



Australian Government
Department of Industry,
Science and Resources

Business Grants Hub

Sample application form

Inspiring Australia – Science Engagement Program

National Science Week Public Event Grants 2027-
30

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Selecting a program

On the following page you must enter your details and then select the program you are applying for.

Are you eligible to apply?

Before you start your application, you must answer some questions to self-assess whether you are eligible to apply.

Completing your application

The application consists of separate pages, shown in a navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

Once you start your application, you can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. A tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

Once you start your application, you may invite others to assist, via the application summary page. To do this:

select the Application summary link at the top of the page
select the Participants button
enter the details.

An email will be sent to the participant inviting them to access the application.

Saving with multiple participants

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Getting help

If you require further assistance completing your application, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

An Australian Business Number (ABN), or

if you are applying as an individual, proof of age you are 18 years of age or older.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

Field 1 select – National Science Week Public Event Grants 2027-30

Field 2 select - National Science Week Public Event Grants 2027-30

When you have selected the program, the following text will appear.

The grant opportunity was announced as part of the Inspiring Australia – Science Engagement Program. For this grant opportunity funding up to \$500,000 is available for each financial year from 2027 to 2030.

The objectives of the program are to:

- inspire wide public participation in STEM, including groups historically underrepresented in STEM (as defined in the Glossary)
- provide an opportunity to acknowledge and celebrate the contributions of Australian scientists to the world of knowledge
- encourage an interest in science pursuits among the general public
- encourage younger people to become fascinated by the world we live in
- encourage new and innovative ways of engaging with audiences.

The intended outcomes of the grant opportunity are:

- increased national and international interest in Australian science
- improved critical engagement with key scientific issues by the public
- increased inspiration drawn from science and improved value of science as perceived by the public
- increased participation from groups historically underrepresented in STEM (as defined in the Glossary).

The maximum grant amount per application is \$20,000 and the minimum is \$5,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on the relevant batch closing date as outlined in 7.3 of the grant opportunity guidelines. Please take account of time zone differences when submitting your application.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

If more than one participant is working on your application at the same time you cannot save simultaneously. You should coordinate your entries to prevent losing your work.

sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the National Science Week Public Event Grants 2027-30 grant opportunity.

Questions marked with an asterisk are mandatory.

Will your project be directed towards a science-related activity that will be available to and cater to the wider public?

You must answer yes to proceed to next question.

- Will you be undertaking science-related activities during National Science Week, or in the week before or after?*

See section 3.2 of the guidelines for the earliest start date and completion date for each National Science Week.

You must answer yes to proceed to next question.

- Will all project activities be conducted in Australia?*

You must answer yes to proceed to next question.

- Will your project be delivered in person or as an online event involving two-way audience participation or involvement?*

You must answer yes to proceed to next question.

- Does your project address one or more of the National Science Week purposes?*

These are the National Science Week purposes:

- draw the nation's attention towards the sciences
- spark broad interest and engagement in the sciences
- provide an opportunity for all Australians, including those historically underrepresented in the sciences, to participate in science events and activities
- foster partnerships between the public, research organisations and industry
- trial new and innovative science communication activities.

You must answer yes to proceed to next question.

Do you have an Australian Business Number (ABN)? *

If you are not applying as an individual, you must answer yes to proceed to next question.

Are you applying as an individual 18 years of age or older?*

If you are applying as an individual, you will need to include a copy of your identification later in this form as proof that you are 18 years of age or older.

You must answer to proceed to next section.

C. Applicant address

C.1. Applicant street address

You must provide your street address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D. Key contacts

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

If these details change, inform us as soon as possible so emails can be redirected.

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

Primary contact

Title (optional)
Given name
Family name
Phone number
Email address
Relationship to applicant

Authorised signatory

Title (optional)
Given name
Family name
Phone number
Email address

E. About your organisation

We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

E.1. Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

F. Project information

On this page you must provide the detailed information about your proposed project. The use of artificial intelligence or other automation in developing application content is permissible, but you are responsible for the content being correct, complete and secure.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

name of the grant recipient

title of the project

description of the project and its aims

amount of grant funding awarded.

F.1. Project title and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description for publication.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes.

Outline what it is you are going to do and how these activities will meet National Science Week Public Event Grants 2027-30 objectives and outcomes.

F.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

Describe in detail what your project involves. What activities are involved and how are you going to implement them?

F.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

What result do you anticipate in undertaking this project? Explain how this will help your organisation, referencing the objectives of the grant opportunity.

