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# NT NATIONAL SCIENCE WEEK 2024

## COMMUNITY GRANTS APPLICATION FORM

## National Science Week is held from 10th to 18th of August 2024.

#### Background

National Science Week has been conducted annually since 1997 as a collaborative celebration of science and technology. It highlights Australian science and provides opportunities for the community to participate in science engagement activities. It also aims to encourage an interest in science pursuits among the general public, and to encourage younger people to be fascinated by the world we live in.

The Department of Industry, Science and Resources (DISR) coordinates National Science Week by providing funding, and support to the [Inspiring Australia (IA](https://www.industry.gov.au/science-technology-and-innovation/science-engagement)) network based at Questacon, Canberra. This network manages the National Science Week website, engages national media partners and supports state committees in their efforts to raise the profile of, and participation in, National Science Week.

The objectives of National Science Week are:

* Increase Australian community engagement with the sciences, through activities and events
* Increase positive public sentiment and awareness of the contribution and achievements of Australian scientists and innovators
* Increase appreciation of the role science plays in our lives and curiosity in how the world works
* Improve communication between Australian scientists, the general public, businesses and government.

#### National Science Week NT 2024 Community Grants

The NT Science Week Community Grants aim to assist with the running of in-person events or projects during National Science Week 2024.

In the Northern Territory, National Science Week is coordinated by the NT Science Week Coordinating Committee with support from Inspired NT. Inspired NT is part of the National Inspiring Australia network and is hosted by Charles Darwin University. Grant application assessment is conducted by the NT Science Week coordinating Committee. Grant coordination will be managed via Charles Darwin University.

A merit-based process will be used to select projects for financial support.

All applications must meet the **selection criteria,** available in the GUIDELINES FOR APPLICANTS.

Preference is given to applicants that address the following **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

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](mailto: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   
‘***SWCG Application- name of organisation’* **to** [**sarah.sutcliffe@cdu.edu.au**](mailto:sarah.sutcliffe@cdu.edu.au) **by**

**COB 5th April 2024**

#### SECTION 1 – GRANT SELECTION

Please select the grant that you believe is most relevant to your proposed event. If, during the review process, the committee agrees that one of the other grant categories is more suitable they may propose adapting your application to suit the appropriate category.

Please indicate which **ONE** of the following grants you are applying for:

|  |  |
| --- | --- |
| **Remote Science Week Community Grant**  Minimum of $250 and maximum of $3,000 per application.  Towns and communities outside of major centres. |  |
| **Major Centers Science Week Community Grant**  Minimum of $250 and maximum of $1,500 per application.  Major Centers refers to Darwin and Alice Springs for the purpose of this application. |  |
| **Major Community Event** Maximum $20,0000 for a large event with broad audience reach |  |

#### SECTION 2 – APPLICANT INFORMATION

|  |  |  |
| --- | --- | --- |
| 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 3 – PROJECT INFORMATION

|  |  |
| --- | --- |
| ***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 National Science Week 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 Week Objective and Science Engagement Priorities?***  Please tick all that apply, and include justification. |
| **NT Science Week Objective**  Increase awareness and understanding of the central role which science, technology, innovation and entrepreneurship play in Australia’s economic and social wellbeing.  **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?***  ***National Science Week 2024 is 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 4 – 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 5 – PROJECT BUDGET DETAILS

|  |  |  |
| --- | --- | --- |
| ***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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|  | |  |
| 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 6 – DECLARATIONS and Submission**

|  |  |
| --- | --- |
| **Once completed a signed a copy must be lodged with the NT National Science Week Committee by**  ***COB Friday March 29th 2024***  **AGREEMENT & DECLARATION**: | |
| Name: |  |
| Signature: |  |
| Date: |  |

**Please EMAIL your application to:**

**EMAIL:** [**sarah.sutcliffe@cdu.edu.au**](mailto:sarah.sutcliffe@cdu.edu.au)

**RECEIPT OF APPLICATIONS WILL BE ACKNOWLEDGED**

**The application period will close at**

**COB Friday March 29th 2024**

GUIDELINES FOR APPLICANTS FILLING OUT THE 2024 GRANT APPLICATION FORM

Section 1 – Grant Selection

For the purpose of this grant application ‘Major Centres’ refers to Darwin and Alice Springs. If your project is outside of these centres please select ‘Remote’. Major Community Event grants are for large events with broad audience reach.

