



Sample application form

Women in STEM and Entrepreneurship Round 4

Version January 2022

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

Sample

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.

Completing your application

The application consists of separate pages as shown in the 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 red asterisk * indicates a mandatory question. 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.

Saving your responses

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. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

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

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to the participant inviting them to assist with your application.

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.

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

Getting help

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

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A. Program selection

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

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

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.

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

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 – Women in STEM and Entrepreneurship Round 4
- Field 2 select – Women in STEM and Entrepreneurship Round 4

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

The grant opportunity will run over 3 financial years from 2022-23 to 2024-25.

The Women in STEM (science, technology, engineering, and mathematics) and Entrepreneurship program (the program) was announced under the National Innovation and Science Agenda, and is part of the Australian Government's commitment to Advancing Women in STEM.

The program supports investment in gender equity initiatives that aim for lasting systemic change and eliminating barriers for women's participation in STEM education and careers, and

entrepreneurship, building on the Australian Government's Advancing Women in STEM strategy and the Women in STEM Decadal Plan, which was developed by the Australian Academy of Science and Australian Academy of Technology and Engineering.

The objectives of the Round 4 grant opportunity are to:

- reduce and/or mitigate systemic and cultural barriers to participation in STEM education, careers, innovation and entrepreneurship by girls and women
- reduce the multiplier effect of intersectional barriers to participation, development and leadership of girls and women in STEM education, careers, innovation and entrepreneurship
- increase the participation, development and leadership of girls and women in STEM education, careers, innovation and entrepreneurship
- grow and strengthen the networks and support for girls and women in STEM education, careers, innovation and entrepreneurship
- increase and improve the knowledge and understanding of systemic and cultural barriers to participation in STEM education, careers, innovation and entrepreneurship by girls and women
- grow and strengthen the effect of projects and organisations support for girls and women in STEM education, careers, innovation and entrepreneurship.

The maximum grant amount is \$1,000,000 and the minimum is \$500,000.

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 AEDT on **2 March 2022**. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the WISE Round 4 grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
 - an entity, incorporated in Australia
 - a publically funded research organisation (PFRO) as defined in section 14 of the grant opportunity guidelines
 - a government or non-government vocational education and training (VET) provider as defined in section 14 of the grant opportunity guidelines, or technical education (TAFE) institution
 - an incorporated not for profit organisation.
 - none of the above

You must select one of the eligible options from a drop down menu to proceed to next question.

- Is your project a scale up or an extension of an existing project that is delivering WISE program objectives and has an ongoing or completed evaluation?*

You must answer yes to proceed to the next question.

- Does your project have evaluation reporting that demonstrates how your previous project activities have addressed diversity in STEM?*

You must answer yes to proceed to next question

- Will your project have at least \$500,000 (excl. GST) in eligible expenditure?*

You must answer yes to proceed to next question.

- Do you have a COVID-19 contingency plan that does not involve an increase in grant amount requested?*

You must answer yes to proceed to next question.

- Can you provide evidence from your board (or chief executive officer or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding?*

You must answer yes to proceed to next question.

- Can you declare that you and any project partner/s are not included on the National Redress Scheme's website list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)?

You must answer yes to proceed to next question. You can find the list of institutions [here](#).

- Can you declare that you and any project partner/s have not been named by the Workplace Gender Equality Agency as an organisation that has not complied with Workplace Gender Equality Act (2012)?

You must answer yes to proceed to next section. Non-compliant organisations list can be found [here](#).

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.

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D. About your organisation

D.1. Latest Financial Year Figures

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

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

All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales Revenue (Turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's BAS.

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing the business. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by the business under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.3. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.4. Indigenous organisation

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.

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E. Project information

On this page you must provide the detailed information about your proposed project.

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*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.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.

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 it will benefit girls and women in STEM education, careers, innovation and entrepreneurship.

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 including the project scope and key activities.

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

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan.

E.2. 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.

E.3. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

Your project must be completed 30 April 2025

- *Estimated project start July 2022*
- *Estimated project end date April 2025*

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

E.4. Project focus

Select one or more of the following that best describes how your project will be addressing inequality or discrimination against girls and women in STEM education, careers, innovation and/or entrepreneurship:

- increasing awareness and understanding of the barriers to participation of girls and women
- increasing participation and development and leadership of girls and women including senior leadership and decision making positions in government/research organisations/industry and/or businesses
- broadening and strengthening networks and support for girls and women

E.5. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add a maximum of 9 milestones.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

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

- Estimated start date
- Estimated end date

E.6. 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 site 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

E.7. 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 sponsored talent recruitment 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.

E.8. National Security Plan

Does your organisation have a plan or framework in place to manage any potential security risks associated with the project and your business more broadly?

This includes protecting your organisation from potential national security risks including cyber security threats and the secure handling of data (a copy of your plan or framework may be requested at a later stage).

F. Project budget

F.1. Project budget summary

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

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is \$500,000.

