

Advance Queensland Engaging Science Grants frequently asked questions

Eligibility

- What does it mean to be Queensland-based?

For an applicant, Queensland-based means the Australian Business Register must designate the organisations' main business location as Queensland.

- If I am an existing Queensland Government grant recipient of another funding program, am I still eligible to apply?

Yes, however, the applicant must report any cash contribution towards the engaging science project (including other Queensland Government, Australian Government or any other source of funding) in the application form under 'Budget' as 'Funding from other sources' The reporting of additional funding will not disadvantage an application as it demonstrates the merit of the project.

- Can a Queensland Government organisation or employee apply for a grant?

Yes, the grants are open to all Queenslanders and Queensland-based organisations according to the eligibility criteria as set out in the guidelines.

- I was a recipient of an Engaging Science Grants in a previous funding round, am I eligible to apply?

The Guidelines state that regardless of whether an individual or organisation is the applicant or service provider for another applicant, they are limited to receiving up to two Engaging Science Grants per financial year.

- Is there a limit to the number of grant applications I can lodge?

Yes. The Guidelines state that an individual or organisation is limited to one application per funding round whether as an applicant or service provider for another applicant.

- Can a school student apply for a grant?

No, school students need to make an application via a teacher at their school.

- Can I use the grants to buy equipment?

Yes, equipment may be purchased using the funds for the purpose of the science engagement activity providing equipment costs are 50% or less of the total grant sought.

- Can an organisation apply for an Engaging Science Grant if the proposed project, event or activities involve products, systems or services that they sell/provide, promote or introduce to their prospective market?

No, the Engaging Science Grants funding cannot be used to pay for an organisation's business activities such as marketing and promotion of products, services or systems that they sell.

- I will be charging fees to participants of my project/event, am I eligible to apply?

Yes. However, the Guidelines require that if an applicant is charging fees to participants (for example, registration or participation fee) the expectation is that those fees will cover some of the costs to deliver the project and should be listed under 'Budget' as 'Funding from applicant organisation'.

Assessment

- How will grant applications be assessed?

Applications will be assessed:

- through a competitive, merit-based process, against the program's assessment criteria
- by a panel of independent assessors with relevant scientific, research and/or engagement and communication backgrounds.

How to apply

- How do I apply for an Engaging Science Grants?

Applications must be submitted online. The link to the application form is available on the Advance Queensland website. Applicants must:

- complete an online application form
- submit scanned (PDF) evidence of cash support from applicant organisation, partners, sponsors or collaborators, if applicable
- submit a signed Financial Incentive Agreement Terms and Conditions declaration (one page document in PDF). The declaration must be signed by the Project Leader named in the application and by the authorised representative from the applicant organisation.

- Who can apply for an Engaging Science Grant?

To be eligible for an Engaging Science Grant, applicants must be Queensland-based with an ABN as set out in the guidelines.

The proposed project must be aligned to one or more of the [Engaging Queenslanders in Science](#) strategy's goals outlined in the guidelines under assessment criteria 'AC2—Clear outcomes and alignment with the Engaging Queenslanders in Science strategy'.

- What is the closing date of the applications?

Applications can be submitted online anytime until the closing date on **Friday, 30 November 2018 at 1pm AEST**.

- Can an Engaging Science Grant be used to undertake a project on any topic?

No. The project must address one or more of the [Engaging Queenslanders in Science](#) strategy's goals outlined in the guidelines under assessment criteria 'AC2—Clear outcomes and alignment with the Engaging Queenslanders in Science strategy'.

- Can the application be revised after submission?

No. However, applicants must advise the department of any changes that are likely to affect eligibility.

Available funding

- How much funding is available per project?

Queensland Government funding of up to \$10,000 (excluding GST) is available for each successful application, depending on the cost of delivering the project as outlined in the application.

- How many grants will be awarded after each quarterly assessment?

The number of grants awarded will depend on the number and quality of applications received and the available funding pool at a given time.

- Must applicant apply for a \$10,000 grant?

No, \$10,000 is the maximum amount of funding available for each project. The cost of delivering the project determines the funding entitlement.

- How is the grant funding paid?

The grants funding is paid to the applicant organisation.