F.4. Project duration

The start and end dates you enter here will determine the financial years in the project budget.

IASE Program: National Science Week Public Event Grants 2027-30 application requirements

Applicants may commence their projects from the date they are notified a project is successful and will cease four weeks following the end of the relevant National Science Week. See section 3.2 of the guidelines for more information.

The project length will be calculated by the start and end dates you enter.

Estimated project start date

Estimated project end date

F.5. Project event details

The event or activity must take place during National Science Week, or where appropriate, in the week before or after National Science Week.

National Science Week 2027 Activities

- *Earliest Start Date: 07 August 2027*
- *Complete no later than: 29 August 2027*

National Science Week 2028 Activities

- *Earliest Start Date: 05 August 2028*
- *Complete no later than: 27 August 2028*

National Science Week 2029 Activities

- *Earliest Start Date: 04 August 2029*
- *Complete no later than: 26 August 2029*

National Science Week 2030 Activities

- *Earliest Start Date: 03 August 2030*
- *Complete no later than: 25 August 2030*
- Planned event start date
- Planned event end date

F.6. Activity purpose and delivery

Select one or more from the below list which best represents how your project will meet the purposes for National Science Week Public Event Grants 2027-30:

- draw the nation's attention towards the sciences
- spark broad interest and engagement in the sciences
- provide an opportunity for all Australians, including those historically underrepresented in the sciences, to participate in science events and activities
- foster partnerships between the public, research organisations and industry
- trial new and innovative science communication activities
- none of the above.

Select the applicable delivery formats your project will deliver:

- an in-person event involving physical attendance
- an online event involving two-way audience participation or involvement.

IASE Program: National Science Week Public Event Grants 2027-30 application requirements

How many participants do you anticipate will attend your event(s)?

- Number of participants

Your response must be numerical.

Select one or more historically underrepresented groups in STEM that will be engaged in your project:

- First Nations peoples
- culturally and linguistically diverse (CALD) people
- women and girls
- people living in regional and remote areas
- people with disability
- people from low socio-economic backgrounds
- neurodivergent people
- LGBTQIA+ people
- people who face age-based discrimination
- none of the above.

F.7. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site.

A project location must be a street address. Do not provide a postal address, institution or building name.

Project site address

Estimated percentage of project value expected to be undertaken at site

F.8. Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty?

A pecuniary penalty is a monetary penalty that can be civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or entity.

If yes, provide details of the penalty.

Your response is limited to 750 characters including spaces and does not support formatting.

F.9. Foreign affiliations

Does your project receive any funding or non-financial support from a foreign source?

If yes, provide details of the foreign financial support.

Your response is limited to 750 characters including spaces and does not support formatting.

Do any entities or key personnel involved with the project receive financial support or benefits from a foreign source?

If yes, provide details of the arrangement.

Your response is limited to 750 characters including spaces and does not support formatting.

Do any entities or key personnel involved with the project have any current or former association with a foreign talent program?

If yes, provide details of the foreign talent program.

Your response is limited to 750 characters including spaces and does not support formatting.

Do any entities or key personnel involved with the project have any ties to a foreign government, military or state-owned enterprise?

If yes, provide details of the affiliations or associations.

Your response is limited to 750 characters including spaces and does not support formatting.

F.10. National security plan

Do you have a plan to manage any potential security risks associated with the project and your organisation more broadly?

The plan should include protecting your organisation from potential national security risks including cyber security threats and the secure handling of data. We may ask for a copy of your plan at a later stage.

G. Project partners

Provide details about all project partners.

For details about project partners and their contributions refer to the grant opportunity guidelines. A project can have up to 10 project partners.

A letter of support template can be found on National Science Week Public Event Grants 2027-30 grant opportunity page at business.gov.au. If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

You must provide:

Australian Business Number (ABN) where applicable

Other registration number where applicable

Business address

Postal address

Project partner contact name

Contact details

Project partner letter of support attached.

Details required in the letter of support are outlined in the grant opportunity guidelines.

H. Project budget

H.1. Eligible expenditure

Enter grant amount sought below. We will add GST to this where applicable.

Provide a summary of your eligible project expenditure over the life of the project.

- *Registered for GST - enter amounts exclusive of GST.*
- *Not registered for GST – enter amounts inclusive of GST.*

*In order to achieve the minimum grant amount, your expenditure must be at least \$5,000. We only provide grant funding based on eligible expenditure. **You should not include ineligible costs in the project budget.** Refer to the guidelines for guidance on eligible expenditure.*

The financial years displayed are determined by your project start and end dates. You should confirm the project duration before providing your eligible expenditure.

