Dear <title> <first name> <last name>

Your application has been successful

I am writing to offer you a Grant under the National Science Week Grants 2019, an element of the Inspiring Australia – Science Engagement Programme.

The grant agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between <organisation name> ABN <organisation ABN> (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Innovation and Science (Commonwealth/we).

The Agreement includes:

- this letter
- the Grant schedule (attachment A)
- the Grant terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the Grantee name and Grant amount.

What you must do

To accept this offer and enter into this Agreement with the Commonwealth, complete the attached Accounts Payable – Supplier Details form and sign attachment A. Then send or email a scanned copy of this letter, the Supplier Details form, attachment A and attachment B to the address above by [insert date], otherwise this offer will lapse. The Agreement takes effect from the date we receive your signed attachment A.

You must undertake the project in line with this Agreement. You must only spend the Grant on the project or on eligible activities to undertake the project.

If you spend any amount of the Grant on activities not identified in the project, or if you have a Grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.
You must provide a final report, including a statement that you spent the Grant in accordance with this Agreement, by the due date. You may be required to provide evidence of the Grant expenditure. You can find a sample report template at attachment C. We will send you a report template to complete after you finish your project.

If you make a public statement or publish any material about your project you must acknowledge the funding you received from this grant. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

You will need to use National Science Week branding in the promotion of events, and register the event on the National Science Week website.

**What the Commonwealth will do**

We will pay the Grant into the bank account that you nominate in the Supplier Details form within 28 days of receiving your signed agreement documents.

We may notify you of issues or concerns with the project and withhold the Grant if we consider that you are unable to undertake the project in accordance with this Agreement. We will pay the Grant once you have corrected the issues raised in the notice.

**Any questions?**

If you have any questions please call <CSM name> on <CSM phone number>.

Yours sincerely

<CSM name>  
<signature block 2>  
<signature block 3>  
<date>
Attachment A - Grant schedule

<table>
<thead>
<tr>
<th>Program</th>
<th>National Science Week Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee</td>
<td>&lt;organisation name&gt;</td>
</tr>
<tr>
<td>Grantee ABN</td>
<td>&lt;organisation ABN&gt;</td>
</tr>
<tr>
<td>Trustee Name and ABN (where applicable)</td>
<td>&lt;trustee name&gt; &lt;trustee ABN&gt;</td>
</tr>
<tr>
<td>Project title</td>
<td>&lt;project name&gt;</td>
</tr>
<tr>
<td>Project number</td>
<td>&lt;project number&gt;</td>
</tr>
<tr>
<td>Project description</td>
<td>&lt;project activities&gt; &lt;project outcome&gt;</td>
</tr>
<tr>
<td>Project start date</td>
<td>&lt;project start date&gt;</td>
</tr>
<tr>
<td>Project end date</td>
<td>&lt;project end date&gt;</td>
</tr>
<tr>
<td>Total eligible expenditure</td>
<td>$&lt;total eligible expenditure&gt;</td>
</tr>
<tr>
<td>Total/maximum grant</td>
<td>$&lt;funding amount&gt; (plus GST where applicable)</td>
</tr>
<tr>
<td>Capped amount in financial year &lt;yyyy-yyyy&gt;</td>
<td>$&lt;amount year&gt; (plus GST where applicable)</td>
</tr>
<tr>
<td>Progress report due date</td>
<td>&lt;progress report due date&gt;</td>
</tr>
<tr>
<td>Final report due date</td>
<td>&lt;project end date + 40 days&gt;</td>
</tr>
<tr>
<td>Agreement end date</td>
<td>&lt;project end date + 160 days&gt;</td>
</tr>
</tbody>
</table>
Signatures

I agree to the terms and conditions outlined in this grant

If grantee is a company – make sure that ABN or ACN is included with organisation name

<table>
<thead>
<tr>
<th>Full legal name of the Grantee</th>
<th>&lt;organisation name&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABN &lt;organisation ABN&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director’s name</th>
<th>(print)</th>
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</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Director/Company Secretary name</th>
<th>(print)</th>
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<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Or

If grantee is an Incorporated Association – make sure ABN or other registration number is included with organisation name

<table>
<thead>
<tr>
<th>Full legal name of the Grantee</th>
<th>&lt;organisation name&gt;</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>ABN &lt;organisation ABN&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Officer’s name</th>
<th>(print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
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<tr>
<td>Date</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee member/Secretary name</th>
<th>(print)</th>
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</thead>
<tbody>
<tr>
<td><strong>Signature</strong></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td></td>
</tr>
</tbody>
</table>

Or

If grantee is an individual

<table>
<thead>
<tr>
<th><strong>Full legal name of the Grantee</strong></th>
<th>&lt;organisation name&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ABN &lt;organisation ABN&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Signature</strong></th>
<th></th>
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<tbody>
<tr>
<td><strong>Date</strong></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Witness name</strong></th>
<th></th>
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<tr>
<td><strong>(print)</strong></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Signature</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td></td>
</tr>
</tbody>
</table>
Attachment B Grant Terms and Conditions

1. Notices
The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee’s performance of this Agreement and to take action to resolve the conflict.

2. Payment of the Grant
2.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.
2.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement.
2.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

3. Spending the Grant
3.1 The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

4. Repayment
If any of the Grant has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

5. Record keeping
The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant and to make them available to the Commonwealth on request.

6. Privacy
When dealing with Personal Information (as defined in the Privacy Act 1988) in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

7. Grant Activity material
The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

8. Confidentiality
A party agrees not to disclose the other’s confidential information without its prior written consent unless required or authorised by law or Parliament.

