Australian Government
Department of Industry, Science, Energy and Resources

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Grant Opportunity Guidelines

Inspiring Australia – Science Engagement Programme: Maker Projects – Community STEM Engagement grants 2022

Opening date:	31 March 2022
Closing date and time:	5:00pm Australian Eastern Standard Time on 9 May 2022
	Please take account of time zone differences when submitting your application
Commonwealth policy entity:	Department of Industry, Science, Energy and Resources
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	31 March 2022
Type of grant opportunity:	Open competitive

Contents

1 Inspiring Australia – Science Engagement Programme: Maker Projects - Community STEM Engagement grants 2022 processes

The Inspiring Australia – Science Engagement Programme is designed to achieve Australian Government objectives

This grant opportunity is part of the above program which contributes to Department of Industry Science Energy and Resource's Outcome 1. The department works with stakeholders to plan and design the grant opportunity according to the *Commonwealth Grants Rules and Guidelines.*

⬇

The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.

⬇

You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.

⬇

We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible.

We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.

⬇

We make grant recommendations

We provide advice to the decision maker on the merits of each application.

⬇

Grant decisions are made

The decision maker decides which applications are successful.

⬇

We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.

⬇

We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.

⬇

Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.

⬇

Evaluation of the Inspiring Australia – Science Engagement Programme

We evaluate the specific grant activity and Inspiring Australia - Science Engagement Programme as a whole. We base this on information you provide to us and that we collect from various sources.

2 About the Inspiring Australia - Science Engagement Programme

The Inspiring Australia - Science Engagement Programme (the program) provides funding for a range of initiatives delivered under the Inspiring Australia banner.

The program contributes to the Government's vision for an Australian society engaged in and enriched by science. Through this program and other science engagement activities, the Government aims to achieve:

- engagement by the wider Australian community with the sciences, including through major activities and events

- public recognition and national awareness and pride in the achievements of our best scientists and innovators

- effective communication on key science issues, between scientists, the general public and Australian decision makers in business and government

- enhanced focus on building skills and capability in science, technology, engineering and mathematics (STEM) and digital literacy, in Australian schools and communities.

It does this by funding and supporting a range of science communication and engagement activities and events under the following program elements:

- Prime Minister's Prizes for Science

- National Science Week

- Targeted Science Communication

- Citizen Science Grants

- Maker Projects Grants

- Sponsorship Grants for Student Science Engagement and International Competitions.

There will be other grant opportunities as part of this program. We will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

The Program Delegate may agree to run a closed non-competitive grant selection process for particular activities under select program elements where:

- it can be demonstrated that the activity is consistent with the program objectives and with one of the program elements

- there is funding available under the program to support the activity

- the activity requires capabilities that are not widely available, such that it would not be cost effective- to run an open application process, or relies on intellectual property that cannot be obtained through an open application process

- there is clear documentation showing the grant selection process and demonstrating that the grant represents good value for money.

The Program Delegate may re-allocate funding between elements under the program based on demand.

We administer the program according to the *Commonwealth Grants Rules and Guidelines* (CGRGs)[1].

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[1] https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf

2.1. About the Maker Projects - Community STEM Engagement grants 2022 grant opportunity

These guidelines contain information for the Maker Projects - Community STEM Engagement grants. This grant opportunity is part of the Inspiring Australia – Science Engagement Programme.

The Maker Projects - Community STEM Engagement grants aim to foster creativity and inquiry-based learning and support the development of STEM skills in students and youth under 18 years of age in design, engineering and programming, through hands-on learning. The objectives of the grant opportunity are to:

- deliver maker projects where students and youth under 18 years of age can develop and apply their STEM knowledge through experimentation, tinkering and hands-on learning by engaging with a range of technologies
- encourage practical skills, creativity and entrepreneurial thinking through the delivery of hands on- STEM-related events and activities
- inspire students to pursue STEM disciplines in their study and work
- ensure that maker projects are accessible to as many young people as possible, including those in regional, rural and disadvantaged areas
- make a positive and ongoing impact on youth under 18 years of age, particularly those from historically under-represented groups, including girls, Aboriginal and/or Torres Strait Islander peoples, and youth living in regional, rural and remote locations, people with disability and people from educationally disadvantaged backgrounds.

