorities**[ ]  Increase cooperation between organisations and individuals involved in science engagement in the Northern Territory. [ ]  Drive authentic partnerships.[ ]  Increase STEM capacity and sharing of best practice.[ ]  Improve diversity of STEM engagement, with particular focus on first nations participation.[ ]  Inspire and strengthened innovation and engagement with STEM in the rural and remote areas. |
| **Justification:**       |

|  |  |
| --- | --- |
| ***5.*** | ***What are the target groups and audience reach of your National Science Week project?*** |
|  | Who is the intended audience? What is the estimated number of people reached by your event or activity? |
|       |
| ***6.*** | ***How do you intend to evaluate the success of your event?*** |
|  | You will be required to report on the success of your project. How will you gather data to be used in reporting. Eg. Audience feedback, attendance, publicity. |
|       |
| ***7. When will your event or activity or material be held/launched?*** ***Must occour outside of National Science Week 2024 (10-18 August)****.*Please give dates, and times if known. |
|        |
| ***8. Where will your event or activity be held?*** Please give location if applicable. If this involves the production of online/paper material, please identify the location where it is going to be produced. |
|        |
| **9. *What marketing strategies and media channels (including social media) will you use to promote your project/event?***  |
|       |

#### SECTION 3 – CONTINGENCY PLAN

***10. Please indicate your contingency plan in the event of an uncontrolled circumstance (eg. Covid-19, extreme weather)***

If the impact of a potential lockdown affects your activity, can you provide an alternative to your project that can be run under these circumstances?

[ ]  Yes / [ ]  No

Please provide details:

#### SECTION 4 – PROJECT BUDGET DETAILS

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| ***11. Budget****Please list the major cost components of your event or activity or material production* (please attach another page if space insufficient). |
| ***Budget Item*** | **Total Cost (excl.GST)** |
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|       |       |
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| Please calculate **Total Project Cost (GST exclusive)** |  |
| *Please include your total costs if different from grant amount requested please fill in below as to how your shortfall will be covered.* |
| ***12. Other Funding and In Kind Support***Please include your organisation’s contribution to project (where applicable) or if other funds are to be raised |
| **Item** | **Cost** |
|       |       |
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**SECTION 5 – DECLARATIONS and Submission**

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| **Once completed a signed a copy must be lodged with Inspired NT by**  ***COB Friday April 12th 2024*****AGREEMENT & DECLARATION**: |
| Name: |       |
| Signature: |  |
| Date: |       |

**Please EMAIL your application to:**

**EMAIL:** **sarah.sutcliffe@cdu.edu.au**

**RECEIPT OF APPLICATIONS WILL BE ACKNOWLEDGED**

**The application period will close at**

**COB Friday April 12th 2024**

GUIDELINES FOR APPLICANTS submitting a project proposal for 2024 Target science communication activities

#### Section 1 -Applicant Information

**Applicant’s Name**

The name of the officer responsible for the application and project should the application be successful.

**Organisation**

An organisation or company must have a registered name. ABN should be supplied.

**Postal address / Physical address / Phone / and E-mail address**

Contact details for the applicant. The provision of an e-mail address will ensure immediate acknowledgement of receipt of application.

#### Section 2 – Project information

**Title of Project or Activity**

The title of the project or activity should be short and attention grabbing. Please use this same title for all Inspired NT matters. If you would like to change the name at any time, please consult with Inspired NT first.

**Total amount of Funding Requested**

The full amount of funding that is being sought from this grant.

The **maximum amount** available per project is **$4,000** and minimum amount is $500.

The allocation of all grants is subject to how effectively the application fulfils the selection criteria listed below.

Projects **may only be granted a percentage** of what was requested, if it is deemed that is the maximum amount that is required to successfully conduct the proposed activity. It must be ensured that only the funds that are really needed to conduct the event are sought.

Inspired NT will calculate the Goods and Services Tax (GST) applicable to the grants. Hence your funding proposal should be GST exclusive.

