****

**WA Inspiring Australia Small Grants 2020**

**WA Inspiring Australia small grants are open from 5 February to 9 March 2020, available for STEM activities in WA.**

* **Inspiring Australia is offering grants to fund STEM activities and events to be held before 31 December 2020, in Western Australia.**
* **Small grants of up to $2,500 (excl. GST) are available for organisations or community groups to run community activities, with a focus on regional and remote engagement.**
* **Applications close on 9 March 2020**

**About the Grants**

Grants are available for individuals, community groups, universities, libraries, Community Resource Centres (CRCs), research institutions and organisations to hold events for the public to engage with science. The purpose of these grants is to facilitate events or projects that add value to the Western Australian STEM culture.

Grant may be used to extend or amplify existing activities (eg April school holiday events).

There are many activities and Western Australia STEM conversations that may provide inspiration to celebrate Australian STEM and spark innovation and curiosity in the Western Australian community. For example: April is school holidays. Honey month in May.

To be eligible applicants must ensure that:

* The activity engages the general public with an innovative and science-based event or project
* The activity is held before 30 December 2020. The activity is free for the general public to attend.
* Applicants are able to send the invoice for the entirety of the grant before 31 May 31 2020
* The grant covers the cost of consumables, promotional materials and costs associated with invited speakers but not event coordination or staff delivery costs.
* Applicants plan to evaluate the activity by collecting feedback from participants\*
* Applicants will be able to complete a report upon the conclusion of their activity\*

*\*Both feedback and reporting templates will be provided by Scitech.*

**Ineligible activities include:**

* Events or activities designed to take place during National Science Week (August) (specific National Science Week grants will become available for these activities).

**Highly desirable criteria include:**

* Event or project partners aims to engage regional or remote audiences.

**Desirable criteria include:**

* Involves two or more entities working in partnership to coordinate the event.
* Event or project partners aims to engage underrepresented, or disadvantaged groups with science (e.g. minority groups, multicultural, indigenous, low socio-economic, disability).
* Involve new or emerging programs that have not had a chance to be implemented.
* Create an opportunity for attendees to further explore science activities in their local area after the event or project.
* Use as a launch point for a broader program/event with long term and sustainable outcomes.

**Key Dates**

**5 February** Applications open

**9 March 5pm AWST** Applications close

**16 March** All applicants notified

**No later than 31 May** Successful applicants send valid tax invoice via email

After the invoice has been received Logos will be provided that must be used on all event/ project material

**March to December** Successful applicants run event or project

**14 Dec 5pm AWST** Successful applicants send through post-event feedback and reports

Need some tips about organising your event?

See: <http://www.scienceweek.net.au/get-involved/organise-an-event/>.

**How to Apply**

Read the description and application form (below).

When you’ve collated all the information, please input your application information into the [online form](https://www.surveygizmo.com/s3/5438612/Inspiring-WA-Small-Grants-Feb-2020). Unfortunately, you cannot save your response and return to it before submitting, so allow 10 minutes to enter all of the information at once.

**ONLINE form: https://www.surveygizmo.com/s3/5438612/Inspiring-WA-Small-Grants-Feb-2020**

**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.**

To submit an application for a small grant please complete the [application form online](https://www.surveygizmo.com/s3/5438612/Inspiring-WA-Small-Grants-Feb-2020) by 9 March,5pm AWST 2020. Incomplete forms will not be eligible for funding.

*If you are successful, you will be required to submit a valid tax invoice to received fund no later than 31 May, 2020.*

If you have any questions about these grants please contact [wainspiringaustralia@scitech.org.au](mailto:wainspiringaustralia@scitech.org.au).

**APPLICATION GUIDE (please submit online)**

**The structure below mirrors the online application form. Collate all of your information and copy paste into the online form). Link is also available on the Scitech website.**

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| Organisation name: |  |
| Organisation mailing address: |  |
| Applicant name/s: |  |
| Applicant position: |  |
| Email: |  |
| Contact number: |  |

**ACTIVITY OR EVENT DETAILS**

|  |  |
| --- | --- |
| Name of activity: |  |
| Proposed date(s) for the activity: |  |
| Proposed location: |  |
| Intended/target audience: |  |
| Expected number of attendees: |  |

**ACTIVITY DESCRIPTION**

|  |
| --- |
| **1. Please provide a detailed summary of your activitie(s)/event in plain English**  **What are your objectives? What will be the activities? How do you plan to engage participants? (max. 500 words)** |
| **2. Who will be your participants and how do you propose to attract them to your event?** |
| **3. Do you plan to utilise any guest speaker(s)? Please provide details of speakers and outline if you intend to seek funds to cover the cost of a speaker.** |
| **4. What are the anticipated outcomes of your activity/event? (e.g. learning outcomes, increased awareness, change of habits, enrolments in other activities).** |
| **5. Does this project create any future opportunities or resources for your community? Does it link to ongoing learning possibilities for the participants?** |
| **6. Have the organisers ever run an event like this before? Please outline your experience/ qualification or any evidence to show that this event will be successful.** |

**BUDGET**

**The maximum funding for an activity/event is $2,500 (ex GST).**

These funds can be used to cover:

* the cost of consumables
* promotional materials (at least 15% of budget should be spent on advertising and promotion for your event e.g. flyers, media adverts, social media.
* costs associated with invited speakers
* Catering (a maximum of 15% is suggested for catering, if you require more please justify)

The budget cannot be used to cover the cost of:

* salaries associated with event coordination or staff costs.

Events that can contribute additional cash or in-kind support (materials/infrastructure/salaries) will be looked upon favourably.

**The table below highlights what your budget may look like.**

**7. Complete the table below outlining your event/activity budget.**

|  |  |  |
| --- | --- | --- |
| **Item** | **Cash requested** | **In-Kind** |
| Materials (workshop consumables) – dirt, seeds, paper/art supplies, gardening tools | 350 |  |
| Marketing/Promotion – newspaper advertisement in local paper | 150 |  |
| Speaker fee | 500 |  |
| Staffing |  | 60 hrs @ 25$/hr |
| Venue hire |  | 3 hrs @ 30 $/hr |
| TOTAL | 1000 | 1590 |

|  |
| --- |
| **8. Any additional budget information:** |

**Thank you for your interest in hosting an activity this National Science Week.**

If you have any questions while developing your application please don’t hesitate to contact us by emailing [wainspiringaustralia@scitech.org.au](mailto:wainspiringaustralia@scitech.org.au).