The intended outcomes of the grant opportunity are:

- students and youth under 18 years of age will gain practical knowledge and skills in scientific experimentation, design, technology, innovation and entrepreneurship
- an increase in the accessibility of STEM-related events and activities and increased participation of youth under 18 years of age, particularly those from groups traditionally under-represented in STEM, including girls, Aboriginal and/or Torres Strait Islander peoples, people living in regional, rural and remote locations, people with disability and people from educationally disadvantaged backgrounds, in STEM events
- positive and ongoing development of STEM skills for participating youth through inquiry-based learning.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

3   Grant amount and grant period

The Australian Government has announced a total of $7.23 million per year in ongoing funding for the Inspiring Australia – Science Engagement programme. For this grant opportunity up to $2 million in funding is available over two years.

3.1.   Grants available

The grant amount will be up to 80 per cent of eligible project expenditure.

- The minimum grant amount is $20,000.
- The maximum grant amount is $100,000.

You must fund at least 20 per cent of eligible project costs with cash and/or in-kind contributions. Where you provide in-kind contributions including facilities, equipment and services, you must calculate the dollar value for the in-kind activities that directly relate to the project.

You cannot use funding from other Commonwealth, state, territory or local government grants to fund the balance of project expenditure not covered by the grant.

We cannot fund your project if it receives funding from another Commonwealth grant. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Maker Projects – Community STEM Engagement grant or the other Commonwealth grant.

3.2 Project period

Your project must start within one month of executing your grant agreement unless agreed upon by the Program Delegate.

You must complete your project by 31 March 2024.

4   Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1 Who is eligible?

To be eligible the lead organisation must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- a company, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated association
- an incorporated not for profit organisation
- a publicly funded research organisation (PFRO) as defined in section 14
- a government or non-government vocational education and training (VET) provider as defined in section 14.

You must have a lead organisation who is the main driver of the project and is eligible to apply. Lead organisations can only submit one application per grant round.

An organisation may be a project partner for multiple applications.

For further information on joint applications, refer to section 7.2.

4.2 Additional eligibility requirements

We can only accept applications where:

- you deliver the project through a collaborative partnership (refer to glossary section 14):
  - the partnership must be established prior to the submission of your application
  - the partnership must include at least one partner organisation during the life of the project
  - you can partner with organisations such as libraries, private companies, schools, and not-for-profit bodies to deliver collaborative projects (internal organisation partnerships are not eligible)
  - the partnering organisation/s must be active participants in the delivery of the project and not just beneficiaries of the proposed activities.
- you provide all the mandatory attachments (see section 7.1)

We cannot waive the eligibility criteria under any circumstances.

4.3 Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or you have a project partner, included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme'[2]
- an employer of 100 or more employees that has not complied with the *Workplace Gender Equality Act 2012*[3].
- an individual
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- an unincorporated association
- primary or secondary schools (however schools may benefit from activities)
- a Commonwealth, state, territory or local government body (including government business enterprises)
- a non-corporate Commonwealth entity
- Parents and Citizens, Parents and Friends groups and equivalent bodies
- any other organisation not included in section 4.1

4.4 What qualifications or skills are required?

If you are successful, relevant personnel working on the project must maintain the following:

- Working with Children check
- Working with Vulnerable People registration

5 What the grant money can be used for

5.1 Eligible activities

To be eligible your project must:

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[2] https://www.nationalredress.gov.au/institutions/institutions-have-not-yet-joined

[3] https://www.wgea.gov.au/what-we-do/reporting

- be aimed at delivering STEM-related activities and events to meet the objectives and outcomes outlined in section 2.1.

- be for the benefit of youth under 18 years of age

- include scientific, technological, engineering or mathematics experts, inventors, innovators or entrepreneurs to work with participants to gain practical knowledge and skills in design, technology, innovation and entrepreneurship

- include either new activities or an expansion to the applicant's existing business as usual activities.

- be collaborative in nature and include at least one partner organisation during the life of the project as per section 4.2

- have at least $25,000 in eligible expenditure

- include eligible activities, such as:

  - interactive workshops

  - events relating to existing interactive exhibitions

  - hands-on participation from youth under 18 years of age

  - resources for participants to support the lasting impact of the funded activities

We may also approve other activities.

5.2 Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Due to the range of expenses that may be eligible, it is not possible to provide a complete list of the types of expenditure that may be eligible.

