



national science week 2024

Inspiring Australia NSW 2024 National Science Week Grant Application Form

Before completing this application, please read [2024 National Science Week Grant Guidelines Inspiring NSW](#) that outline the purpose and eligibility criteria for this funding.

Email completed applications to: inspiringnsw@sydney.edu.au

APPLICATION DEADLINE: 5.00pm Wednesday 24 April 2024

NAME OF ACTIVITY

This can be a working title if the final title is not confirmed yet.

THE APPLICANT

Name of applicant	
Position	
Organisation	
Address	
Phone number	
Email address	
ABN	
Alternative contact if applicant is not available	

LOCATION OF THE ACTIVITY

Local Government Area (LGA):	
<input type="checkbox"/> Inner City	<input type="checkbox"/> Suburban
<input type="checkbox"/> Inner regional	<input type="checkbox"/> Outer regional
<input type="checkbox"/> Remote	<input type="checkbox"/> Online



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PAST ACTIVITY

List briefly any previous National Science Week science activity you have hosted, or other science engagement activity you have presented at other times. You can use links for past webpages and attach any relevant documents at the end. (max 500 words)

PROPOSED ACTIVITY

Give a brief description of the proposed events/activities. Include main activities, key topics, speakers, participants, venues and date/s. If digital, include online platforms to be used. (max 500 words)

CRITERIA

National Science Week in person, online and hybrid events and activities must meet at least two of the following criteria. **Please rank your top three criteria and tick any others that apply.**

- Inspire young people to pursue an interest or aptitude in science.
- Encourage local community participation and ongoing engagement in science.
- Provide diversity and inclusion in programming and audience reach.
- Celebrate Australian scientific achievements past and present.
- Provide opportunities for scientists and researchers to present to the public.
- Build digital literacy in Australian communities.
- Expand existing STEM networks and partnership opportunities.

AUDIENCE and PROMOTION

Target audience numbers

How many people do want to attend your event/participate in your activity?



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Who is your target audience? Tick all that apply.

- General community
- Seniors
- First Nations peoples
- People living with disability
- People living in regional and remote areas
- Culturally and Linguistically Diverse (CALD) people
- People from educationally disadvantaged backgrounds
- Other (please describe):
- Families & children
- Women and girls
- Neurodivergent people
- Youth
- Hobbyists
- LGBTQIA+ people

How will you reach these audiences?

Summarise your communication plan and timeline. (max 500 words)

SUCCESS and EVALUATION

What will make the event successful for you? How will you measure the success of your event or activity?

CHILD SAFETY

If no children will participate in or attend your event, please state this.

Please demonstrate your organisation's commitment 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.



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PARTNERS and PARTICIPANTS

Names of major partners and key contact details.

List the formal partners who are contributing significantly to the event or activity. You must attach letters of support from these partners. Add additional rows if needed.

	Name	Organisation	Email
1			
2			
3			

Names of participating people, organisations and groups, and other contact details.

Who are the people from organisations, companies, or institutions potentially involved in the event or activity, but not contributing significantly to the funding, organisation or planning. Add additional rows if needed.

	Name	Organisation	Email
1			
2			
3			

Any other notes about your partners?

RESTRICTIONS AND RISK MANAGEMENT

What is the risk management plan in the event of extreme weather, speaker cancellation, or other unforeseen circumstances?



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BUDGET and EXPENSES FORECAST

Please use this template to provide the budget for your submission. Include estimates of in kind contributions to help us understand the total cost of your activity.

Total grant amount requested \$	
Budget planning	
Please list the forecasted costs, income and funding sources for all components of your event or activity. Add additional rows if needed.	
Expenses List <u>all</u> the components needed to deliver the activity.	
Item e.g venue hire, production, staging, AV, recording, equipment hire, marketing, social media campaign, photography, speaker travel, supplies, artist and presenter fees, host/MC, hospitality	Cost (excl.GST)
Total project expenses \$	
Income (cash) List the income that will pay for the expenses above. Include all sources of funding, including your own organisation's cash contribution to the project, or if other funds are to be raised.	
Item e.g. internal funds, other grants, box office, donations, merchandise sales	Amount (excl.GST)
Total project income \$	
Contributions (In kind support) Please estimate any in kind support for the project, including your own administration costs. We realise these are estimates only.	
Item e.g free internal venue hire, staffing supplied internally, volunteer management, administration, staff travel, pro bono marketing, free advertising in local paper	Est amount
Total in kind support \$	



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Total grant amount requested:

Grant allocation

Which items in your budget will the grant be allocated to? Supply in a simple list like this:

Venue hire	\$1,000
AV and tech support	\$1,000
Speakers' fee and expenses	\$1,200
Social media campaign	\$300
Total	\$3,500.

ATTACHMENTS

Please list your attachments. You must include letters of support from any active partners.

Include any other documents that could be useful for your application such as examples of past activities and programs.

AGREEMENT

If you are successful in your grant application, you are obliged to do the following:

- Send a Tax Invoice to Inspiring NSW.
- Register your activity/event on the National Science Week website by 2 July 2024.
- Send Inspiring NSW details of your activity/event for promotion, including images and registration links
- Inform Inspiring NSW of any major variations to the National Science Week activity.
- Collect some basic data on audience for an Inspiring NSW survey.
- Submit an online form with the results of your activity/event including final program, audience numbers, participants, long term outcomes, and some feedback about your experience.
- Submit images of your event that capture presenters, activity, and audience.
- Submit examples of media coverage, social media engagement, and publicity.

I agree to above.

Name: _____ Signature: _____

Date: _____

Please forward completed application form by 5.00pm Wednesday 24 April 2024 to the email address that will be used for grants administration inspiringnsw@sydney.edu.au