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Note the number of financial years will be added depending on your project start and end date.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Labour On-Costs (up to 30% of Labour Costs)		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contract		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Workshop and event costs		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Travel		\$
		2022/23	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	\$
		2024/25	\$
	Training		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Other eligible expenditure		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
Total			

Provide details of Other eligible expenditure.

Your response is limited to 2000 characters including spaces and does not support formatting.

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

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

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

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

Sample

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. 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.

To support your responses you must include mandatory attachments later in the application. Your responses to the assessment criteria will be considered the primary source of information for the assessment.

G.1. Assessment criterion 1 (40 points)

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

Benefits to girls' and women's participation in STEM and/or entrepreneurship (40 points).

Describe the problem, gap or opportunity your project will address and what activities will be undertaken by identifying:

- a. the specific problem, gap, intersectionality or opportunity that you aim to address through your project. Your project must relate to Australian girls and/or women's participation in STEM and/or entrepreneurship education and careers
- b. how your project will address your identified problem, gap or opportunity including how you will incorporate an intersectional approach to planning and implementation and
- c. how your project will deliver one or more of the following:
 - increased awareness and understanding of the barriers to participation of girls and women in STEM education, careers, innovation and/or entrepreneurship
 - increased participation, development and leadership of girls and women in STEM education, careers, innovation and entrepreneurship, including senior leadership and decision making positions in government, research organisations, industry and businesses
 - broader and stronger networks and support for girls and women in STEM education, careers, innovation and entrepreneurship
- d. how your project will stimulate, support and deliver long term systemic and cultural change beyond the project period.

G.2. Assessment criterion 2 (30 points)

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

Capacity and capability to deliver the project (30 points).

Demonstrate your skills, network and experience in successful current projects and/or recent achievements in assisting girls and women to develop STEM and/or entrepreneurship capabilities and capacity including:

- a. your track record and/or current experience with managing and delivering projects that support girls and women to participate and succeed in STEM education, careers, innovation and entrepreneurship

- b. your access to resources, personnel and networks with relevant expertise and/or qualifications to deliver and evaluate your project
- c. your capacity to build and maintain relationships and networks in STEM and/or educational sectors to deliver your project. Provide evidence of current linkages, agreements and/or other support from other organisations relevant to the scale of your intended project.

You are required to attach a project plan which must include a preliminary evaluation plan (maximum 2 pages) and a project risk management plan including COVID-19 contingency plan. You also must attach evidence (e.g. evaluation reporting) of your previous project activities that have resulted in an increase in the awareness or participation of women in STEM education, careers, innovation and/or entrepreneurship. These attachments are to support your responses and you will be asked to provide them later in the application.

G.3. Assessment criterion 3 (30 points)

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

Impact of the grant funding on your project (30 points).

You should demonstrate this by identifying:

- a. the likelihood your project would not continue, succeed, grow or expand without the grant
- b. the impact the grant will have on the size, scale, timing, effectiveness and/or long term impact of your project, including long term financial sustainability of your project
- c. how you will measure, evaluate and promote your progress and achievements during and after the project period including progress against grant objectives and outcomes, and measurable targets and key performance indicators of success
- d. the total additional investment the grant will leverage and explain how this benefits your project.

You must attach a project budget to support your responses later in the application.

H. Project partners

You must provide details about your project partners.

For details about project partner contributions refer to the grant opportunity guidelines.

You must attach a letter of support for each project partner. A template for the letter of support is available on business.gov.au.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

Upload the project partner letter of support and include the following details:

- details of the project partner

- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

I. Bank account details

H.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.

Account details

Account name

BSB

Account number

Payment contact

Given name

Family name

Email address

Phone Number

J. Application finalisation

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

J.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.

J.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3. Additional documentation

You must attach the following supporting documentation.

- Project plan

You are required to attach a project plan that must include a preliminary evaluation plan (maximum of 2 pages) and project risk management plan including COVID-19 contingency plan. The project plan is not in lieu of assessment criteria responses.

- Project budget

You must attach a detailed project budget to demonstrate your estimated project expenditure (including quantified in-kind contributions).

- Evaluation evidence

You must attach evidence (e.g. evaluation reporting) of your previous project activities that have resulted in an increase in the awareness or participation of women in STEM education, careers, innovation and/or entrepreneurship

- Letter of support

You must provide evidence from your board (or chief executive officer or equivalent if there is no board) that your project is supported and that you can complete the project and meet the costs of the project not covered by grant funding.

You must attach the following supporting documentation where applicable.

- National Security Plan (where applicable)

Where you have indicated that your organisation has a plan or framework in place to manage any potential security risk you must attach a copy of this plan.

- Trust deed (where applicable).

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.

Sample

K. Primary contact page

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

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

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L. Application 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, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws

Accordingly, I understand that the department may 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 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 [program/grant opportunity] guidelines, including the 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 information contained in this application together with any statement provided 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 [program/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 agree to participate in the periodic evaluation of the services undertaken by the department.

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.