- When is the grants funding paid?

There are two payment instalments (excluding GST):

- Payment 1 – 50% of the total approved funding, to be paid to the successful applicant organisation on:
 - confirmation by the recipient of the details in Schedule 1 (Project details) of the Financial Incentive Agreement
 - approval of the application as evidenced by the execution of the agreement by the authorised officer from the department
 - provision of a valid tax invoice.
- Payment 2 – 50% of the total approved funding, to be paid to the successful applicant organisation on:
 - submission of the Advance Queensland Engaging Science Grants report satisfactory to the department
 - provision of a valid tax invoice.

- What is a valid tax invoice?

A valid tax invoice:

- must be made out to the appropriate Queensland Government department
- must have contact email address of the recipient organisation
- must have the correct amount and GST (for GST registered recipient organisations)
- must have the organisation's bank details such as bank account name, BSB and account numbers
- for state schools, bank details must be provided in a formal letter on the school's letterhead and signed by the school's principal or business manager.

- Are grants subject to GST?

Yes, all applicants must have an ABN but do not necessarily have to be registered for GST. The grant amount (up to \$10,000) excludes GST, however the grant payments will include GST if the funding recipient is registered for GST.

- Can I apply for funding support for a project that has already commenced prior to this application?

No. Only projects which commence after the agreed project commencement date will be funded.

- What can the grant funding be used for?

The grant funds can only be used on eligible costs such as labour, production, marketing, media, promotions, equipment, and other associated and relevant costs directly attributable to the delivery of the project.

The grant funds cannot be used for operational overhead expenses of the applicant organisation.

- Is additional Engaging Science Grants funding available if the project costs exceed the approved funding?

No. Any costs exceeding the approved funding will have to be borne by the funding recipient and/or partners or sponsors if applicable.

- Can I use the Engaging Science Grants funding to pay for the time and expertise of my own staff/employees to deliver the proposed project?

Yes, the Guidelines state that the Engaging Science Grants funding can be used for staff costs, for example direct salary costs for employees delivering the engagement activity. The funding cannot be used for staffing costs not directly related to the delivery of the program, for example administrative support.

Terms and conditions of the grant

- If I am successful, is there an obligation to acknowledge the Queensland Government's funding support?

Yes. You will initially be asked to keep the details of your grant confidential until it is announced officially by the Queensland Government. After the announcement, you will be required to acknowledge the Queensland Government support when publicly talking about the project, attending relevant media/promotion events, publishing relevant material, media releases and public statements. Acknowledgement wording and logo will be provided to successful applicants.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects and applicants may be requested to contribute to case studies and/or other promotional materials on success of the projects.

- Are the terms and conditions negotiable?

No, the applicant will be bound by the terms and conditions, which form part of the application and guidelines.

Please ensure that you have read and accepted the terms and conditions prior to submitting an application for funding, as they will not be negotiable at the time a funding offer is made.

- What is a Financial Incentive Agreement?

The Financial Incentive Agreement (FIA) is the legally binding document that outlines the conditions of the Engaging Science Grants, including the payment schedule and reporting requirements. The FIA is comprised of the Engaging Science Grants application, the Engaging Science Grants Financial Incentive Agreement Terms and Conditions and the Engaging Science Grants guidelines.

The applicant organisation automatically signs the FIA by submitting a signed financial incentive agreement declaration with the application form online, but the FIA is not finalised until the Queensland Government authorised officer signs a separate FIA execution page.

- Who signs the declaration?

The Financial Incentive Agreement Terms and Conditions declaration must be signed by the Project Leader named in the application and by the authorised representative from the applicant organisation.

1. **Print** the declaration page.
2. The project leader **signs** the top section of the declaration page; **scans** the signed page (PDF) and uploads the scanned copy of the signed declaration page with the online application form.
3. The project leader **emails** the signed declaration page to the officer in the applicant organisation who is authorised to sign the declaration.
4. The authorised officer in the applicant organisation **signs** the appropriate section of the declaration page, **scans** the fully signed page (PDF) and **returns** it to the project officer.
5. The project officer **uploads** the scanned copy of the fully signed declaration page with the online application form.