Examples of the types of eligible expenditure items include:

- contractor costs

- venue and equipment hire

- domestic travel (cannot exceed 20% of the total project costs)

- tools and equipment such as science equipment, hammers, screwdrivers, and other ICT equipment, electronics, robotics, soldering irons and glue guns

- consumable materials such as workbooks, chemicals, timber, nails, glue, foil, paper, matches, scissors, batteries, string, cardboard, wire, rulers, pliers, paperclips, duct tape, sticky tape, metal sheeting, plastic, wheels, plastic or metal piping, electronic and solar kits

- graphic design

- prizes

- event advertising and promotion

- displays

For guidance on eligible expenditure, refer to appendix A.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project

- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You must not start your project until you execute a grant agreement with the Commonwealth.

5.3 What you cannot use the grant for

Ineligible activities include activities:

- where beneficiaries are not youth under 18 years of age

- for the benefit primarily of a single school

- for projects to be run primarily during National Science Week

- that do not include a new activity or expansion of business as usual

- lectures or film festivals

- school excursions

- competitions or qualifying rounds

- evaluation undertaken by a third party or consultant.

6   The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your responses. The application form displays character limits for each response.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

6.1 Assessment criterion 1

The reach and impact of your project (50 points)

You should demonstrate this through identifying the following:

a. how your project will increase access and participation of youth under 18 years of age in STEM events. Greater weighting will be given to projects targeting groups historically underrepresented in STEM and priority equity groups as defined by the National School Reform Agreement and Advancing Women in STEM strategy including:

- girls

- Aboriginal and/or Torres Strait Islander Peoples

- people living in regional and rural or remote areas

- people with disability

- people from educationally disadvantaged backgrounds

b. the impact of your project on the audience, including sustainable development of STEM knowledge and skills through inquiry based learning

c. how you will evaluate the impact and reach of your project.

6.2 Assessment criterion 2

Capacity, capability and resources to deliver the project (30 points)

You should demonstrate this through identifying:

a. how you will deliver the events and your track record managing similar projects. Include whether this is a new project or an expansion of existing business as usual activities

b. your access to personnel with the right expertise and experience, including management and technical staff

c. your access, or future access to, any infrastructure, capital equipment and technology

d. how your partnerships and linkages with relevant stakeholders will work together to achieve your project outcomes.

6.3 Assessment criterion 3

Impact of grant funding (20 points)

You should demonstrate this through describing:

a. how the grant will impact the scale, reach, timing and lasting value of your project on the audience, including ongoing development of STEM knowledge and skills through inquiry based learning

b. total cost of the project including justification of any in-kind contributions. This should include a justification of how you calculated the dollar value of any in-kind contributions

c. the nature of any cash and/or in-kind contributions from proposed partnerships.

7 How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect.

You will need to set up an account to access our online portal. The portal allows you to apply for and manage a grant or service in a secure online environment.

You can only submit an application during a funding round.

To apply, you must:

- complete and submit your application through the portal (portal.business.gov.au)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments

You can view and print a copy of your submitted application on the portal for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you have any issues with the portal, contact us at business.gov.au or by calling 13 28 46.

7.1 Attachments to the application

You must provide the following documents with your application:

- project plan outlining delivery of your project, and including:
    - the roles of project partner/s
    - a plan of how the project will benefit youth under 18 years of age
    - identification of an appropriate venue/s to hold the events
    - risk mitigation strategies, including a contingency plan if the event delivery format must change.
- project budget
- letters of support from project partners (template provided on business.gov.au).
- certificate of incorporation (where applicable for incorporated associations and incorporated not for profit organisations)
- trust deed (where applicable).

You must attach supporting documentation in line with the instructions provided in the portal. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

7.2 Joint applications

You must appoint a lead organisation in your collaborative project. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- 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)
- details of a nominated management level contact officer.

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

7.3 Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to start your project within 1 month of receiving the offer of grant funding.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval and announcement of selection process outcomes	4 weeks
Negotiations of grant agreements	6 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	Date of execution of grant agreement
End date of grant commitment	28 June 2024

8 The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We refer your application to the Maker Projects – Community STEM Engagement grants Committee, a committee of experts. The Committee may also seek additional advice from independent technical experts.