You must only complete the budget for the National Science Week that is currently open. See business.gov.au and section 7.3 of the guidelines for details.

Head of expenditure	Financial Year	Total
		\$
Travel and accommodation	FY's applicable	\$
External venue hire	FY's applicable	\$
Equipment hire	FY's applicable	\$
Consumable materials used during events	FY's applicable	\$
Snacks and light refreshments catering required to conduct project activities, up to 5% of eligible expenditure	FY's applicable	\$
Salaries and related expenses for presenters up to 20% of eligible expenditure	FY's applicable	\$
External presenter fees and travel	FY's applicable	\$
Tools	FY's applicable	\$
Event advertising and promotion including graphic design	FY's applicable	\$
Visual displays and signage	FY's applicable	\$
Other expenditure	FY's applicable	\$

Head of expenditure	Financial Year	Total
Total project expenditure		\$

Details of 'Other' eligible expenditure.

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Grant amount sought

Enter grant amount sought \$

The minimum grant amount for this application is \$5,000.

The maximum grant amount for this application is \$20,000.

H.3. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contribution

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*

- Type of contribution

Contributions are divided into the following types

- *Cash*
- *In-kind*

- Value of contribution
- Due date of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

I. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. The use of artificial intelligence, automation or other third party in developing your application will not impact assessment outcomes. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

I.1. Assessment criterion 1 (70 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

The reach and impact of the project

You should demonstrate this through identifying

the size and composition of your intended audience, including the relevant geographical reach of the event

how your project will enable wide public participation in science and its likely impact

how your project will engage with groups historically underrepresented in STEM (see glossary definition in section 14) and reference any related letters of support

I.2. Assessment criterion 2 (20 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Your capacity, capability and resources to carry out the project

You should demonstrate this through identifying

your ability to run this type of project, including access to personnel with the right skills and experience

your access to appropriate venues, accessible facilities, infrastructure, capital equipment, technology, and any required regulatory or other approvals. You should include detail on how risks associated with project delivery will be identified and managed
why grant funding is necessary to deliver your project.

I.3. Assessment criterion 3 (10 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

The extent to which your project will deliver meaningful benefits to the public

You should demonstrate this through identifying how your project will benefit the public. For projects that build on previous activities funded through Commonwealth National Science Week grants, you should identify any additional benefits.

Sample

J. Bank account details

J.1. Bank account details

If your application is successful, we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

J.2. Account details

All payments are in AU\$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

J.3. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact.

Title (optional)

Given name

Family name

Email address

Phone number

K. Application finalisation

You must answer the following questions and add any supporting documentation required.

K.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

K.2. Additional information

Attach additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

The total of all attachments cannot exceed 50 MB.

Individual files must be smaller than 25 MB, and be one of the following types: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Proof of age for individuals 18 years or older (where applicable)

If you are applying as an individual, copy of identification as proof that you are 18 years of age or older (if you are an individual with no ABN)

Trust deed (where applicable)

If you are a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

Letter of support from an Elder, Traditional Owner, land council or similar representative

This can be used as evidence to support relationships or stated linkages within the assessment criterion responses.

Letter of support from any key stakeholders or communities

This can be used as evidence to support relationships or stated linkages within the assessment criterion responses.

K.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about this grant opportunity?

You must select from a drop-down menu.

IASE Program: National Science Week Public Event Grants 2027-30 application requirements

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

If yes, how useful were the guidelines in completing your application?

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

Your response is limited to 750 characters including spaces and does not support formatting.

Sample

L. Declaration

In order to submit your application you will be required to agree to the following declaration.

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

[Australian Government Data and Digital Strategy](#)

[Commonwealth Grants Rules and Principles](#)

grant opportunity guidelines

applicable Australian laws.

Accordingly, I understand that the department may collect, use and share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities
- c. for the purposes of due diligence, preventing, detecting, investigating or dealing with suspected fraud in grant applications and related processes

unless otherwise prohibited by law

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided, including those developed using artificial intelligence or other automated process is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by providing a letter of agreement with annexed Grant Terms and Conditions a copy of which is available on [business.gov.au](#). On provision of this letter of agreement, a legally binding agreement will be in effect comprising:

this application
the grant opportunity guidelines in place at the time I submitted the application form
the letter and annexed Grant Terms and Conditions.

I declare that I am authorised to enter into an agreement with the Commonwealth on behalf of the applicant.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

Sample