9. Insurance
The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

10. Indemnities
10.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.
10.2 The Grantee’s obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

11. Licences and approvals
The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

12. Dispute resolution
12.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.
12.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.
12.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

13. Termination for default
The Commonwealth may terminate this Agreement by notice if it reasonably believes the Grantee:
   a. has breached this Agreement; or
   b. has provided false or misleading statements in their application for the Grant; or
   c. will be unable to complete the Grant Activity; or
   d. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.
The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

14. General provisions
14.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.
14.2 This Agreement may only be varied by the parties’ signed written agreement.
14.3 Clauses 3 (Spending of the Grant), 4 (Repayment), 5 (Record keeping), and 7 (Grant Activity material) survive the expiry or termination of this Agreement.

National Science Week Grants Sample Grant Agreement October 2018 6 of 13
## Attachment D

### National Science Week Grants final project report

**Project number**

**Grantee name**

**Project title**

**Report**

### 1. Event type and locations

**a** Which of the following eligible activities best describes your event?

- events relating to existing exhibitions (including travelling exhibitions)
- cinema and theatre
- debates
- quizzes
- open days
- interactive workshop
- presentations
- online events
- forums
- events that relate to the theme for this particular International Year
- events that relate to the National Science Week school theme

**b** In which states and territories were your event/s held?

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA

**c** In which sort of location was your event held?

- Capital city CBD
- Other city or town
- Suburbs
- Remote
- Online
- Other

If you selected ‘other’, please specify:

**d** When did you hold your event(s)?

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>
Have you had any project partners?
Yes ☐
No ☐

If you had a project partner, briefly describe the project partner/s’ role?

How many people attended your event?
- < 500 attendees ☐
- 500-1000 attendees ☐
- > 1000 attendees ☐

Was the event specifically aimed at engaging any of the groups listed below with the sciences?
- Primary school students ☐
- High school students ☐
- University students ☐
- Young families ☐
- The elderly ☐
- Indigenous Australians ☐

2. Project evaluation

Write a brief overview (250 words or less) about how your project went. Include comments on planning, implementation and outcomes.

What method(s) did you use to gather feedback about the effectiveness of your event?
Exit survey of participants ☐
Informal discussions with participants ☐
Informal discussions with event organisers ☐
Informal discussions with event presenters ☐
Informal discussions with event venue ☐
Written responses (e.g. letters, email, online, etc.) ☐
Word of mouth ☐
Other ☐

If you selected ‘other’, please specify:
k Write a brief summary (250 words or less) of what you learned from your event evaluation.


l How many people participated in your event/s?

m How many of each type of participant listed below attended your event/s?

- Early childhood (before school)
- Primary school students
- Secondary school students
- Tertiary students
- Adults (18-34)
- Adults (35-60)
- Adults (over 60)
- Other

If you selected ‘other, please specify:

n What geographical reach did your event(s) have? Give an approximate percentage for each applicable region.

- Suburb
- Whole city
- State
- Beyond home state

o Did your event do the following?

- Celebrate Australian achievements and capabilities in science, engineering, technology, mathematics and/or innovation?
  - Yes
  - No

- Showcase the relevance of science to daily life, society and the economy?
  - Yes
  - No

- Encourage young people to consider continuing studies in science?
  - Yes
  - No

- Assist in making the connection between studying science and science-based career opportunities?
  - Yes
  - No

- Foster partnerships between the community, research organisations and industry?
  - Yes
  - No

- Attract new audiences who may not have previously had an interest in science engagement activities?
  - Yes
  - No
Attract participants who may not have previously had access to an event in National Science Week?
Yes ☐ No ☐

Have you received funding through National Science Week Grants in the past?
Yes ☐ No ☐
If yes, was the funding for the same or similar National Science Week event?
Yes ☐ No ☐
If no, please provide a brief description of your previous National Science Week events that have been supported through National Science Week Grants.

What benefits has your organisation seen since holding a National Science Week event?
(250 words or less)

3. Promotional materials and publicity
Please describe your promotional activities for the event.

Please tell us which promotional activities did or did not work well and why.

What publicity did your event receive?
If you have copies of the publicity that your event received (e.g. online stories, media clippings) you can provide them with your final report as attachments.

4. Beyond National Science Week
Are there any continuing relationships between you and other organisations as a result of this event?
Yes ☐ No ☐
Has this event led to other science engagement activities that will continue beyond National Science Week?
Yes ☐ No ☐
w Do you intend to hold an event in National Science Week next year?
Yes ☐ No ☐

x Please tell us a little more about the legacy of your event

---

5. Financial report

Amounts must be GST exclusive.

<table>
<thead>
<tr>
<th>Item</th>
<th>FY 2017-18</th>
<th>FY 2018-19</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and accommodation</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>External venue and equipment hire</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>External presenter fees and travel</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Event advertising and promotion</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Consumable materials</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (eligible costs only)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

For other expenditure, please specify the expenditure items:

Note that the National Science Week Grants grant opportunity guidelines details the types of ineligible expenditure.

In particular, National Science Week Grants does not support infrastructure and costs associated with ongoing activities, general administration, salaries, internal charges such as venue hire, training programs or professional development for teachers, teaching resources and curriculum development materials.

Please outline any other financial or in-kind support that you received from other organisations for the project.
6. Certification

I .............................................................................................................. being a person duly authorised by the grantee hereby certify that:

- the information listed above is accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the grant was spent in accordance with the grant agreement.
- I am aware of the grantee’s obligations under their Agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
- I am aware that the Agreement empowers the Commonwealth to terminate the Agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the agreement.

Signed ................................................................. Date

[Position/ title]

[Title]