Section 2 -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 3 – Project information

1. 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 National Science Week matters. If you would like to change the name at any time, please consult with Inspired NT first. The activity **must** be registered under the name given to Inspired NT online at

[www.scienceweek.net.au](http://www.scienceweek.net.au) **before COB Monday 15th of July 2024. Early registrations are encouraged. Earlier registrations allow our team to provide more marketing, resources (National Science Week t-shirts, cups etc.) and logistical support.**

2. Total amount of Funding Requested

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

The **maximum amount** available per project depends on the type of grant selected:

* **Remote Science Week Community Grant**: minimum of $250 and maximum of $3,000 per application).
* **Major Centers Science Week Community Grant**: minimum of $250 and maximum of $1,500 per application.

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

The Grants Committee **may only grant an event 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.

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

3. Description of National Science Week proposal or activity

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 the Grants Committee can clearly understand what is being planned so as to determine whether this will enable the stated outcomes above to be achieved.

4. Impact and Outcomes

Describe the intended outcomes and achievements of the project and how these outcomes meet the NT Science Week Objective:

* Increase awareness and understanding of the central role which science, technology, innovation and entrepreneurship play in Australia’s economic and social wellbeing.

And which NT Science Engagement priorities will be addressed and how:

* 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.

Please be sure to justify your answers. The project must be consistent with the NT Science Week Objective. Priority is given to projects that also address one or many of the NT Science Engagement Priorities.

5. 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.

6. 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?

7. Event Date - Project Timeframe

Projects must be completed during National Science Week 2024, 10th-18th August or as part of an associated National Science Week event to be considered for the grant (e.g. Bite of Science). Actual date/s of the proposed event should be stipulated and should match those uploaded to the Science Week Website.

8. Event Location

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

9. Marketing and Media

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

Section 4 – Contingency

10. 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

11 & 12. Budget

A detailed budget must be included. The budget should outline how National Science Week NT Community Grant funds 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 the Grants Committee to see the merit of the proposed event. Total costs should be given exclusive of GST.

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 project must be consistent with the NT Science Week Objective. Priority is given to projects that also address NT Science Engagement Priorities.

NT Science Week Objective:

* Increase awareness and understanding of the central role which science, technology, innovation and entrepreneurship play in Australia’s economic and social wellbeing.

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. The project should be conducted during National Science Week 2024 or as part of an associated National Science Week 2024 event

In 2024 National Science Week will be held from 10-18th August. Support will only be offered to projects being held during this time or as part of an associated National Science Week 2024 event.

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

The Grants Committee are particularly interested in proposals that **have a** **new or refreshing approach** to meeting the National Science Week objectives 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 the National Science Week 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, nor will conferences, lectures or seminars that are not specific to National Science Week. Events that do not demonstrate a significant community component/impact will not be funded.

Production of Online and Physical Materials in the event of a lockdown

As a contingency for uncontrolled circumstances (e.g. Covid 19 lockdowns) online and physical materials may be considered in the place of in-person events.

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

All online/physical materials produced for Science Week MUST be accompanied by a video celebrating its launch (maximum 5 minutes), submitted to the National Science Week NT Coordinating Committee before the 31st of July. This video will be made available during Science Week at the NT Science Week/Inspired NT website (https://www.inspirednt.com.au/) and it will be shared at Science Week/Inspired NT social media channels.

Obligations of successful applicants

Upon offer of an NT Science Week Community 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.

|  |  |  |
| --- | --- | --- |
| **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 University Ellengowan Drive, Casuarina, NT 0810*  via email to [sarah.sutcliffe@cdu.edu.au](mailto:sarah.sutcliffe@cdu.edu.au) |  |
| **4** | Register the event online at [www.scienceweek.net.au](http://www.scienceweek.net.au/) by **COB Monday 8th of July 2024**. |  |
| **5** | Acknowledge the sponsors Inspiring Australia and National Science Week in promotions and activity. Logos can be found at the [National Science Week Website](http://www.scienceweek.net.au/get-involved/graphics-logos/). |  |
| **6** | Provide confirmed event details to [sarah.sutcliffe@cdu.edu.au](mailto:sarah.sutcliffe@cdu.edu.au) by **Monday 8th of July 2024** for printed publications and promotions. (Failure to meet this deadline will exclude your event from the publicity & promotions provided by the NSWk NT CC) |  |
| **7** | Notify Inspired NT of any major changes to dates/locations/activities |  |
| **8** | **Submit a final report** to a standard acceptable to the NT National Science Week Committee **by COB Friday September 27th.**  A Reporting From will be made available to you at the time of your grant offer. You will need to report on your target audience and attendance, media outputs, and budget. |  |

Grant allocation

It is expected that applicants will be advised of their application’s outcome by:

**COB Monday 13th May**

Lodging Your Application

The application must be lodged via email to [sarah.sutcliffe@cdu.edu.au](mailto:sarah.sutcliffe@cdu.edu.au) by no later than **COB Friday April 5th.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR CONSIDERED BY THE COMMITTEE.

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