The Committee will assess your application against the assessment criteria and compare it to other eligible applications in a funding round before recommending which projects to fund.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1 Other Assessment Criteria

In order to support a spread of projects across Australia and increase accessibility of STEM-related activities and events, the Program Delegate may consider other factors when deciding which projects to fund, including, but not limited to:

- the spread of projects across groups historically underrepresented in STEM and priority equity groups (as defined in 6.1)
- the geographical spread of projects and funding across regions
- other similar existing or planned projects in the region to ensure that there is genuine demand and/or no duplication of facilities or services
- other projects or planned projects in the region, and the extent to which your proposed project supports or builds on those projects and the services that they offer

- potential reputational risk to the Australian Government.

8.2 Who will approve grants?

The Program Delegate (who is an AusIndustry General Manager within the department with responsibility for the program) decides which grants to approve taking into account the recommendations of the Committee and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9 Notification of application outcomes

We will advise you of the outcome of your application in an email. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous unsuccessful application, we may refuse to consider it for assessment.

10 Successful grant applications

10.1 Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample grant agreement is available on business.gov.au and GrantConnect.

Execute means both you and the Commonwealth have accepted the agreement. You must not start any project activities until a grant agreement is executed. We cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of grant funding.

If you enter an agreement under the Maker Projects – Community STEM Engagement grants you cannot receive other grants for the same activities from other Commonwealth, state or territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.1.1 Simple grant agreement

We will use the Commonwealth Simple Grant Agreement for this grant opportunity.

You will have 30 days from the date we notify you of your success to execute the grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not accept the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not affect the project as approved by the Program Delegate.

10.2 Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

10.2.1 Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations[4] endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.2.2 Security

Collaboration with foreign entities must be transparent, undertaken with full knowledge and consent, and in a manner that avoids harm to Australia's interests. It is your responsibility to consider the implications on the proposed project before submitting your application, and to comply with any applicable requirements if it is successful.

It is a requirement of the grant opportunity that you, your partners and all personnel participating in the project have disclosed all affiliations with foreign governments and foreign government organisations, and memberships of foreign government talent programs. You will be required to report any material changes in the nature of the activity or key personnel involved, including affiliations/links with foreign governments.

10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any financial contribution provided by you or a third party.

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[4] https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments six monthly in advance, based on your forecast eligible expenditure as you achieve agreed milestones and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside $5,000 of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum $5,000 of grant funding for the final payment.

10.4 Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities[5].

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on tax.

11 Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the Commonwealth Grants Rules and Guidelines unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its intended outcomes
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12 How we monitor your grant activity

12.1 Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses

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[5] See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2 Reporting

You must submit reports through the portal in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct compliance visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1 Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2 End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3 Ad hoc reports

We may ask you for ad hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3 Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is within the sample grant agreement available on business.gov.au and GrantConnect.

12.4 Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5 Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

▪ changing project milestones

▪ extending the timeframe for completing the project but within the maximum year period in section 3.2

▪ changing project activities

The program does not allow for:

▪ an increase of grant funds.

If you want to propose changes to the grant agreement, you must request the change through the portal. We will only consider a request for a variation submitted before the project grant agreement end date.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

▪ how it affects the project outcome

▪ consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department

▪ changes to the timing of grant payments

▪ availability of program funds.

12.6 Evaluation

We will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7   Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

13 Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1   Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external organisation
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian Public Service Code of Conduct (Section 13(7))[6] of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy[7] on the department's website.

13.2   How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research

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[6] https://www.legislation.gov.au/Details/C2019C00057

[7] https://www.industry.gov.au/data-and-publications/conflict-of-interest-and-insider-trading-policy

- to announce the awarding of grants.

13.2.1 How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2 When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3 How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our Privacy Policy[8] on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information

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[8] https://www.industry.gov.au/data-and-publications/privacy-policy

- how you can access and correct your personal information.

13.2.4 Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act)*.*

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3   Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by web chat or through our online enquiry form on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our Customer Service Charter is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division
AusIndustry – Business Services
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the Commonwealth Ombudsman[9] with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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[9] http://www.ombudsman.gov.au/

14 Glossary

Term	Definition
Application	The details that applicants provide in the online portal to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the department.
Business as usual	Routine or standard functional operations and activities within an organisation prior to execution of grant agreement.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the grant opportunity, as in force from time to time.