**Project Description**

This should be a short description of what the project is, what it involves and who it involves. It should give clear details of the event being proposed. It is important that Inspired NT can clearly understand what is being planned so as to determine whether this will enable the stated outcomes above to be achieved.

**Impact and Outcomes**

Describe the intended outcomes and achievements of the project and how they align with the NT Science Engagement priorities:

* Increase cooperation between organisations and individuals involved in science engagement in the Northern Territory.
* Drive authentic partnerships.
* Increase STEM capacity and sharing of best practice.
* Improve diversity of STEM engagement, with particular focus on first nations participation.
* Inspire and strengthened innovation and engagement with STEM in the rural and remote areas.

Priority is given to projects that can show impact in multiple NT Science Engagement Priorities.

**Target Groups and Reach**

Detail the target audience and the geographical coverage of the project. Target audience could be children, families, young adults, industry leaders, First Nations groups, or the general public. The geographical coverage, for example, could be Katherine, Tennant Creek or Oenpelli. In addition stipulate the estimated number of people reached by the proposed event. Events targeting underrepresented audiences will be given special consideration.

**Evaluation**

Detail any methods you will use to collect data for evaluation of the project success. What types of data should we expect to see in your report at the closure of the project?

**Project Date - Project Timeframe**

Will there be an event? if so give proposed dates.

Projects may happen at any time between April 2024 and December 2026 outside of Science Week. Please indicate expected project completion date.

If you intend to deliver activities during Science Week, please see <https://www.inspirednt.net/science-week-nt-funding> for Science Week funding opportunities.

**Project Location**

Projects must be within the Northern Territory. Be as specific as possible.

**Marketing and Media**

Outline the strategies and or channels you intend to engage to reach your audience.

#### Section 4 – Contingency

**Contingency in the event of uncontrolled circumstance**

Outline the impact an uncontrolled circumstance (eg. Covid 19 Lockdown) could have on your event, and how you might alter the project under these circumstances.

#### Section 5 – Budget

**Budget**

A detailed budget must be included. The budget should outline how funds received from Inspired NT will be expended (e.g. venue hire, travel costs, equipment hire, advertising etc) and what contribution is to be made by the applicant’s organisation and any other sources. The more detailed the budget submission the easier it will be for Inspired NT to see the merit of the proposed event.

Please submit your budget in the format below:

Item Cost

Eg. Venue hire eg $500

Eg. Consumables eg $200

Eg. Purchase of microscope Eg $500

Total $1200

#### Section 6 – Declaration and Submission

**Declaration and Submission**

**Signature and date**

The applicant’s signature (on hardcopy applications) or the applicants name must be typed if submitting electronically to acknowledge that you have understood the grant guidelines and agree to the conditions as stipulated by this grant. Receipt of applications will be acknowledged.

#### Selection Criteria

A merit-based process will be used to select projects for financial support. All applications must meet the following selection criteria:

**1. *The proposed project must align with the NT Science Engagement Priorities. Priority is given to projects that are innovative, reach key audiences, and meet multiple priorities***

NT Science Engagement priorities:

* Increase cooperation between organisations and individuals involved in science engagement in the Northern Territory.
* Drive authentic partnerships.
* Increase STEM capacity and sharing of best practice.
* Improve diversity of STEM engagement, with particular focus on first nations participation.
* Inspire and strengthened innovation and engagement with STEM in the rural and remote areas.

**2. *Target/Reach***

Proposals should indicate the **geographical and institutional reach**.

**3. *Please give a detailed timeline including expected project completion date.***

Will there be an event? if so give proposed dates. Projects may happen at any time between April 2024 and December 2026 outside of Science Week. Please indicate expected project completion date.

**4. *The project must be innovative and value for money.***

Inspired NT are particularly interested in proposals that **have a** **new or refreshing approach** to meeting the NT Science Communication Priorities and achieving value for money.