Term	Definition
In-kind contributions	In-kind contributions are non-cash contributions that have a monetary value but that do not involve a payment and could include facilities, equipment and services provided by the grantee or a project partner for project activities from its own resources. You need to determine the value of these contributions. They must be realistic, auditable and valued proportionally to their use on the project. For example, you should calculate the in-kind contribution of a capital item by the running costs and the depreciation of the item. Examples of in-kind contributions from the grantee or a project partner are: ▪ equipment, technology ▪ service fees or of discounted service fees; ▪ discount on rent/loan of facilities and equipment; ▪ access to intellectual property. If there is no exchange of money (either by cash or bank transaction) by the grantee or a project partner and only the value or worth of something is given, the contribution is deemed to be in-kind.
Industry, Innovation and Science Australia	The statutory board established by the *Industry Research and Development Act 1986* (Cth) and named in that Act as Industry, Innovation and Science Australia.
Maker Projects: Community STEM Engagement grants Committee (the Committee)	The body established by the Program Delegate to consider and assess eligible applications and make recommendations to the Program Delegate for funding under the program.
Minister	The Commonwealth Minister for Science and Technology.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997* (Cth) or under Division 1AB of Part III of the *Income Tax Assessment Act 1936* (Cth).
Partnership	For the purposes of this grant opportunity, partnership refers to collaboration between organisations towards shared goals. Applicants are not required to set up formal business partnership structures for the program, however, as noted in the assessment criteria you must demonstrate evidence that project partners are committed to the goals of the project.

Term	Definition
Personal information	Has the same meaning as in the *Privacy Act 1988* (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Portal	The Department's online platform that allows for account holders to apply and manage a grant or service in a secure online environment.
Priority equity groups	Groups defined by the National School Reform Program and Advancing Women in STEM strategy including: ▪ girls ▪ Aboriginal and/or Torres Strait Islander Peoples ▪ people living in regional and rural or remote areas ▪ people with disability ▪ people from educationally disadvantaged backgrounds
Program delegate	An AusIndustry general manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the *Higher Education Support Act 2003* (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.
Regional and rural or remote areas	Areas as defined by the Australian Standard Geographical Classification System on the Australian Bureau of Statistics website. Primarily, these terms encompass areas outside of the Major Cities of Australia.
Vocational education and training (VET) provider	Training providers registered by the Australian Skills Quality Authority or a state regulator to deliver vocational education and training services.

Appendix A.   Eligible expenditure

This section provides guidance on the eligibility of expenditure for this grant opportunity.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the guidelines on eligible expenditure.

How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

We cannot consider any expenditure paid before the project start date as eligible expenditure.

Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

Domestic travel expenditure

Eligible travel expenditure may include:

- domestic travel limited to the reasonable cost of accommodation and transportation required to conduct agreed project and collaboration activities in Australia

Eligible air transportation is limited to the economy class fare for each sector travelled; where non-economy class air transport is used only the equivalent of an economy fare for that sector is eligible expenditure. Where non-economy class air transport is used, the grantee will require evidence showing what an economy airfare costs at the time of travel.

Eligible travel costs must not exceed 20% of total project costs except where otherwise approved by the Program Delegate.

Software and ICT hardware

Eligible expenditure for software and ICT hardware:

- the purchase, lease and/or upgrade of software and ICT hardware that will be directly used for eligible project activities.

You may be required to provide evidence to substantiate the requirement for the purchase, lease and/or upgrade of software and ICT hardware for the successful delivery of the project.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure for this grant opportunity.

The Program Delegate may impose additional limitations or exclude other types of expenditure, in addition to the ineligible expenditure listed in these guidelines in a grant agreement or by notice to you.

Examples of ineligible expenditure include:

- training or professional development for event providers
- projects hosted for the primary benefit of a single school for the duration of the project
- salaries and salary related expenses
- purchase or leasing of vehicles
- infrastructure costs
- costs incurred prior to execution of the grant agreement
- research not directly supporting eligible activities
- activities, equipment or supplies that are already being supported through other sources
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles and the construction, renovation or extension of facilities such as buildings and laboratories
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs such as rental, renovations and utilities
- non-project-related staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- depreciation of plant and equipment beyond the life of the project
- maintenance costs
- costs of purchasing, leasing, depreciation of, or development of land
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- overseas travel
- domestic travel costs that exceed 20% of total project costs except where otherwise approved by the Program Delegate.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.