**5. *The project must detail the overall budget.***

A budget including details of finance or other resources provided by the applicant’s organisation and other organisations should be included.

#### Miscellaneous Items

**GST and Grants**

The Goods and Services Tax (GST) is generally applicable to grants. If successful in this grant round, you will need to supply the Department with your Australian Business Number (ABN) if you/your organisation has a gross income that exceeds $50,000 pa (for profit) or $100, 000 (not for profit). It is your responsibility to check with the Australian Taxation Office on this matter to ensure that you have an ABN.

**Public Liability**

The grant recipient shall effect and maintain insurance where applicable and, if requested, shall provide Inspired NT with a copy of the policy or policies as the case may be.

**Child** **Safety**

The grant recipient must comply with all relevant legislation relating to the employment or engagement of Child-related Personnel in relation to the Activity, including all necessary Working with Children Checks (Ochre Cards).

The grant recipient must comply with the [National Principles for Child Safe Organisations.](https://childsafe.humanrights.gov.au/national-principles/download-national-principles)

**Activities that will not be funded**

Given the limited availability of funding, only those costs which are directly involved in the relevant project, can be supported. Infrastructure and support costs such as general administration are the responsibility of the applicant. Research projects will not be funded.

**Production of Online and Physical Materials:**

Online material is content that can be made available on the internet such as websites, videos and live/recorded talks. The production of physical materials such as books, pamphlets, arts projects (paintings, sculptures etc.) with a clear STEM link as well as science kits (STEM materials that families can use at home) will be also considered. Project applications with a focus on indigenous science and technology are highly recommended.

If the material needs to be distributed (e.g.: books, kits), please specify how, and include the costs in your budget. If the final product is stationary (e.g.: sculptures, paintings), please specify where it is going to be exhibited and how its message will be passed to a wider audience (e.g.: an online video explaining the STEM link).

All online and physical materials should include the Inspired NT, and other sponsor logos. Once submitted, online materials will be publicly available on the Inspired NT website (https://www.inspirednt.com.au/) for 12 months.

#### Obligations of successful applicants

Upon offer of a Target Science Communication grant, you are required to meet certain obligations.
Use the checklist below to ensure you meet your obligations on receipt of the grant. Applicants who fail to meet the following obligations will be excluded from future grant rounds for a period of 2 years.

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| --- | --- | --- |
| **1** | Accept the **Grant Offer** with a signed deed that the project progress will be monitored. | [ ]  |
| **2** | The grant recipient must comply with all relevant legislation relating to the employment or engagement of Child-related Personnel in relation to the Activity, including all necessary Working with Children Checks (Ochre Cards). | [ ]  |
| **3** | Submit a complete **invoice** for the full amount offered addressed to:*Charles Darwin UniversityEllengowan Drive, Casuarina, NT 0810* via email to sarah.sutcliffe@cdu.edu.au  | [ ]  |
| **4** | Acknowledge the sponsors Inspiring Australia and Inspired NT in promotions and activity. Logos will be supplied. | [ ]  |
| **5** | Provide confirmed event details to sarah.sutcliffe@cdu.edu.aufor printed publications and promotions. | [ ]  |
| **6** | Notify Inspired NT of any major changes to dates/locations/activities  | [ ]  |
| **7** | **Submit a final report at completion of the project**A Reporting From will be made available to you at the time of your grant offer along with a reporting deadline. You will need to report on your target audience and attendance, media outputs, and budget.  | [ ]  |

**Grant allocation**

All project proposals will be assess by the Inspired NT Manager. All applicants will be advised of an outcome within one month of receipt of project proposal.

***Lodging Your Application***

The application must be lodged via email to sarah.sutcliffe@cdu.edu.au or via the Microsoft online form.

**Do you need further assistance?**

If you require further assistance with your application please contact Sarah Sutcliffe via phone on 0498 578 030 or email at sarah.sutcliffe@cdu.edu.au